

Minutes of the Annual Meeting of **Shincliffe Parish Council** held in **Shincliffe Primary School, High Shincliffe Durham** on **Tuesday 21 May 2013** at 6.35 pm.

Present: Councillor Cook (in the Chair) and Councillors Duell, A Lee, G Lee, Lightley, Lovell and Olechnowicz. County Councillor David Stoker was also in attendance.

1. Apologies for Absence

Apologies for absence were received from Councillor Hudson and PC Cockburn.

2. Election of Chair

Nominations were sought for the position of Chair of the parish council; Councillor David Duell was proposed, seconded and agreed.

Resolved: that Councillor Duell be elected as Chair of Shincliffe Parish Council for the ensuing municipal year.

3. Declaration of Acceptance of Office

Councillor Duell signed the declaration of acceptance of office as Chair of the Parish Council for the ensuing municipal year.

Councillor Cook left the Chair and Councillor Duell took the Chair

4. Appointment of Vice-Chair

Nominations were sought for the position of Vice-Chair of the parish council. Councillor Lightley was proposed, seconded and agreed.

Resolved: that Councillor Lightley be appointed as Vice-Chair of the parish council for the ensuing municipal year

5. Declarations of Interest

There were no declarations of interest

6. Appointment of Horticultural Committee

Nominations were sought for the membership of the Horticultural Committee.

Resolved: to appoint Councillors A Lee, G Lee, Lightley and Olechnowicz to the Horticultural Committee, the committee are to appoint a Chair.

7. Police Report

PC Cockburn was unable to attend the meeting however had reported that there had been no crime reported since the last parish council meeting.

8. Minutes

Resolved: that the Minutes of the parish council meeting held on Tuesday 16 April 2013 (copies previously circulated and publicised) be confirmed as a correct record and signed by the Chair.

9. Matters Arising

- (a) Sparks Cottage - the property is presently up for sale and it looks like the development is complete. Residents are still concerned about the state of the site, trees have been taken out and not replaced. **Resolved:** County Councillor Stoker to speak to resident about their concerns and also to planners regarding this.

- (b) Walk to School – we have now received the report on this from Nina Cara-Collins, feedback is requested by the end of May and a meeting is to take place in June. **Resolved:** that Councillor Duell read the report and feedback as necessary.

10. 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 Transport Toolkit
2. Durham Association Newsletter
3. Welfare Reform Act Changes
4. Feedback on All Party Parliamentary Group
5. NALC Conferences
6. DCC Working with Local Councils
7. Clerk and Councils Direct Magazine
8. The Clerk Magazine

(c) Current Correspondence

1. CDALC Local Committee, need to elect up to 3 members to sit on it. **Resolved:** that Councillors Duell, Hudson and Lightley be nominated to represent Shincliffe Parish Council on the committee
2. Standards Training – 26 June from 5.30 refreshments, 6pm start. **Resolved:** Councillors to inform the Clerk if they wish to attend. Clerk will then book places.
3. Councillors were asked to note and consider whether they should like to attend future training sessions on Planning and Village Greens.
4. Councillor and Chairmanship Training – 9 July, £27pp. **Resolved:** that Councillor Duell attend the Chairmanship training, Councillors to inform Clerk whether they are able to attend the Councillor Training. Clerk will then book places.

11. Planning Applications

4/13/00343/FPA	Woodlands High Street South Shincliffe	Erection of single storey extensions to rear and side of dwelling.
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Councillor Lightley had inspected the plans online and had no objections to the application.

Resolved: that all councillors check the plans on the DCC planning portal and report back to the Chair within a week if they have any objections.

12. Bank Signatories

The Clerk informed the council that as a new parish council, we needed to update the banking mandates with regard to authorised signatories on the HSBC Community Account, HSBC Business Money Manager and NS&I Investment account.

Resolved: That Councillors Hudson and Lightley continue to be signatories and Councillors Duell, G Lee and Olechnowicz be authorised as signatories for the parish council. Clerk to make arrangements to update mandates.

The Clerk also informed the council that in the meantime cheques still needed to be signed and payments made, the Clerk requested that the council agree to permit the present signatories on the HSBC Community Account – Nia Cook, David Storer and Elizabeth Morgan to sign cheques on behalf of the parish council until the new banking mandate is in place.

Resolved: that the above named persons are still able to sign cheques on behalf of the parish council until the new banking mandate is in place, Clerk will inform the parish council of all payments made at each parish council meeting.

13. Approval of Accounts 2012/13

The Clerk produced accounts for the year ending 2012/13. **Resolved:** that the accounts for the year end 31 March 2013 be accepted as a true record and released for audit.

14. Accounts

H Simpson (May salary)	£282.76
HMRC income tax payment	£70.80
DCC – hire of hall	£30.36
H Simpson – printer cartridges	£48.95
M Platts – Old Mine Site	£100.00
AON Insurance	£662.38
Durham Cathedral – ½ year rent on recreation ground	£70.00

Resolved: that the above accounts be paid.

15. Date of next Meeting

The June parish council meeting will be held on Tuesday 18 June 2013 in Shincliffe Primary School, High Shincliffe, Durham at 7.00 pm.

16. Any Other Business – Members of the Public

- (a) Love lane – is untidy and overgrown, needs maintenance work carried out. **Resolved:** County Councillor Stoker to deal.
- (b) Sparks cottage – further issues with the house being up for sale, as a 6 bedroom house and not a 5 bedroom, County Councillor Stoker informed the resident he had already agree to handle this matter and would liaise with her.
- (c) Off road bikers in the Village are becoming a problem. **Resolved:** Clerk to contact PC Cockburn regarding this.
- (d) Last year the parish council renewed the Shincliffe Walks leaflet with funding by DCC. At that point, the officer at DCC, Elaine Crow, said there may be a possibility of further funding to renew the Walks Boards in the new financial year, as it is now the new year, suggest that the Council contact Elaine to see if there are any funds.
- (e) The parish council applies for and receives a Parish Paths Partnership grant from DCC for maintenance works on the Old Mine Site, the 2013 grant has been applied for and in October copies of Marc Platts invoices to the value of £300 along with the grant form need returning to Elaine Crow at DCC. Clerk has the grant form.

17. Any Other Business – Councillors

Councillor Lightley

- (a) There were various flooding issues last Saturday with the drain at end of Hill Meadows as it was blocked, as were others. Concerned about how infrequently gullies are being cleaned. **Resolved:** County Councillor Stoker to report the blocked drains to DCC.
- (b) Erosion of the village green through Shincliffe Village due to cars parking cars on the road side. **Resolved:** councillors to inspect the green when they are in the Village and to Agenda item for June meeting.

Councillor Olechnowicz

- (c) Shincliffe Village recreation ground, wall knocked over by a driver, Dean and Chapter contacted the police and their insurance company, still no further forward. **Resolved:** Clerk to contact Dean and Chapter again regarding this matter.
- (d) Whilst speaking to residents recently there is concern about lack of gritting during the winter months. County Councillor Stoker agreed that this is an issue and each councillor has a grant

and is prepared to spend money from his fund on gritting of pavements, however can't expand the present highway winter maintenance scheme, DCC do not have the capacity.

- (e) Shincliffe Village rat run problems are still ongoing. **Resolved:** to Agenda item for June meeting.
- (f) The green space in the middle of St Marys Close, who is responsible for this area, residents are trimming shrubs and bushes, DCC cut back the shrubs and bushes at times, grass is cut by DCC, and residents are concerned that it is being poorly cut. County Councillor Stoker suggested leaving finding out who is responsible for the green space at present and monitor grass cutting this year and see if it improves. Councillor Olechnowicz to speak to residents regarding this.

Councillor A Lee

- (g) Website – who maintains and updates, a lot of information is out of date. DCC offered the opportunity to use their format and host the website for us, we started to update the information, however this is still ongoing due to lack of capacity. **Resolved:** to Agenda item for June meeting and to pass website instructions onto Councillor G Lee.

Councillor Lovell

- (h) The red phone box on the village green is standing there empty, has no phone, can we use it as a community asset. The phone box is owned by BT so we are unable to use it; it is also a listed building and therefore cannot be removed without planning permission.

Clerk

- (i) Residents of the Bell Ward have only this week received consultation from DCC regarding the proposed changes to the parish boundaries, this is the first any of these residents have heard of it. Residents are not keen on this idea and would prefer to be in Shincliffe Parish. One resident would like to speak to a councillor regarding this. **Resolved:** that Councillor Lovell contact the resident regarding this matter.

The meeting terminated at 7.50 pm