

<p>Minutes of the Annual Meeting of Shincliffe Parish Council held in Shincliffe Primary School, High Shincliffe, Durham on Tuesday 19th May 2015 at 7.00 pm.</p>	
<p>Present: Councillor G. Lee (in the Chair) and Councillors Duell, Hudson, A Lee, Lightley, Lovell and Olechnowicz. County Councillor Stoker was also in attendance. There were 4 members of the public present.</p>	
1.	Apologies for Absence
<p>There were no apologies for absence.</p>	
2.	Election of Chairman
<p>The Clerk asked for nominations for Chairman. It was moved by Councillor Lightley, and seconded by Councillor Duell, that Councillor G. Lee be nominated for Chairman. No further nominations were received therefore it was resolved that: Councillor G. Lee be appointed as Chairman.</p>	
3.	Declaration of Acceptance of Office
<p>Councillor G. Lee duly signed the Declaration of Acceptance of Office Form, countersigned by the Clerk to the Parish Council.</p>	
4.	Appointment of Vice Chairman
<p>The Chairman asked for nominations for Vice Chairman. It was moved by Councillor A. Lee, and seconded by Councillor Olechnowicz, that Councillor Lovell be nominated for Vice Chairman. No further nominations were received therefore it was resolved that: Councillor Lovell be appointed as Vice Chairman.</p>	
5.	Community Award
<p>The Chairman thanked Mr and Mrs Carr for attending the meeting. The purpose of this being to present them with an award as recognition for the continued positive impact they have on the local community, and formally highlighted their contribution.</p> <p>Mr and Mrs Carr have attended the parish council litter picks for many years, and continue to do so. Furthermore, Mr and Mrs Carr enjoy taking walks within the parish on a daily basis and collect litter during every walk. They are proactive in highlighting areas of concern within the community (for example fly-tipping or where litter bins are overflowing) by reporting these concerns to the Parish Council, or working with Durham County Council directly to resolve.</p> <p>The Parish Council acknowledged that they were a huge asset to the local community and duly presented them with a certificate of appreciation, and a small gift.</p>	
6.	Declarations of Interest
<p>There were no declarations of interest.</p>	
7.	Issues Raised by Members of the Public
<p>No issues were raised.</p>	
8.	Meeting Dates and Membership to Sub-Committees
<p>The Clerk circulated proposed meeting dates for the Parish Council and the Horticulture Committee, for the ensuing municipal year.</p>	

It was **resolved** that: the dates be approved and publicised.

The Chairman asked for nominations to the Horticulture Committee.

It was **resolved** that: Councillors A. Lee, G. Lee and Hudson be appointed. In addition, Councillor A. Lee was appointed as Chairman.

At its meeting on 17th February, 2015 the Parish Council adopted a Complaints Procedure. The Chairman asked for nominations to serve on this panel.

It was **resolved** that: Councillors Duell, Lightley, Lovell and Olechnowicz be appointed.

As the parish council were striving to achieve the Quality Gold Award, the establishment of a Finance Committee was proposed, which would meet quarterly and report to the parish council on a quarterly basis. The financial information however, would still be circulated to all Councillors on a monthly basis, electronically.

It was **resolved** that: Councillors G. Lee, A. Lee and Olechnowicz be appointed.

9. Minutes

It was **resolved** that: the minutes of the meeting held on 21st April 2015, be approved as a true record.

10. Matters Arising

- (1) Bin of Farm Track – DCC had agreed to replace this with a larger bin which would be emptied on a weekly basis.

11. Police Report

In the absence of PC Cockburn there were no police matters to report.

12. County Councillor's Update

Councillor Stoker provided the following update:

- High Shincliffe Park - One of the goal posts had been wrongly concreted in, and was also facing the wrong way, therefore this would be rectified.
- Footpaths – Lobbying in relation to footpath repairs would begin to take place in order that works could be undertaken the following financial year. Confirmation had been received that Pond Street was an adopted road and would therefore be on the list of priorities.
- Traffic Calming Measures A177 – Dragons Teeth had been painted on the A177 heading into Shincliffe, however the white lines before the dragons teeth had not, as the road was not deemed to be wide enough. Councillor Stoker had requested examples where both measures had been introduced, and would report back in due course.
- Parking Issues – Parking problems had been encountered for numerous years around school drop off and collection times. As a result, the Parish Council had agreed to work in partnership with both the School and Durham Constabulary on an initiative involving the Mini Police to raise awareness of the problems, for example inconsiderate parking and speeding, and the associated dangers. The Parish Council were in support of, and welcomed this initiative, which needed to be further reinforced by police presence and necessary enforcements being undertaken to compliment an educational process. It was proposed that a mini police officer be invited to a future meeting, to report on the outcomes of their work.

13. Correspondence

(a) <u>Matters arising from last month's correspondence</u> There were no matters arising.				
(b) <u>Correspondence to circulate for discussion/decision at next parish council meeting</u> (1) Durham Association News (April 2015) (2) Neighbourhood Protection Team Update (March 2015) (3) Spaldings (May Offers) (4) Clerks and Councils Direct (May 2015, Issue 99) (5) Hags (Newsletter May 2015) (6) The Clerk Magazine (May 2015, Vol. 46, No.3) (7) Crowdfunding (Email 11 th May 2015) (8) Carers Event (Email 11 th May 2015) (9) County Durham Volunteering Awards 2015				
(c) <u>Current Correspondence</u> (1) An email had been received in relation to traffic calming measures which would be discussed under item 18 of the agenda.				
14. Planning Application				
DM/15/01294/FPA	Mr D Rippon	1-7 Manor Close Shincliffe Durham DH1 2NS	Replacing existing fence and gates	
It was: resolved that there were no objections in relation to the above planning application.				
15. Horticultural Committee Update				
Councillor A Lee provided the following update:				
<ul style="list-style-type: none"> • Children from the Primary School had participated in the planting of flowers/bulbs within Love Lane, on Thursday 30 April, 2015. The children had been a pleasure to work with and had been incredibly focused and respectful. Photographs of their involvement were shown to Parish Councillors. • A discussion had taken place with Elaine Crow and any available funds would be used for an Interpretation Board at the Quality Street end of Love Lane. • A further two sustainable/perennial beds were being considered within this financial year. • It was proposed that the Bromley flower bed be converted into a community herb garden. Information would be shared with Bromley Street residents prior to this taking place. 				
The Parish Council extended their thanks to Councillor A. Lee and Marc Platts (Parish Gardener) for the immense amount of work which had taken place over the last year. Councillor Stoker was also thanked for his funding contributions to some of the horticulture projects.				
16. AAP Update				
As a meeting had not taken place since the last parish council meeting, no update was given.				
17. Local Council Award Scheme – Quality Gold (Standing Item)				
The Chairman reminded Parish Councillors of the commitment from the Parish Council to undertake the Quality Gold Award, and that criteria would be achieved via a working group, with involvement from all Parish Councillors.				
As a result, it was resolved that: the initial meeting of the working group take place on Tuesday 26 th May, 2015 at Bowburn Community Centre.				
18. Proposed Traffic Regulation Order – Shincliffe Village				

The Parish Council acknowledged prior receipt of the survey report and welcomed the detail which was included. They also referred to an email which had been received from a resident.

It was proposed by Councillor Lightley that the report be accepted, noted and that no further action be taken.

An amendment to this was proposed by Councillor Olechnowicz and seconded by Councillor Duell, that the report be circulated as widely as possible to interested parties for information, and that a meeting be held before the July meeting (Shincliffe Village Church Hall) to explain to residents, why the parish council did not deem it appropriate to take any further action as a result of the findings.

With 5 Councillors voting in favour of the proposed amendment (Councillors G. Lee, A. Lee, Duell, Olechnowicz and Lovell);

And 2 Councillors voting against (Councillors Lightley and Hudson)

It was **resolved** that: Councillor Olechnowicz would email the report to those contacts who were following the progress of the TRO and that a meeting would also take place at 6pm on Tuesday 21st July in Shincliffe Village, immediately prior to the Parish Council meeting to discuss the findings of the survey and explain the reasons why it had been deemed by the Parish Council that no further action could be taken.

19. Review of Subscriptions

The Clerk outlined the subscriptions the Parish Council currently subscribed to namely; CDALC, SLCC and CPRE, and a review was undertaken.

It was **resolved** that: the subscription to CPRE would not be renewed within the current financial year due to the increase in cost, and the information being readily available via the internet.

20. Approval of Accounts 2014/2015

The Clerk reported that the accounts would be subject to internal audit, prior to Parish Council approval.

21. Accounts for Approval

M Platts (Horticulture)	£30.99
M Platts (Sustainable Planting)	£48.00
M Platts (OMS)	£45.00
M Platts (OMS Project)	£208.00
M Platts (Love Lane Project)	£171.00
K Cuthbert (May Salary)	£264.86
HMRC Income Tax (May)	£66.20
K Cuthbert (Printer Cartridges)	£23.98
K Cuthbert (Petty Cash)	£100.00
CDALC Subscription	£234.00
Durham Cathedral ½ Yearly Rent	£70.00
CDALC (Mentoring for CiLCA Qualification)	£170.00
SLCC (Registration Fee – CiLCA Qualification)	£250.00
Local Award Donation	£25.00
Hire of Church Hall	£22.00
AON Insurance Limited	£669.96

Resolved: that the above accounts be paid.

22. Date and Time of Next Meeting

The next Parish Council Meeting will be held on **Tuesday 16th June, 2015, 7.00pm** at **Shincliffe Primary School, High Shincliffe, Durham.**

23. Any Other Business – Councillors

- (1) Councillor Duell reported that there was a smell of gas at the junction between Shincliffe Lane and the Hartlepool Road. This had been reported and would be followed up as the leak had been known of by the utility company for some time.
- (2) Councillor G Lee commented that the notice board in Shincliffe Village was not fit for purpose. The Clerk agreed to research costings for a replacement.
- (3) Councillor Lightley commented on the much valued work undertaken by some residents within the community and proposed that some criteria be adopted to recognise and reward people for this work. The Clerk agreed to action this in due course.

The meeting terminated at 8.35pm