

Chair of the Council:
Cllr Stephen Ashfield
3 Geoffrey Avenue
Durham
DH1 4PF



High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe
Parish Council

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Clerk:
Richard Ormerod
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Minutes of the Meeting of Shincliffe Parish Council held on Thursday 20 July 2023 at 6pm in St Mary's Church Hall, Shincliffe Village, DH1 2ND.

1	Election of Chair for 2023-24 and Declaration of Acceptance of Office: It was proposed by Cllr Callaghan and seconded that Cllr Ashfield be elected Chair of the Council. There were no other nominations. Resolved: That Cllr Stephen Ashfield be elected Chair of Shincliffe Parish Council for the remainder of the 2023-24 council year. Cllr Ashfield signed the Declaration of Acceptance of Office.
2	Election of Vice-Chair for 2023-24 and Declaration of Acceptance of Office: It was proposed by Cllr Ashfield and seconded that Cllr Callaghan be elected Vice-Chair of the Council. There were no other nominations. Resolved: That Cllr Ann Callaghan be elected Vice-Chair of Shincliffe Parish Council for the remainder of the 2023-24 council year. Cllr Callaghan signed the Declaration of Acceptance of Office.
3	Record of attendance: Councillors Stephen Ashfield, Ann Callaghan & Brian Fairlamb. Also present: Richard Ormerod (Clerk) and a member of the public.
4	Apologies for absence: Apologies were received from Cllr Bill Clatworthy who was on holiday. It was agreed to receive the apologies.
5	Declarations of interest and dispensation requests: None.
6	Public Participation: It was noted that a member of the public from Shincliffe Local History Society wished to speak on Item 17.
7	Minutes of the Meeting of the Council on 20 July 2023: Resolved: The minutes were agreed as a correct record and signed by the Chairman.
8	County Councillor's report: None.
9	Planning applications received: A discussion took place on the recent application at Shincliffe Mill. Resolved: That the Clerk contact Durham County Council to clarify restrictions on the use of the new structure.
10	Licensing applications: A discussion took place on the tenancies of public houses in the parish. Resolved: That the issue of recreational facilities in the parish be added to the

	agenda of the next council meeting.
11	Chairman's update: Cllr Ashfield gave a report. It was noted with sadness that former parish councillor Pat Hudson had died. Resolved: That the Clerk send a card to Pat Hudson's family expressing condolences, but also thanks for her contributions to the parish council and the life of the villages.
12	Correspondence: Cllr Ashfield reported on correspondence received and responded to since the last meeting. Residents were happy that the pavement improvements on Prospect Terrace were to be redesigned. It was agreed that the Clerk provide an update to members. A complaint had been received about the state of a garden in the parish. It was agreed that the Clerk respond to the resident saying the parish council cannot take any action. A complaint had been received about the state of the pavement on the A177 between Shincliffe Village and High Shincliffe. It was agreed that the Clerk follow up with Durham County Council.
13	Financial update: The Clerk reported on the council's current financial position. At the 14 September 2023 the council had £37,774.45 in the current account and £14,012.92 in the reserve account. Resolved: That the council note the current financial position (proposed by Cllr Ashfield, seconded by Cllr Callaghan). Resolved: That the council pay the outstanding invoices (proposed by Cllr Ashfield, seconded by Cllr Callaghan).
14	Neighbourhood Plan: A discussion took place on the development of the Neighbourhood Plan and the area that it should cover. It was proposed by Cllr Ashfield and seconded that the area to be covered shall be the whole of the parish of Shincliffe. Resolved: That the area to be covered by the Neighbourhood Plan shall be the whole of Shincliffe Parish. Resolved: That Jo-Anne Garrick be appointed as consultant to the council on the Neighbourhood Plan, subject to fees being deemed acceptable. Resolved: That the Finance Committee be delegated power to decide on whether fees are acceptable at its meeting on 5 October 2023. Resolved: That subject to the above, Jo-Anne Garrick be asked to assist in drafting the determination of area to be covered by the Neighbourhood Plan. Resolved: That subject to the above, Jo-Anne Garrick and Cllr Fairlamb set up a forum of local residents to assist in drawing up the Neighbourhood Plan.
15	Policy on Co-option: A discussion took place on whether the council's co-option policy was suitable. It was noted that there was still time for a by-election to be

	called to fill the vacancy caused by the resignation of Michael Banks from the council, so it was not yet clear whether there will be two or three vacancies to be filled by co-option. Resolved: That the council's co-option policy be amended in the following ways: 1. That decisions by council shall be made by secret ballot in all cases. 2. Where there are multiple vacancies to be filled and there are not more candidates proposed and seconded than there are vacancies, the vacancies will be filled one at a time. 3. Where there are multiple vacancies to be filled and there are more candidates proposed and seconded than there are vacancies, the vacancies shall be filled by the single transferable vote system. 4. Information submitted in writing by candidates about themselves shall only be shown to council members. 5. Provision shall be made for candidates to give a presentation as well/instead of a speech.
16	County Durham Association of Local Councils (CDALC): Two nominees were required to attend the Annual General Meeting of CDALC on Saturday 7 October at 10am in County Hall. <i>Resolved: That Cllrs Ashfield and Clatworthy be the council's nominees to attend.</i>
17	Stink pipes, High Shincliffe: Having previously supplied members with background information a member of the public spoke to the council about the desire of Shincliffe Local History Society to have four "stink pipes" in High Shincliffe listed by Historic England. <i>Resolved: That the council consult residents nearby by letter in order to gauge local opinion.</i> <i>Resolved: That the matter be put on the agenda for the October meeting of the council.</i>
18	Nature walks in the parish: A member of the public had requested that the council look into the provision of guided walks in the area. <i>Resolved: That the matter be considered by the Horticulture Committee.</i> <i>Resolved: That the Clerk investigate whether any provision of guided walks is made by Durham County Council.</i>
19	Traffic matters: <i>Resolved: That Councillors Callaghan and Clatworthy attend future meetings of the Highways Round Table. The Chair to attend also if available.</i> It was noted that members had met with DCC Highways staff and that Durham Constabulary was being consulted on whether they could support a 20mph limit on the main road through Shincliffe Village and the perimeter road in High

	Shincliffe. It was noted that there had been a complaint about the use of e-scooters on the roads in High Shincliffe. <i>Resolved: That the Clerk again contact DCC Neighbourhood Wardens or the police to ask for further monitoring.</i>
	<i>It was agreed that the meeting continue beyond the two-hour limit.</i>
20	Shincliffe Play Park: It was noted that the access feasibility study would be completed soon. <i>Resolved: That the council use playchip to top up the bark surfaces.</i> <i>Resolved: That the council fund the difference in cost between the cost of playchip and the amount received from Neighbourhood Budget, assuming a successful application.</i>
21	Motions on notice: There were none.
22	Date and time of next meeting: <i>The next meeting of Shincliffe Parish Council will be the Annual Meeting of the Parish Council on Thursday 12 October 2023 at 6pm in St Mary's Church Hall.</i>
23	In Private: Riverside path between Rose Tree and Shincliffe Hall

Signed as a true record:

Cllr S Ashfield (Chair)

Date:
