

Minutes of the July Meeting of **Shincliffe Parish Council** held in **St Marys Church Hall, Shincliffe Village, Durham** on **Tuesday 16 July 2013** at 7.00 pm.

Present: Councillor Duell (in the Chair) and Councillors Hudson, A Lee, G Lee, Lovell and Olechnowicz.

There were 6 members of the public present.

36. Declarations of Interest

There were no declarations of interest

37. Apologies for Absence

Apologies for absence were received from Councillor Lightley and County Councillor Stoker.

38. Minutes

Resolved: that the Minutes of the parish council meeting held on Tuesday 18 June 2013 (copies previously circulated and publicised) be confirmed as a correct record and signed by the Chair following a minor amendment.

39. Matters Arising

- (a) Love Lane – Councillor Stoker passed this to DCC to handle, Councillor Duell had contacted the resident to inform them that Marc Platts would be inspecting the tree. Marc confirmed that he had inspected this and that the tree is on Love Lane and is overhanging into the resident's garden over the shed and also an additional issue was raised that in the autumn the leaves fall in their garden which causes a safety hazard for the resident. It was **resolved:** that Marc cut back the tree as per verbal quote of £40.00.
- (b) Overgrown Trees – Councillor G Lee went to see resident, the tree and telephone wires are interweaved. It was **resolved:** to Agenda at the September meeting with a view to getting a quote for any works required after that time. Councillor G Lee to update resident on the matter.
- (c) Children cycling near The Avenue Inn – A meeting had taken place with an officer from DCC who confirmed that the area concerned was classed as highway and therefore it was not possible to erect a barrier or a gate in place. It was **resolved:** that Councillor G Lee raise matter with Councillor Stoker as child safety is still a concern.

40. Police Report

No police report was received.

41. County Councillor Update

- (a) St Marys Close – The Chapter Office has confirmed that they are responsible for cutting the middle green and maintenance of the steps. Some years ago local residents requested that they be allowed to cut the grass, and this was agreed by the Chapter Office. This would appear to be an informal agreement and if the current residents would prefer The Chapter to do it, they would reinstate this to their list of works. It was **resolved:** that Councillor Olechnowicz pass this information onto residents,
Councillor Olechnowicz mentioned that there is also a path that the Chapter Office are responsible adjacent to No.29. This path was raised previously with the Chapter Office and no progress made. It was **resolved:** that the Clerk write to the Chapter Office and bring the path to their attention again, and ask for their views on responsibility and maintenance.
There is a bench in St Marys Close that is in a poor condition, needs some maintenance. It was **resolved:** to consider this as part of next years' budget unless the Avenue Football can do this as one of their tasks.

- (b) Shincliffe Village Recreation Ground damaged wall – The Chapter Office had accidentally misinformed the Parish Council about responsibility for repairing the damaged wall. Having searched through their stored records, they have unearthed the original lease of the play area to the Parish Council, including the Parish Council's responsibility for repairs to the wall and steps. The Chapter Office say Parish Council is responsible for repairing the walls and steps. The driver of the vehicle is now in prison and as there were no damages awarded, if the parish council is responsible, may need to claim from insurance. It was **resolved**: that the Clerk to review the lease for the recreation ground to see if the wall and steps are the parish council responsibility and to agenda the item for the September meeting.
- (c) Lane between school and play area – overgrown with weeds, requested that these be cut back.
- (d) Block Drain in The Avenue - chasing up a request from 18 months ago to unblock this. It was originally a request for 2 adjacent drains to be unblocked, but only one has been fixed.
- (e) Lees Coaches - spoken to Lees and they are going to investigate parking up at Houghall, and if that is impractical, to use the 'layby' at entrance off A177 near the old Post Office
- (f) Play Area Refurbishment – the refurbishment has my full support, and I hope the Parish Council may be able to contribute financially later in the year, and next year, if they get the funding they are bidding for. I have used Member Funding to help pump prime with funding of £7K.
- (g) Can I also report that there is a new County Play Strategy coming out in the next couple of months, and the work of the volunteers puts High Shincliffe into a prime position to access funding for some new equipment.

42. Correspondence

(a) Matters arising from last month's correspondence

There were no matters arising.

(b) Correspondence to circulate for discussion/decision at next parish council meeting

1. The Clerk Magazine
2. Etape Pennines Cycle Event – Town and Parish Council Communications
3. DCC Driving Out Litter Campaign
4. Funding Neighbourhood Plans
5. DCC Neighbourhood Plans, Cabinet Report
6. DCC Maiden Castle riverside footpath re-opened
7. CPRE North East Summer Newsletter
8. Clerks & Councils Direct Magazine
9. DCC Children's Network News
10. DCC Overview and Scrutiny Annual Report 2012-13

(c) Current Correspondence

1. Email from resident congratulating the parish council on their website.
2. Letter the Internal Auditor confirming accounts have been checked and verified correct, accounts now submitted to the External Auditor.
3. CDALC AGM – notification and request for nominations and motions for discussion. AGM is being held on 26.10.13 at County Hall, Durham.

43. Planning Applications

4/13/00529/FPA	1 Low Road East Shincliffe	Two storey rear extension
4/13/00567/FPA	1 The Mews Shincliffe	Erection of two storey family room/bedroom extension to side of dwelling and rebuild of roof, minor alterations to steps

It was **resolved**: that the Parish Council raised no objections to the above planning applications.

44. Horticultural Committee Update

- (a) Summer planting completed
- (b) Budget savings made to date have allowed for Marc to water the tubs which is really needed given the present hot weather.
- (c) Northumbria in Bloom judges were here last week, some issues were raised, will provide an update in September following the Horticultural Committee meeting.
- (d) Wildflower Meadow, has rejuvenated itself, and is looking much better.
- (e) Summer Front Garden Competition – councillors allocated their streets, timescales first 2 weeks in August to inspect the gardens. Presentation to be made at the October meeting.

45. AAP Update

The new Board Members have been appointed. Councillor Stoker has been to be one of the 7 Councillor representatives and has also been asked to continue to Chair the City Centre Group and the Wharton Park Steering Group.

46. DCC Community Governance Review

Councillor Lovell had spoken with Jocasta Lawton at DCC regarding this matter, a report has been written regarding this. Councillor Lovell hopes to get an update on the content of the report prior to the next meeting. It was **resolved:** to agenda this item monthly until it is resolved.

47. Village Green

It was **resolved:** to agenda this at the September meeting when Councillor Lightley will be in attendance and can discuss the erosion on the side of the road and also the green area in St Marys Close.

48. Parks Regeneration

Jane Rans and Claire Ketley attended the meeting and provided a progress update on the fundraising for the parks regeneration. Have £15000 in funding already and have applied for more, DCC has given the group permission to carry out the works, and also access to use DCC procurement so no VAT is incurred.

Previously received a letter of support from the Parish Council, would it be possible to have an updated one from the new parish council. It was **resolved:** that the Clerk send a new letter of support on behalf of the parish council and to agenda item for the September to discuss in principle any donation.

49. Accounts

H Simpson (July and August salary)	£565.72
HMRC income tax payment (July and August)	£141.40
Shincliffe PCC – hire of hall	£22.00
DCC – hire of room for shortlisting	£30.36
DCC – hire of rooms for interviewing	£30.36
H Simpson – printer cartridges	£31.97
Ian Lawlan – internal auditor	£65.00
H Simpson – filing and archive storage	£54.14
H Simpson – additional salary for additional hours worked	£130.56
HMRC income tax payment (additional hours worked)	£32.64
CDALC – Councillor/Chairman Training	£108.00
M Platts – Horticultural	£703.89

Resolved: that the above accounts be paid.

50. Date of next Meeting

The September parish council meeting will be held on Tuesday 17 September 2013 in Shincliffe Primary School, High Shincliffe, Durham at 7.00 pm.

51. Any Other Business – Members of the Public

- (a) Marc Platts raised the issue that the parish council owns 2 water butts that are used for watering flowerbeds, at present they are stored at a former councillor's home, he would like them to be removed and stored elsewhere. Do we have any suggestions as to where, Marc would require access as and when to carry out any works. It was **resolved:** Councillor A Lee to speak to a resident who may be to help and report back in September.
- (b) Pot holes in High Shincliffe particularly around the perimeter road, need filling in, would like parish council to sort. It was **resolved:** that Councillor Duell speak to Councillor Stoker regarding this matter to see if it can be expedited. It was also mentioned that residents themselves can report potholes to DCC.
- (c) Concerned about road safety at Sherburn House, DCC have changed speed limit from 40 to 30mph, painted the road and put signs up. However motorists are not taking notice of this, feels the police should be out to do a speed check on this area. It was **resolved:** that the Clerk contact PC Cockburn regarding this matter.

52. Any Other Business – Councillors

Councillor G Lee

- (a) Parish Council Website, met with Rebecca Maddison at DCC, who is happy to give support to get the website live, Councillor G Lee now has a better understanding of how it can get up and running, and is happy to progress the work is required. It was **resolved:** that Councillor G Lee proceed with updating the new website and transfer data from the old web site.

Councillor Duell

- (b) The Chair and the Parish Council offered their thanks to the outgoing Clerk for her work as Parish Clerk.
- (c) Kate Cuthbert has been appointed as the new Parish Clerk subject to 6 months' probationary period. Michael Turnbull was appointed as reserve for the role and would be given the opportunity to take up the role should Kate leave with the first 6 months.

The meeting terminated at 8.10 pm