

Chair of the Council:
Cllr Stephen Ashfield
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High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe

Parish Council

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Minutes of the Meeting of Shincliffe Parish Council held on Tuesday 21 November 2023 at 6pm in St Mary's Church Hall, Shincliffe Village, DH1 2ND.

1	Record of attendance: <i>Councillors Stephen Ashfield (in the Chair), Ann Callaghan, Bill Clatworthy & Brian Fairlamb.</i> Also present: Richard Ormerod (Clerk), John Charters and members of the public.
2	Apologies for absence: None.
3	Declarations of interest and dispensation requests: The Clerk declared an interest in item 26. Cllr Ashfield declared an interest in item 12.
4	Co-option of members to Shincliffe Parish Council: Standing Orders were suspended whilst Mr John Charters gave a presentation to the council. Cllr Clatworthy proposed that John Charters be co-opted onto Shincliffe Parish Council. This was put to a vote which was unanimously in favour. Resolved: That John William Charters be co-opted to Shincliffe Parish Council. The new member signed the Declaration of Acceptance of Office and joined the meeting.
5	Public Participation: A member of the public asked Cllr Charters what he hoped to achieve as a councillor.
6	Minutes of the Meeting of the Council on 10 October 2023 and the Extraordinary Meeting of the Council on 7 November 2023: Resolved: The minutes were agreed as a correct record and signed by the Chairman.
7	County Councillor's report: Cllr Stoker had been in touch with the Chair regarding planning matters in the parish.
8	Planning applications received: It was noted that the application DM/23/02778/FPA for retrospective permission for a stable block at the rear of Bank Foot had been refused by Durham County Council. A discussion took place on planning matters relating to 4 St Marys Close in Shincliffe Village. It was noted that the council had sought advice from various sources. Resolved: That the Clerk contact the case officer at DCC and present the council's concerns that what is proposed by the application is not a minor change and that a revised full planning application should be submitted.

	<i>Resolved: That the Clerk request the assistance of Cllr Stoker on this matter.</i>
9	Licensing applications: None.
10	Chairman's update: Cllr Ashfield gave a report. The Chairman reported that a box of Shincliffe Walks leaflets had been found by him in a bus stop in the parish. It was unclear who had put them there. The Chairman advised members of several consultations currently being undertaken by Durham County Council. Members were reminded of the Extraordinary Meeting of the Council taking place on 30 November to discuss the play park. Concern was expressed about the problems involved in using the new councillors' email addresses. <i>Resolved: That the Clerk organise a face-to-face meeting with the provider as soon as possible.</i>
11	Correspondence: The council had received correspondence relating to dogs running loose in the park in High Shincliffe. <i>Resolved: That the Clerk inform DCC and clarify what the rules are on dogs in the park.</i> <i>Resolved: That the Clerk clarify with DCC what their policy on removal of leaves from pavements is.</i>
12	National Association of Local Councils: Council Committee direct elections: The Chairman gave an explanation of the voting procedure and then left the meeting. Cllr Callaghan took over the Chair. A discussion took place. <i>Resolved: That the council give its first preference to Stephen Ashfield, second preference to Vanessa Lowe and third preference to Loretta Whetlor.</i>
13	Financial update: The Clerk reported on the council's current financial position. At the 14 November 2023 the council had £29,127.44 in the current account and £14,058.39 in the reserve account. <i>Resolved: That the council pay the outstanding invoices (proposed by Cllr Ashfield, seconded by Cllr Callaghan).</i>
14	Neighbourhood Plan: A discussion took place on the development of the Neighbourhood Plan. It was noted that the letter of application for the designation of Shincliffe Parish as a neighbourhood area had been sent. A discussion took place. <i>Resolved: That the Clerk enquire as to whether the protection of green space can be applied to the grassed areas of St Mary's Close.</i> <i>Resolved: That the Clerk enquire as to whether village green status can be</i>

	<i>applied to the grassed areas of St Mary's Close.</i> <i>Resolved: That the Clerk enquire as to why Cllr Fairlamb had received no response to his requests for this information from Durham County Council.</i>
15	Environmental Planning Guidance for local councils: The Chairman drew members' attention to the guidance which had been provided to members.
16	Review of parish council powers: A list of powers available to third-tier councils produced by NALC had been circulated.
17	Stink pipes, High Shincliffe: The Clerk reported on feedback received from local residents in response to the parish council's letter drop. <i>Resolved: That the Clerk consult Northumbrian Water to ask whether the pipes are still in use.</i> <i>Resolved: That the Clerk contact Historic England to enquire further about the implications for residents of listed status in regard to maintenance, tree work etc.</i> <i>Resolved: That the matter be put on the agenda for the December meeting of the council.</i>
18	General Data Protection Registration (GDPR): The Clerk informed the meeting that he and members are registered as data controllers with the Information Commissioner's Office. The importance of having functioning council email addresses was reiterated.
19	Traffic matters: It was noted that the new proposed date for the traffic round table meeting was 15 December. <i>Resolved: That the Clerk contact Nick Rippin from the MP's office to request a 3pm start on 15 December.</i> <i>Resolved: That the Clerk request a progress report from DCC on the 20mph speed assessments in the villages.</i> <i>Resolved: That the Clerk contact Michelle McIntosh from DCC for an update on the line painting in Shincliffe Village.</i> <i>Resolved: That the Clerk contact DCC to request hedge cutting Low Road in Shincliffe Village.</i>
20	Council Mission Statement: Cllr Callaghan had prepared a status check in regard to the council's key priorities. This was circulated to members. The Chairman thanked Cllr Callaghan for her work. A discussion took place. It was noted that the Chairman had invited guest speakers to the Climate Action Committee on the subject of home insulation. <i>Resolved: That Cllr Callaghan update the status check in the light of comments received and re-circulate.</i>
21	Closure of the church yard, Shincliffe Village: It was noted that the parochial

	church council at St Mary's Church (PCC) had started the process of closing the church yard. Mr Stephen Goodhart from the PCC informed the meeting that the parish council needed to give permission for the church yard to be closed. Once closed the church yard would become the responsibility of Durham County Council and there would be no change to public access to the area. No further burials would then take place except in "reserved plots". <i>Resolved: That the council approve the closure of the church yard (proposed by Cllr Clatworthy, seconded by Cllr Callaghan).</i>
22	Communication with residents: A discussion took place. <i>Resolved: That Cllrs Callaghan and Clatworthy look into setting up a Facebook page specifically for the parish council and to report back to the next meeting.</i>
23	NALC Foundation Award: <i>Resolved: To defer the matter.</i>
24	PSPO in Durham City: <i>Resolved: To defer the matter.</i>
25	Representation on the Parish Resilience Forum: It was noted that Michael Banks wished to remain a member. Cllr Fairlamb said it was important that Sherburn House be involved. <i>Resolved: That Cllr Charters be nominated as the parish council's representative on the Parish Resilience Forum.</i> <i>Resolved: That Cllr Callaghan liaise with Michael Banks in regard to future meetings of the forum.</i>
26	Offer of storage space from Framwellgate Moor Parish Council: Framwellgate Moor Parish Council had offered Shincliffe Parish Council a room at their headquarters for storage at a cost of £10.50 per calendar month. <i>Resolved: To hire the storage space on the terms offered, initially for one year.</i>
27	Motions on notice: <i>Resolved: To defer the matter.</i>
28	Date and time of next meeting: <i>The next ordinary meeting of Shincliffe Parish Council will be on Thursday 21 December 2023 at 6pm in St Mary's Church Hall.</i>
29	In Private: National Joint Pay Award 2023-24: <i>Resolved: That the council pay staff in line with agreed NJC pay scales.</i>
30	In Private: Employment of Clerk: The Clerk explained changes to his employment schedule outside of Shincliffe Parish Council. <i>Resolved: To note the changes.</i>

Cllr S Ashfield (Chair)

Date:
