

Chair of the Council:
Cllr Michael Banks
2 Robson Terrace
Shincliffe Village
Durham
DH1 2NL



High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe
Parish Council

www.shincliffeparishcouncil.org.uk

Clerk:
Richard Ormerod
Helvellyn, 14 Geoffrey Avenue
Durham
DH1 4PF
clerk@shincliffeparishcouncil.org.uk

Minutes of the Meeting of Shincliffe Parish Council held on Thursday 16 February 2023 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, Ann Callaghan & Bill Clatworthy.</i> Also present: Richard Ormerod (Clerk), Mr Towan Hancock.
2	Apologies for absence: <i>Apologies were received from Cllr Brian Fairlamb.</i>
3	Declarations of interest and dispensation requests: Cllrs Banks and Clatworthy declared an interest in Item 13.
4	Minutes of the Meeting of the Council on 19 January 2023: <i>These were agreed as a correct record and signed by the Chairman.</i>
5	Public Participation: It was noted that Mr Towan Hancock wished to speak on item 18 in respect of cabling work in High Shincliffe.
6	County Councillor's report: Cllr Stoker was not in attendance but had provided information to the Chairman. It was noted that Cllr Stoker had agreed to provide financial support to Shincliffe Juniors Football Club.
7	Planning applications received: No concerns were raised.
8	Chairman's update: Cllr Banks gave a report. In relation to the Parish Resilience Forum it was noted that the WI had agreed to allow their building to be used as a coordination centre and that the St Mary's Church Hall could be used as a place of safety. There would be a further public meeting on 9 May 2023. The Chairman and Clerk had met with Ewan Brown from DCC Highways to discuss proposed parking restrictions in Shincliffe Village. The restrictions previously proposed would go out to formal consultation with the exception of those at the bottom of St Mary's Close. It was noted that there had been a good turnout at the first Coronation planning meeting. There was likely to be a horticultural theme running through the events. There would be a Big Sunday Lunch Picnic and St Mary's Church had agreed to the use of their grounds, though there will be other locations in the parish for this as well. It was now necessary to engage with the school and local businesses as well. There was no appetite for road closures. Additional bunting would be needed and it was hoped to provide commemorative bookmarks to local primary school children. The next public meetings to discuss the Coronation are on 9th March and 13th April. All are welcome.

9	Correspondence: Cllr Banks reported on correspondence received and responded to since the last meeting. There had been correspondence from Sherburn Hospital about the ownership of the land where the bus stop is. A resident had been in touch to report that the leaflet dispenser in High Shincliffe had been broken. The Clerk had provided a replacement from storage and additional leaflets. A letter had been received from St Mary's Church requesting financial help with their floodlighting. This would be on the agenda of the next meeting of the council.
10	Financial Update: The Clerk reported that the council currently has £24,221.58 in its main account and £13,892.65 in its reserve account. <i>It was agreed to receive the report.</i> <i>It was resolved to pay the outstanding invoices.</i>
11	Parish survey: The Clerk had previously circulated a draft list of questions. A discussion took place. It was noted that some refining of questions was needed. It was noted that Cllr Fairlamb wished questions in connection with the Neighbourhood Plan to be included. <i>It was resolved to include this, but to leave the highways-related questions as they were.</i> <i>It was resolved to use quantitative data with numbering options, and also to allow space for further comments.</i> <i>It was resolved to conduct the survey as an A4 leaflet delivered to all houses in the parish, with online options.</i>
12	Statement of parish council mission and values: Cllr Callaghan had prepared a draft document which was circulated and gave a presentation. It was thought that it formed a very strong starting point. <i>It was resolved to obtain feedback from members and from the committees, with a view to approving the final version in March 2023 and publishing it on 1 April 2023.</i> The Chairman thanked Cllr Callaghan for her work on the statement.
13	St Mary's Church Hall hire rates: Cllr Banks declared an interest as a member of the Parochial Church Council and left the meeting. Cllr Ashfield took the Chair. Cllr Clatworthy declared an interest as a member of the Parochial Church Council. <i>It was resolved to grant Cllr Clatworthy a dispensation to remain in the meeting (proposed by Cllr Ashfield, seconded by Cllr Callaghan).</i> It was noted that the church was raising the annual hire fee for the church hall from £320 to £400 from 1 April 2023. A discussion took place. <i>It was resolved to continue to hire the hall.</i>
14	Durham County Council – charges for HR advisory services: Cllr Banks returned to the Chair. It was noted that DCC is introducing an annual charge for the use of this HR service with effect from 1 April 2023. This new charge of £250

	plus VAT will include the provision of four hours HR advisory work to the Parish Council and any HR work required after this four hours will be charged at £75 plus VAT, per hour. <i>It was agreed to defer the matter to the March meeting of the council and that the Clerk supply details of the current costs.</i>
15	Training Policy: Cllr Ashfield gave a report. He said that the training policy should take into account the long-term development of members as individuals as well as the needs of the council. A discussion took place. It was proposed that members (including co-opted members of committees) each be permitted to undertake training supplied by associated organisations (NALC, CDALC, SLCC) up to a cost of £50 per year, with council approval needed for anything in excess of this. <i>It was agreed to bring the issue to the annual meeting of the council.</i>
16	Shincliffe Village play park: It was noted that Park Lane Services had performed the first of their quarterly operational inspections and that all items of equipment had been rated as good, with recommendations in some cases. It was noted that Robert Lynas Ltd had been informed that their services will be required for the access feasibility study but that the council was still awaiting receipt of the offer letter from the Area Action Partnership. At the request of the AAP the Clerk had contacted Savill's in order to obtain landowner's permission for the study. <i>It was resolved that the Clerk pursue this with Savill's.</i> A discussion took place on the balance between revenue and capital spending in relation to the contribution from Cllr Stoker's Neighbourhood Budget in 2023-24.
17	Drought resistant planting: Cllr Clatworthy reported that the Horticulture Committee would be looking at this option at its meeting on 28 February.
18	Overhead cables in High Shincliffe: A discussion took place involving Mr Towan Hancock. It was noted that the matter is essentially an agreement between the householder and the utility company involved and the parish council had little scope for action, other than to express its opinion. Members asked if the County Councillor could become involved. <i>It was agreed to bring a short paper to the March meeting with a motion to debate and decide upon.</i>
19	North-East Devolution Deal: A discussion took place. <i>It was agreed to bring the matter to the March meeting.</i>
20	Green Guide: Cllr Ashfield gave a report. <i>It was agreed that Cllr Ashfield write the guide and that the council will meet any additional costs of it being included in the SCAN newsletter.</i>
21	Bench: <i>It was agreed that the bench now be installed, the process starting with the Clerk taking up the issue with the insurance company.</i>
22	Traffic matters: A discussion took place on the four proposed locations for EV charging points. It was thought that three were suitable but one was expensive and unsuitable.

	A resident involved with the parish council in campaigning for additional traffic measures on the A177 had received and shared correspondence from DCC that they were not minded to reduce the speed limit from 40 to 30 MPH. <i>It was agreed that correspondence to be circulated to members and that Cllr Banks have further discussions with Cllr Stoker and PCC Joy Allen about this matter.</i> It was noted that the signs outside Woodside Cottage were flat. Durham County Council had committed to repairing them in November 2022 but this had not happened. The county council had also committed to repainting the road markings along the same stretch of the A177. <i>It was agreed that the Clerk follow up the issue.</i> It was noted that Durham County Council had committed to carrying out a traffic survey but this had not happened. <i>It was agreed that the Clerk follow up the issue.</i> A discussion took place on the banners designed by Nick Rippin for the A177. <i>It was agreed that the design be altered to read “Make A177 through Shincliffe 30mph”.</i> <i>It was agreed that the Clerk contact Cassop-cum-Quarrington Parish Council to ask about their involvement in getting the 40 and 30mph limits at different points on the A177 through Bowburn.</i>
23	Website and email: A discussion took place. <i>It was agreed that Cllrs Ashfield and Callaghan meet with Peter Graham to discuss the issues.</i>
24	Residents’ meeting to plan Coronation events: Covered under item 8 above.
25	Motions: There were none.
26	Date and time of next meeting: <i>The next meeting of Shincliffe Parish Council will be on Thursday 16 March 2023 at 6pm in St Mary’s Church Hall.</i>
27	In Private: Remuneration of staff: The Chairman reported that the appraisal forms had been completed by him and the Parish Clerk and they were to meet to discuss this and set draft objectives for next year. Both appraisal and draft objectives would come to the parish council in March for approval. The Clerk’s contract and grade is being reviewed against current and future objectives and key tasks. <i>It was agreed that the Chairman bring a report to the March meeting of the council.</i>
28	In Private: Possible capital purchase: <i>It was resolved to refer the matter to Finance Committee.</i>

Signed as a true record:

Cllr M Banks (Chair)

Date:
