

Minutes of the Meeting of Shincliffe Parish Council held at Shincliffe Primary School, High Shincliffe, Durham, on Tuesday 17th May 2016 at 7.00 pm.	Action By:
Present: Councillor G. Lee (in the Chair) and Councillors Duell, A. Lee, Lovell and Olechnowicz. County Councillor Stoker and PC Cockburn were also in attendance.	
1. Apologies for Absence	
There were no apologies for absence.	
2. Election of Chairman	
The Clerk asked for nominations for Chairman. It was moved by Councillor Lovell, 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.	
3. Declaration of Acceptance of Office	
Councillor G. Lee agreed to duly sign the Declaration of Acceptance of Office Form, which would be countersigned by the Clerk to the Parish Council.	Chairman & Clerk
4. Appointment of Vice Chairman	
The Chairman asked for nominations for Vice Chairman. It was moved by Councillor Duell, and seconded by Councillor A. Lee, 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.	
5. Declarations of Interest	
There were no declarations of interest.	
6. Issues Raised by Members of the Public	
No issues were raised.	
7. Meeting Dates and Membership to Sub-Committees	
The Clerk agreed to circulate meeting dates for the Parish Council, the Horticulture Committee and the Finance Committee. A suggestion was made to hold a Parish Council meeting at Sherburn Hospital. This would be arranged by the Clerk. The Chairman asked for nominations to the Horticulture Committee, Finance Committee and Complaints Panel. <u>Horticulture Committee</u> It was resolved that: Councillors A. Lee and Olechnowicz be appointed, with the addition of the Parish Gardener (Marc Platts) and Pat Matthews (Community Representative). Councillor A. Lee was appointed as Chairman. <u>Finance Committee</u> It was resolved that: Councillors G. Lee, A. Lee and Olechnowicz be appointed with the addition of the Parish Clerk (Kate Cuthbert). Councillor G. Lee was appointed as Chairman.	Clerk

<p><u>Complaints Panel</u></p> <p>It was resolved that: Councillors Duell, Lovell and Olechnowicz be appointed.</p>	
<p>8. Minutes</p> <p>It was resolved that: the minutes of the meeting held on 19th April, 2016, be approved as a true record.</p>	
<p>9. Matters Arising</p> <p>(1) Former Councillors P. Hudson and Lightley – Councillor A. Lee advised that she had spoken to both Pat and John about the Parish Council proposal to plant a mini orchard garden on the green at Hill Meadows in recognition of their much valued work over many years. Both Pat and John were happy with the suggestion. Lisa Stark (Chair of Hill Meadows Residents' Association) would add this as an item of business for the next meeting, to ascertain the views of the local residents. Once an agreement had been reached, Pat and John would be invited along to see the trees being planted, which was anticipated to be in the Autumn.</p> <p>(2) Trees in Shincliffe Village – Councillor Olechnowicz advised that a Cherry Blossom Tree on Manor Way had grown vigorously since it was last pruned back, following the Tree Survey in Autumn 2013. In addition, the tree next to it appeared to be dying. The Parish Council noted that all recommended works were undertaken following the last survey, however resolved that: it was timely for a further tree survey be undertaken.</p> <p>(3) Pothole (Manor Close) – Councillor Olechnowicz advised that he had been out to have a look at this and commented that it was potentially dangerous and required action. County Councillor Stoker agreed to contact both DCC and the Dean and Chapter to obtain a map detailing ownership of the paths within the parish as a whole, and forward this to the Clerk.</p>	<p>Clerk</p> <p>Cllr Stoker</p>
<p>10. Police Report</p>	
<p>PC Cockburn advised on the following crime since the last meeting:</p> <p>9/5/16 – Theft of artificial grass (totaling £1,500) from Poplar Garden Centre.</p> <p>As PC Cockburn was retiring, the Chairman on behalf of the Parish Council, wished PC Cockburn a long and happy retirement and thanked him for his service to the Parish over the years.</p>	
<p>11. County Councillor's Update</p>	
<p>County Councillor Stoker provided the following update:</p> <ul style="list-style-type: none"> • Footpath from Hill Crest to A177 – Offset railings to slow cyclists/force them to dismount, would cost approximately £500.00 (£250.00 jointly funded from the Parish Council and Councillor Stoker). A discussion ensued and it was felt that these may be best located half way down the footpath, with a warning sign at the top. Councillor Stoker agreed to raise this with DCC to clarify exactly what would be required. • Planning Permission for 20m high mobile mast was being sought for the NE corner of the field near the Pump House on Houghall Campus. This mast would carry Vodafone and O2. Further communication would be received in due course. • The results of the speed check on the A177 near the eastern entrance to 	<p>Cllr Stoker</p>

High Shincliffe had been released and disappointingly, only showed a reduction in speed of 1mph. Councillor Stoker had therefore asked the Highways Department for a range of options to further slow traffic, for example using planting/boarders (possibly wildflowers) to create the impression of a narrowing road.	
12. Correspondence	
(a) <u>Matters arising from last month's correspondence</u> (1) No issues were raised.	
(b) <u>Correspondence held on reference file</u> (1) Clerks & Councils Direct (May 2016 Issue 105) (2) The Clerk Magazine (May 2016, Vol. 47, No. 3)	
(c) <u>Current Correspondence</u> (1) No issues were raised.	
13. Planning Applications	
No planning applications had been received.	
14. Horticulture Committee Update	
Councillor A. Lee advised that there was no horticulture update since the last meeting.	
15. Finance Committee Update	
Councillor G. Lee advised that the next meeting of the finance committee would take place on Tuesday 14 th June, 2016.	
16. Website	
The Clerk advised that as previously requested, contact had been made with fellow Clerks to receive recommendations from other Parish Councils for website development companies. This information had now been received, therefore contact would be made with each of these companies and quotes would be obtained. This would be discussed again at the next meeting of the Parish Council.	Clerk
17. Notice Boards	
The Clerk advised that research in relation to the purchase of two new notice boards was still ongoing. This would be discussed again at the next meeting of the Parish Council.	Clerk
18. Local Council Award Scheme – Quality Gold (Standing Item)	
Parish Councillors agreed that a working group meeting would take place immediately after the interviews for the co-option of two new Councillors. The working group meeting would be used to discuss the lessons learned from the survey undertaken in November 2015, and also the allocation of tasks to achieve the Quality Gold Award.	All Cllrs
19. Approval of Accounts 2015/2016	
The Clerk referred to the accounts 2015/2016 previously circulated and explained the closing balances as at 31 March 2016 which totalled £10,994.98 (opening balance – 1 st April 2015 was £10,279.52). Expenditure during the financial year amounted to £15,497.21 and income received was £16,209.30. The Parish Council resolved that: (1) Approval be given to the accounts for 2015/2016; (2) That the accounts and all supporting documents (including the Annual Return) be submitted to Internal Audit; and that	

(3) Gordon Fletcher be appointed as the Internal Auditor for the ensuing year.																	
20. Accounts for Approval																	
The following accounts were submitted for approval:																	
<table border="1"> <tr> <td>K Cuthbert (May Salary)</td> <td>£274.60</td> </tr> <tr> <td>HMRC (Income Tax – May)</td> <td>£68.60</td> </tr> <tr> <td>M Platts (Horticulture)</td> <td>£295.98</td> </tr> <tr> <td>M Platts (Map Holders - fixture)</td> <td>£12.00</td> </tr> <tr> <td>M Platts (Old Mine Site)</td> <td>£72.00</td> </tr> <tr> <td>M Platts (Sustainable Planting)</td> <td>£18.00</td> </tr> <tr> <td>M Platts (Fixing Wildlife Boxes)</td> <td>£42.00</td> </tr> <tr> <td>M Platts (Love Lane)</td> <td>£12.00</td> </tr> </table>	K Cuthbert (May Salary)	£274.60	HMRC (Income Tax – May)	£68.60	M Platts (Horticulture)	£295.98	M Platts (Map Holders - fixture)	£12.00	M Platts (Old Mine Site)	£72.00	M Platts (Sustainable Planting)	£18.00	M Platts (Fixing Wildlife Boxes)	£42.00	M Platts (Love Lane)	£12.00	
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Resolved: that the above accounts be paid.																	
21. Date and Time of Next Meeting																	
The next Parish Council Meeting will be held on Tuesday 21st June, 2016, 7.00pm at Shincliffe Primary School, High Shincliffe, Durham.																	
22. Any Other Business – Councillors																	
(1) Parking on grass verges (Rose Tree Inn) - Councillor Stoker agreed to investigate the cost of bollards, with a view to splitting costs with the Parish Council, to deter parking on the grass verges opposite the Rose Tree Inn.	Cllr Stoker																

The meeting terminated at 8.30 pm