

Minutes of the Meeting of Shincliffe Parish Council held in Shincliffe Primary School, High Shincliffe, Durham on Tuesday 16th June 2015 at 7.00 pm.
Present: Councillor G. Lee (in the Chair) and Councillors Duell, Hudson, A Lee, Lightley, Lovell and Olechnowicz. There were 4 members of the public present at the start of the meeting, to receive a certificate and prize for the front garden competition.
24. Apologies for Absence
Apologies for absence were submitted to the meeting on behalf of County Councillor Stoker and PC Cockburn.
25. Presentation of Certificates and Prizes to Front Garden Competition Winners
The Chairman presented the following residents with a certificate and prize for the Spring Front Garden Competition:- Mr and Mrs Chaytor – 1 st Prize (18 The Green) - £40 Voucher Mrs Chapman – Highly Recommended (Uplands) - £20 Voucher Ms Fodden – Highly Recommended (26 St. Mary's Close) - £20 Voucher Mr and Mrs Chaytor commended the Parish Council on the Love Lane project, and donated their voucher for further flowers to be planted or works undertaken in this area.
26. Declarations of Interest
Councillor Lovell declared an interest in relation to Item 14 – Requests for Financial Assistance (NEPACS) as his wife was a Member of the Board.
27. Issues Raised by Members of the Public
No issues were raised.
28. Minutes
It was resolved that: the minutes of the meeting held on 19 th May 2015, be approved as a true record subject to the following amendments:- <u>15 – Horticultural Committee Update</u> - to read “Children from the Primary School had participated in the planting of flowers and bulbs at Love Lane and also the Old Mine Site”. A discussion had taken place with Elaine Crow and any potential funds would be followed up in September. Two further sustainable planting beds had now been planted.
29. Matters Arising
(1) Bin on Farm Track – the Parish Council noted that this had not yet been replaced with a larger bin. The Clerk agreed to find out the number assigned to this bin and make the necessary enquiries with DCC for a replacement. (2) Proposed Traffic Regulation Order (Shincliffe Village) – It had been previously agreed that a meeting would take place at 6pm on Tuesday 21 July 2015 to discuss the findings of the survey report. Councillor Olechnowicz had electronically circulated this report to known contacts and it was agreed that the Clerk would publish a notice in the notice boards advertising that paper copies were available prior to the meeting. These could be collected from Councillor Olechnowicz or sent out by the Clerk to the Parish Council.

(3) Shincliffe Park – It was agreed that Claire Ketley would be invited to a future meeting to discuss proposals for Shincliffe Village Park.

(4) Gas Leak (Junction between Shincliffe Lane and the Hartlepool Road) – Councillor Duell reported that according to the utility company, this had moved up the list of priorities.

(5) Parking Issues – The mini police had circulated leaflets to drivers parking inappropriately at school collection time on Wednesday 20th May. The Clerk agreed to circulate the feedback which had been received from PC Johnson. The Parish Council agreed that further contact needed to be made with the Police to address parking issues in an official manner and also ascertain the frequency of police presence around school drop off and collection times.

30. Police Report

PC Cockburn had advised the Clerk of the following incidences, prior to the meeting:-

06/05/15 – Criminal damage to a padlock which had superglue put on it, on a farm track at Moor Cottages.

17/05/15 – Burglary at Poplar Tree Garden Centre where a length of artificial grass (20 square meters) had been stolen.

31. County Councillor's Update

Councillor Stoker provided the following written report:

Rat Running – Councillor Stoker had met with David Battensby at County Hall to discuss the option of slowing traffic at the slip road by creating a 'sleeping policeman'. David Battensby had a concern about required forewarning of it to motorists via a sign. A site visit would be arranged to see if there was sufficient length between a warning sign at the beginning of the slip road and a sleeping policeman at the end of the slip road. Councillor Stoker had also asked him to explore the pros and cons of having a sleeping policeman just after the slip road, if there wasn't room on the slip road.

Shincliffe Park – Councillor Stoker had spoken to Estates at The Chapter about aspirations to improve the park, particularly the play equipment and asked them to check the length of the lease, and to inform Councillor Stoker of any issues or difficulties at their end. They seemed willing in principle.

Councillor Stoker suggested that consideration be given to a village meeting as part of the required consultation, preferably with involvement from the Community Association.

Councillor Stoker had pledged £20,000 from his Councillor's Neighborhood Budget to kick start the fund raising, and was taking advice on how to pass that over to the Community Association. This may not be possible until after the public consultation.

High Shincliffe Play Park - There had been a slight delay in laying the all-weather surface. This being due to a change of roles in a Council re-organisation. Councillor Stoker was grateful that Caroline Stephenson who oversaw the play area, had volunteered to see this final element to completion.

A177 Speeding – Councillor Stoker had asked David Battensby to measure whether the new road markings had been successful in slowing traffic entering the 40mph zone.

32. 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) CPRE (Campaign to Protect Rural England North East Newsletter Summer 2015)
- (2) Neighbourhood Protection Team Update (April 2015)
- (3) LCR (Summer 2015)
- (4) Neighbourhood Protection Team Update (May 2015)
- (5) Spaldings (June Offers)
- (6) Glasdon (Special Offers for Local Councils)
- (7) Nominations for County Association
- (8) Taxi Licensing Policy Review – Consultation
- (9) Consultation Draft of the Rights of Way Improvement Plan 2015-18

(c) Current Correspondence

- (1) An email had been received from a resident in relation to the erratic grass cutting on the green areas around High Shincliffe resulting in grass verges looking untidy. The resident suggested the planting of wild flowers on grass verges around the perimeter road and also beneath the hedges on the A177.

The Parish Council discussed the austerity faced by DCC and the resultant impact on the service provided whereby the grass appeared to be cut with less attention to detail. In addition, DCC do not cut grass around areas where they expected bulbs to be growing. However, it was acknowledged that certain areas may need to be more refined. Councillor A Lee agreed to respond to the resident accordingly.

- (2) Notification had been received that a tree from Love Lane was encroaching a garden in The Green. The Parish Gardener had attended to this, as part of the developments to Love Lane.

33. Planning Applications

The Clerk reminded Councillors that the following application had been electronically circulated prior to the meeting, for consideration.

[DM/15/01538/FPA](#)

Mr A Wilson

The Beeches
1 Beech View
Sherburn House
Durham
DH1 2SF

It was: **resolved** that there were no objections in relation to the above planning application.

[DM/15/01658/LB](#)

Mr B Quayle

Laxey Cottage
High Street South
Shincliffe
Durham
DH1 2NN

Proposed timber garage
and workshop

It was: **resolved** that there were no objections in relation to the above planning application.

34. Horticulture Committee Update

Councillor A Lee provided the following update:

- Two sustainable beds had been created at Whitwell Acres and High Street (opposite the entrance to Heathways). As bedding plants would not be required, these would be supplemented with perennial plants.
- The number of bedding plants required had reduced in number, and these would be delivered on Tuesday 23rd June 2015.
- A leaflet would be circulated to residents of Bromley Close to ascertain whether a herb garden would be of interest in this area of the village.
- Additional bulbs would be planted in the autumn for further colour in the spring.

35. Local Council Award Scheme – Quality Gold (Standing Item)

A discussion ensued in relation to the Quality Gold Award and it was deemed sensible to address as many of the criteria as possible, via email. The Chairman reiterated the role of the Clerk as Project Manager and himself as Project Sponsor and also explained that each of the criteria would be formally approved by resolution, at meetings of the Parish Council.

36. Approval of Accounts 2014/2015

The Clerk referred to the accounts 2014/15, previously circulated, and advised that these had been approved by the Internal Auditor.

The Statement of Accounts detailed all income and expenditure, together with a detailed spend analysis against each of the budget headings. Expenditure amounted to £22,716.48, income £20,884.97 with overall balances as at 31 March 2015 totalling £10,279.52. Petty Cash held at the end of the financial year totalled £112.16.

The Register of Assets and Employee Risk Register remained unchanged.

The Clerk then referred to the revised Standing Orders and also requested approval of Gordon Fletcher as Internal Auditor for the ensuing year.

It was **resolved** that approval be given to:

- (i) the 2014/15 accounts, together with all supporting financial documentation;
- (ii) the appointment of Gordon Fletcher as Internal Auditor; and
- (iii) the revised Standing Orders.

37. Requests for Financial Assistance

The Chairman referred to the six requests for financial assistance which had been received, and previously circulated.

Consideration having been given to each of these in turn, it was **resolved** to support the following requests:

- Shincliffe Show - £150.00
- Shincliffe Junior FC - £100.00
- High Shincliffe Avenue FC - £75.00
- Mayor's Appeal - £100.00
- NEPACS - £161.60

38. Accounts for Approval

K Cuthbert (Reimbursement Garden Centre Vouchers)	£80.00
K Cuthbert (June Salary)	£264.86
K Cuthbert (1/2 Yearly Electricity Allowance)	£50.00
HMRC (Income Tax)	£66.20
Bowburn Community Centre (Room Hire)	£18.00
M Platts (Horticulture)	£182.00
M Platts (Sustainable Planting)	£204.00
M Platts (OMS)	£100.00
M Platts (Love Lane)	£48.00

Resolved: that the above accounts be paid.

39. Date and Time of Next Meeting

The next Parish Council Meeting will be held on **Tuesday 21st July, 2015, 7.00pm at St. Mary's Church Hall, Shincliffe Village, Durham.**

An informal meeting will also take place prior to the next Parish Council meeting at 6.00pm in St Mary's Church Hall to discuss the findings of the Traffic Regulation Survey.

40. Any Other Business – Councillors

(1) Councillor Lightley raised the issue of the shrub bed at the entrance to Low Road, Shincliffe Village which required pruning. He explained that this had previously been maintained on a voluntary basis by the Popular Tree Nursery. Councillor A Lee agreed to speak to the Parish Gardener to see if these works could be undertaken as a gesture of goodwill.

(2) Councillor Lightley explained that land at The Green had previously been dedicated to providing houses for the elderly and new starter homes, with priority being given to residents of Shincliffe. A discussion would be held with the Legal Department at DCC or the Housing Association to ascertain whether these guidelines were still being enforced. This information would be forwarded to the Clerk.

(3) Councillor Lovell had agreed to co-ordinate future litter picks, as Vice-Chairman to the Parish Council.

(4) Councillor Duell reported that despite contacting DCC several times, the Chevron Sign at Shincliffe Village had still not been replaced.

The meeting terminated at 8.35pm