

Chair of the Council:
Cllr Michael Banks
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High Shincliffe
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Shincliffe Village

Shincliffe
Parish Council

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Clerk:
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Minutes of the Annual Meeting of Shincliffe Parish Council held on Thursday 22 June 2023 at 7pm 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 & Brian Fairlamb.</i> Also present: Richard Ormerod (Clerk), approximately 50 parish residents.
2	Apologies for absence: <i>There were none.</i>
3	Declarations of interest and dispensation requests: Cllr Callaghan declared an interest in item 8 in respect of the application at Ancroft Garth.
4	Public Participation: None.
5	Minutes of the Annual Meeting of the Council on 18 May 2023: <i>These were agreed as a correct record and signed by the Chair.</i>
6	Minutes of the Special Meeting of the Council on 14 June 2023: <i>These were agreed as a correct record and signed by the Chair.</i>
7	County Councillor's report: Cllr Stoker briefed the council on Neighbourhood Budget projects completed and those still in development. These included Shincliffe Parish Council (play park), High Street footpath improvements, Shincliffe School (extension to Secret Garden project) and Shincliffe FC (purchase and installation of a storage container). Discussions took place on dangerous trees, waste collection and the footpath by Prospect Terrace. It was noted that Shincliffe CE School would not in future close for use in elections.
8	Planning applications received: Cllr Callaghan withdrew from the meeting. A discussion took place on planning application DM/23/01301/FPA (porch and veranda to front elevation, Ancroft Garth). <i>It was resolved that the council make no objection.</i>
9	Licensing applications received: Cllr Callaghan returned to the meeting. A discussion took place on the new Premises Licence Application at East Grange Farm, High Shincliffe. The applicants spoke and gave an explanation of what they hoped to achieve. Cllr Banks informed those present that no decision would be made by the parish council at this meeting as to how to proceed, but the discussion was to be used by the parish council to inform its decision, to be taken at a later date. Several residents gave views and asked questions of the applicants.

10	Chairman's update: Cllr Banks gave a report. The leaflet informing residents of the consultation on changes to county council boundaries had been printed and distributed. The Chair and Cllr Clatworthy would be attending a "traffic round table" meeting on 30 June in Croxdale with the local MP and Police & Crime Commissioner. There had been several break-ins involving garages in the parish. Cllr Clatworthy had had discussions with Dave Clark from Durham Constabulary regarding this at the recent PACT meeting in Bowburn, as well as discussions about anti-social behaviour involving use of off-road motorbikes and quad bikes. Cllr Banks and the Clerk had had a meeting with Wendy Lavelle from Durham Area Action Partnership regarding the application for Neighbourhood Budget funds for works on the play park (and possible changes to the application). It was noted that the AAP was appearing quite flexible on changes. Cllr Banks and the Clerk would be meeting with James Wilson to discuss planning conditions for progress on the holiday homes, and staff from Poplar Tree Garden Centre in the near future to discuss issues of concern.
11	Correspondence: Cllr Banks reported on correspondence received and responded to since the last meeting. Correspondence had been received about the use of air cannons in High Shincliffe. There had been a letter from a resident about The Spinney in the village. With permission of Dean and Chapter, the gate and fence, which had fallen into disrepair, were to be replaced. A resident had contacted the parish council about DCC's intention to replace footpaths at Prospect Terrace, High Shincliffe. The Clerk agreed to find out from DCC what is happening, as soon as possible. Correspondence had been received from several residents of concerned about the licensing application at East Grange Farm. The Hill Meadows Residents' Association had been in touch with the Clerk requesting advice on locating a bench on the grassed area there. Covered further in item 16 below. A resident of Low Green had been in touch concerning safety issues when egressing in car onto the main road. Correspondence had been received about the closure of the church in the grounds of Sherburn House. <i>It was agreed to make representations on this.</i> There had been further correspondence on the use of pesticides in the parish. <i>It was agreed that the Clerk follow this up again with Savill's.</i> It was noted that Cllr Ashfield had attended the recent meeting of the CDALC Smaller Councils Forum on behalf of the council.

	It was noted that the potholes on Heathways had been marked out for repair by DCC. Correspondence had been received about the dangers to children playing at Whitwell Acres. The council had put an appeal to parents on the website, requested additional safety signage and a 20mph limit in this area. <i>It was resolved to respond to the resident who contacted the council explaining this.</i> Correspondence had been received about the 80th anniversary of D-Day in 2024. <i>It was resolved to put this on the council agenda for July.</i>
12	Annual Governance and Accountability Return 2022-23: The Clerk gave a report. <i>It was resolved to upload invoices to the Scribe Accounts system wherever possible, as an action arising from the report of the internal auditor 2022-23.</i> <i>It was resolved to approve the annual governance statement 2022-23.</i> <i>It was resolved to approve the draft annual accounts for 2022-23.</i> <i>It was resolved to approve the register of assets 2022-23.</i> <i>It was resolved to approve the accounting statement and explanation of variances 2022-23.</i> <i>It was resolved that the Annual Governance and Accountability Return 2022-23 be agreed as correct and sent to the External Auditor (Mazars).</i> <i>It was resolved that the period of inspection be the six weeks beginning 26 June 2023.</i>
13	Financial update: The Clerk reported on the council's current financial position. At the 14 June 2023 the council had £44,196.16 in the current account and £13,952.65 in the reserve account. <i>It was resolved to note the current financial position (proposed by Cllr Ashfield, seconded by Cllr Callaghan).</i> <i>It was resolved to pay the outstanding invoices (proposed by Cllr Ashfield, seconded by Cllr Callaghan).</i>
14	Mayor of Durham's Charity: The Mayor of Durham, Cllr Lesley Mavin, had requested a donation to her chosen charity, St Cuthbert's Hospice. <i>It was resolved to donate £250 to the Mayor's charity.</i>
15	Women Against Pit Closures: <i>It was resolved that this issue be deferred to the July meeting of the council.</i>
16	Benches: The Clerk informed the meeting that whilst the insurance claim for the damage to the original bench at Bank Foot had been successful, the insurance company (Gallagher's) had not paid the £400 excess, on the grounds that it was "not economical" to pursue the motorist responsible. The council took the view that this was not good enough and that it is not unreasonable to pursue recovery of the excess, given that the council had provided Gallagher's with the police incident number.

	<i>It was agreed that authority be delegated to the Clerk to pursue a complaint against the insurance company, and to escalate the matter to the Insurance Ombudsman if necessary.</i> The Hill Meadows Residents' Association had made contact with the Clerk about the possibility of siting a bench on the grassed area there, initially to ask for advice on suppliers. <i>It was agreed in principle to offer to site the parish council's replacement bench at Hill Meadows, subject to permission from the landowner and agreement with the family of Steve Bell.</i>
17	Shincliffe Play Park: It was noted that the contractor, Robert Lynas, had already started research for the access feasibility study, but was wanting a steer from the council on what was needed. The view of the council was that the original concept was to create: safe access for all to the play park possibly, making use of the Low Green entrance for those with mobility difficulties or wheelchair access if this is not possible utilising the existing main entrance in Low Road; accessibility for all to play park equipment and provision of some safe equipment for use by those with disabilities; accessible seating for all; and a safe inclusive accessible environment for all with hidden and visible disabilities. <i>It was resolved that the contractor, Robert Lynas, be informed of this.</i> <i>It was agreed that Cllr Clatworthy investigate options for storage.</i> A discussion took place on use of the noticeboard at the park to publicise community events. <i>It was resolved to permit use of the noticeboard, subject to the availability of space, for non-profit making community events.</i>
18	Anti-social behaviour in the parish involving quad bikes and motorbikes: Discussed at item 10 above.
19	Motions: There were none.
20	Date and time of next meeting: <i>The next meeting of Shincliffe Parish Council will be the Special Meeting of the Parish Council on Tuesday 4 July 2023 at 6pm in St Mary's Church Hall.</i>

Signed as a true record:

Cllr M Banks (Chair)

Date:
