

Minutes of the Meeting of <b>Shincliffe Parish Council</b> held at <b>Shincliffe Primary School, High Shincliffe, Durham</b> , on <b>Tuesday 20<sup>th</sup> September 2016</b> at 7.00 pm.	<b>Action By:</b>
<p><b>Present:</b> Councillor G. Lee (in the Chair) and Councillors N. Cook, D. Duell, P. Ferries, A. Lee, J. Lovell and A. Olechnowicz.</p> <p>County Councillor Stoker was also in attendance.</p> <p>Councillor P. Ferries was welcomed to his first Parish Council meeting.</p>	
<b>62. Apologies for Absence</b>	
There were no apologies for absence.	
<b>63. Declarations of Interest</b>	
There were no declarations of interest.	
<b>64. Issues Raised by Members of the Public</b>	
No issues were raised.	
<b>65. Minutes</b>	
It was <b>resolved</b> that: the minutes of the meeting held on 19 <sup>th</sup> July, 2016, be approved as a true record.	
<b>66. Matters Arising</b>	
<p>Summer Front Garden Competition – Councillor A. Lee agreed to forward details to the Clerk. Winners would be invited to the October meeting to receive a certificate and prize.</p> <p>Bracken Cottage – The applicant had submitted an appeal against the refusal to grant retrospective planning permission.</p> <p>Dogs in High Shincliffe Park – Councillor Stoker agreed to forward details of signage to the Clerk.</p>	<p><b>Cllr A. Lee &amp; Clerk</b></p> <p><b>Cllr Stoker</b></p>
<b>67. Police Report</b>	
No Police report had been received.	
<b>68. County Councillor's Update</b>	
<p>County Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> <li>• Broken fence on A177 at rear of Manor Close – The Chapter did not have the resources to repair small, outlying pieces of land. Councillor Stoker had therefore requested an estimate of costs and would consider paying for the repairs from his Neighbourhood Budget.</li> <li>• Tangled telephone wires on High Street near entrance to Manor Close – DCC had agreed to thin the offending tree. Councillor Stoker however had been told that day, that it was BT's responsibility. A further update would be given in due course.</li> <li>• Pot hole at entrance to Manor Close – This was in need of repair. Enquiries regarding land ownership were on-going.</li> </ul>	<p><b>Cllr Stoker</b></p> <p><b>Cllr Stoker</b></p>





<ul style="list-style-type: none"> <li>Orchard Garden – The location of the fruit trees had been discussed at the last ‘Hill Meadows Residents’ Association Meeting’ and it was agreed that these should be planted where the Parish Gardener had suggested. This would require the removal of two bushes, therefore ownership needed to be ascertained. Councillor Duell agreed to contact the Chair of the Association to see if this information had been obtained.</li> </ul>	<p><b>Cllr D. Duell</b></p>
<p><b>72. Finance Committee Update</b></p>	
<p>Councillor G. Lee advised that the Finance Committee had met on Tuesday 13<sup>th</sup> September, 2016.</p> <p>Unfortunately, due to problems with the Parish Council laptop up to date information was unable to be circulated. The Clerk had agreed to meet with Cllr A. Lee on Saturday 17<sup>th</sup> September to review the horticulture position, and the budget would then be forwarded to members of the Finance Committee.</p> <p>As the current Parish Council laptop was no longer fit for purpose and had reached the end of its useful life, the Parish Clerk had considered and circulated 3 options for a replacement. It was <b>resolved</b> that: the laptop be replaced with a Dell Inspiron at a cost of £349.99 and also agreed to purchase Microsoft Office (lifetime - £99.00) and also have the data transferred from the old laptop (with a complete set up) at a cost of £60.00. The total cost was therefore £509.98.</p> <p>Detailed within the proposed Financial Regulations was a provision for a Councillor, other than the Chairman, to meet regularly (quarterly) with the Clerk to countersign invoices and review payments which had been made. Councillor P. Ferries had agreed to undertake this role.</p> <p>At the meeting the committee discussed the benefits of a Parish Council ‘payment card’ and online banking. Councillor P. Ferries agreed to look into this.</p>	<p><b>Cllr A Lee &amp; Clerk</b></p> <p><b>Cllr P Ferries &amp; Clerk</b></p> <p><b>Cllr P Ferries</b></p>
<p><b>73. Website</b></p>	
<p>The Chairman reported that the development of a new website was progressing extremely well. A particular thanks was extended to Councillor N. Cook and the Clerk for their work. It was anticipated that the new website would go live soon.</p>	
<p><b>74. Notice Boards</b></p>	
<p>The Chairman reported that the new notice boards for Shincliffe Village and High Shincliffe had been ordered, placed and installed. Following consultation with Councillors, the order had been placed with the Notice Board Company at a total cost of £981.60 (including VAT).</p> <p><b>Resolved:</b> that the payment be approved.</p> <p>The Chairman extended a particular thanks to Councillor A. Lee for all her hard work arranging these replacements.</p>	
<p><b>75. Tree Survey (Shincliffe Village)</b></p>	
<p>The Clerk referred to the findings of the tree survey of Shincliffe Village previously circulated.</p> <p>It was <b>resolved</b> that: the proposed works be undertaken at a cost of £430.00 + VAT. The Clerk agreed to make the necessary arrangements with Oliver’s Tree Services.</p> <p>Parish Councillors suggested that before and after photographs be taken to upload on the website.</p>	<p><b>Clerk</b></p> <p><b>Any Cllr</b></p>
<p><b>76. Local Council Award Scheme</b></p>	

The Clerk referred Councillors to the following documents which had previously been circulated for consideration:

- Health and Safety Policy
- Financial Regulations
- Publication Scheme
- Action Plan
- Evidence of Consulting with the Community.

It was **resolved** that: the above documents be approved.

The Chairman advised that an appraisal of the Parish Clerk had been scheduled to take place on Monday 3<sup>rd</sup> October, 2016 at 7.00pm.

**77. Current Accounts for Approval**

The Clerk reported that the following cheques had been raised and authorised throughout August:

Cllr A Lee (Reimbursement for plastic sign)	£15.44
Cllr A Lee (Reimbursement for pop up gazebo)	£95.94
CDALC subscription	£246.25
The Notice Board Company	£981.60
M Platts (Horticulture)	£293.70
M Platts (Horticulture)	£99.70
M Platts (Love Lane)	£12.00
M Platts (Sustainable)	£66.00
M Platts (Horticulture)	£330.00
M Platts (OMS)	£162.00
M Platts (Love Lane)	£18.00
M Platts (Horticulture)	£12.00
M Platts (Horticulture)	£21.00

The following accounts were then submitted for approval:

K Cuthbert (September Salary)	£274.60
HMRC (Income Tax – September)	£68.60
Darlington Borough Council	£815.26
K Cuthbert (Printer Cartridges)	£26.98

**Resolved:** that the above accounts be approved and paid.

**78. Date and Time of Next Meeting**

The next Parish Council Meeting will be held on **Tuesday 18<sup>th</sup> October, 2016, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.**

**79. Any Other Business – Councillors**

Parish Councillors discussed a 20 minute informal ‘drop in’ session immediately prior to every Parish Council meeting whereby residents could have a chat and raise any concerns with a Parish Councillor. It was agreed that this would be implemented from the next Parish Council meeting.

Councillor Lovell agreed to co-ordinate the autumn litter pick. Contact would be made with the Clerk to discuss arrangements.

**Cllr Lovell & Clerk**

