

Shincliffe Parish Council

Chair of the Council:

Cllr Michael Banks
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Acting Clerk:

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Minutes of the Meeting of Shincliffe Parish Council held on Thursday 21 October 2021 at 6pm in St Mary's Church Hall, Shincliffe Village, DH1 2ND.

1	Record of attendance: <i>Councillors Michael Banks (in the Chair), Stephen Ashfield, Lizzie Pexton and Christine Warburton.</i> Also present: Richard Ormerod (Interim Clerk), Stephen Goodhart, Linda Fairlamb, Colin Jubb.
2	Apologies for absence: <i>Apologies were received from Councillor Brian Fairlamb.</i>
3	Declarations of interest and dispensation requests: <i>Cllr Banks declared an interest in item 13 as a member of the Parochial Church Council. Cllr Pexton declared an interest in a planning application (item 7) due to the proximity of her home to one of the applications.</i>
4	Minutes of the Ordinary Meeting of the Council on 16 September 2021: <i>These were agreed as a correct record and signed by the Chairman.</i>
5	Public Participation (please notify the Chairman or Clerk in advance): There was none. <i>It was agreed to suspend standing orders in order to limit the time allowed for public participation to 20 minutes.</i>
6	County Councillor's report: A written report was presented by the Chairman from County Councillor David Stoker. <i>It was agreed to receive the report.</i>
7	Planning applications received: A discussion took place which resulted in no objections being raised.
8	Chairman's update: Cllr Banks gave a report on council work since the last meeting. Topics covered included Christmas trees, online banking, the service level agreement with Durham County Council for payroll services, the insurance claim for damage to the bench at Bank Foot, defibrillators, repairs to play equipment and traffic speeds on the bank. It was noted that the litter pick in September had been very successful. The Autumn tidy-up in October was less well attended, but nevertheless resulted in useful work being done. It was noted that a press release on the council's climate change declaration had been sent out. A discussion took place on articles for SCAN and the need to have things ready well in advance. It was noted that £9446 had been reclaimed in VAT from 2020-21. It was noted that a service level agreement had been reached with DCC for HR services. It was noted that Kompan (providers of play equipment) would be meeting with the Clerk to discuss the recent inspection reports on the play equipment. <i>It was agreed to receive the report. It was agreed that Cllr Warburton would</i>

	<i>prepare an article on defibrillators for the next edition of SCAN in February 2022.</i>
9	Correspondence: Cllr Banks reported on correspondence received and responded to since the last meeting. Topics included trees striking telephone cables, consultation on Durham County Council's Minerals & Waste Development Plan, litter and building waste by the Seven Stars public house, the parking of a trailer and yacht at High Shincliffe, the noticeboard at Ancroft Garth and Armed Forces Day 2022. All matters were in hand. It was noted that Public Health at DCC were offering consultation to SPC as a stakeholder via online interactive workshops on the County Durham Physical Activity Strategy. There had been correspondence from a resident about "hidden costs" of play park maintenance. The Chairman said that this would be discussed under item 16.
10	Meeting of the Horticulture Committee on 14 October 2021. Cllr Warburton reported on the meeting. It was noted that bedding plants had been ordered and delivered. <i>It was agreed that the Horticulture Committee be delegated power to spend up to £300 on Christmas trees and associated decorations.</i> <i>It was agreed that the council treat invoices for horticultural work in Shincliffe Village play park as part of the play park maintenance budget.</i> <i>It was agreed that the Horticulture Committee develop a tasking plan for prioritising gardening work in the parish.</i> Cllr Banks thanked the committee for its work.
11	Beautiful Durham Awards. Cllr Pexton reported that High Shincliffe and Shincliffe Village had won the awards for Best Village and Best Small Village respectively, with Sherburn House also picking up an award. A discussion took place on the storage of trophies. The Chairman thanked Cllr Pexton for pulling together the submissions at very short notice.
12	County Durham Association of Local Councils: Cllr Ashfield reported on the AGM of CDALC. It was noted that there would be an increase in membership fees for the National Association of Local Councils next year which will have budgetary implications. <i>It was agreed that Cllrs Ashfield and Fairlamb continue to be the parish council's representatives on CDALC's Smaller Councils Forum.</i>
13	Service level agreement with St Mary's Church for use of the church hall: It was noted that the proposal to enter into a service level agreement with the Parochial Church Council to pay £320 per year for unlimited use of the church hall had been accepted by the PCC.
14	Benches (including play park): It was noted that Marc Platts had repaired the bench by the play park.

	It was noted that the contractor had collected the picnic bench and would liaise with Marc Platts in regard to delivery and installation at the play park. A discussion took place on adding parish council “branding” to benches in future.
15	Signage in Shincliffe Village play park: It was noted that the Clerk would be meeting with Ian Hoult, Neighbourhood Protection Manager at DCC, in regard to a policy of dealing with dogs in the play park.
16	Shincliffe Village play park: It was noted that James Young was the new Outdoor Facilities Coordinator at DCC and had presented a template service level agreement to the parish council. The Chairman presented a report which outlined options in relation to inspections of the play park equipment. A discussion took place involving members of the public. Cllr Pexton thought that weekly inspections might be excessive. A member of the public and Cllr Ashfield asked whether the parish council’s insurance premium might be affected by weekly inspections. A member of the public raised the issue of the high cost of replacing bark surfaces. <i>It was agreed that the Clerk contact the insurers to find out whether a decrease in premium would result from weekly inspections.</i> <i>It was agreed that the Clerk arrange a further meeting with James Young from DCC.</i>
17	Stiles and walkways around Sherburn House: It had been reported by a Community Representative to the Horticulture Committee that some of the stiles in that area were broken or had become otherwise difficult to use. Cllr Warburton had sent the Community Representative a map of the area for the identification of the affected stiles. <i>It was agreed that Cllr Warburton take photographs of the stiles for forwarding by the Clerk to DCC Rights of Way team.</i>
18	Noticeboards: It was noted that the Clerk and Chairman would be meeting with staff from the St Margaret’s Centre in Durham to discuss the designs available. A discussion took place involving members of the public on local “branding” on noticeboards. <i>It was agreed to advance the siting of a noticeboard in the play park at High Shincliffe, working with Durham County Council.</i> <i>It was agreed that the Clerk contact Craig Morgan from DCC’s Area Action Partnership and also Cllr Stoker to ask whether outside funding might be available for noticeboards.</i>
19	Traffic: A discussion took place on strategies to reduce traffic speeds on the perimeter road at High Shincliffe. <i>It was agreed to put a traffic management plan on the agenda for the next meeting.</i>

20	Motions: There were none.
21	Other business: There was none.
22	Date and time of next meeting: <i>The next meeting of Shincliffe Parish Council will be on Monday 22 November 2021 at 6pm in St Mary's Church Hall.</i>

The Clerk closed the open section of the meeting and the Clerk and members of the public left.

In private:

23	Terms and conditions of employment and advertising vacancy for Clerk to the Council: <i>It was agreed:</i> <i>1. to agree the advertisement, job specification and job description at November's meeting of the council then shortlist at December's meeting, then carry out interviews in early January 2022 with a view to appointing a permanent staff member on 1 April 2022.</i> <i>2. to consult with our Interim Clerk with a view to extending his temporary contract until 31st March 2022.</i> <i>3. to confirm contracted hours and salary range.</i> <i>4. to advertise the vacancy through channels which do not result in any cost to the council.</i>
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Signed as a true record:

Cllr M Banks (Chair)

Date:
