

Chair of the Council:
Cllr Stephen Ashfield
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DH1 4PF



High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe

Parish Council

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Minutes of the Meeting of Shincliffe Parish Council held on 19th June 2025 at 6pm in St Mary's Church Hall, Shincliffe Village, DH1 2ND.

Record of attendance: Councillors Stephen Ashfield (in the Chair), Ann Callaghan, Bill Clatworthy, Graham Hollingworth, Peter Tiffin & Chris Tunstall.

Also present: County Councillor David Freeman.

1	Apologies for absence: No apologies received at the start of the meeting & hence none formally accepted, although Cllr Pearson sent apologies to the Chairman via text later that he couldn't make the meeting.
2	Declarations of interest: None
3	Members' dispensation requests: Cllr Ashfield requested a dispensation for the topic of the local nature reserve which was granted.
4	Public Participation: <i>a. Dog Fouling: complaints have been received about dog fouling, particularly in High Shincliffe.</i> <i>Resolved: to ask Mr Kirk Thiis, the Neighbourhood Warden with DCC (Kirk.Thiis@durham.gov.uk) to speak at the next Parish Council Meeting. It was also noted that residents can report instances of dog fouling either via the email above or via DCC's site (doitonline.durham.gov.uk).</i> <i>b. Path: complaint received that the path down from High Shincliffe to the School needs cutting back as the vegetation is overgrowing the path.</i> <i>Resolved: Cllr Tunstall volunteered to follow up and report via doitonline.</i> <i>c. Flytipping: complaint received of flytipping between Beaumont Court and Hill Meadows.</i> <i>Resolved: Cllr Tunstall volunteered to follow up.</i>
5	Draft Minutes of the Annual Meeting and Ordinary Meeting of the Council on 22nd May 2025: <i>Resolved: The minutes were agreed as a correct record and signed by the Chairman.</i>
6	Chairman's announcements: <i>a. Temporary replacement clerk – discussion later in agenda</i> <i>b. Suggested read McMillen Booklet (to check), CDALC.</i>

Signed:

Date:

7	Management Plan for Old Mine Site: A draft plan is being prepared by students of Cllr Ashfield, deadline is 20th June and hence not yet finalised. Resolved: Move to next meeting
8	Planning and licensing applications: a. Stables: Retrospective planning permission has previously been refused, the owners are appealing the decision. Cllr Tiffin is going to look to see if there is new information on the planning portal. Resolved: <i>If there is new information on the planning portal SPC will object. Proposed: Cllr Tiffin. Seconded: Cllr Tunstall. Unanimously passed.</i> b. Heathways: Cllr Tunstall volunteered to review the application to see if it is out of character with its surroundings and make any recommendation to other councillors. Resolved: If found to be out of character SPC will object. Proposed: Cllr Tunstall. Seconded: Cllr Ashfield. c. Old Sawmill: No objections
9	Financial matters: The Clerk had circulated a report on the council's financial position. On 18th June 2025 the council had £68,481.95 in the current account and £5,043.08 in the reserve account (£73,525.03 in total). - Cllr Callaghan reviewed payments, receipts and bank reconciliations, commented that money needs to be moved from the current account to the reserve account to cover money unspent at the end of the fiscal, plus the sum earmarked for the reserve (£16k) to aid transparency. Resolved: <i>That the council note the council's current financial position (proposed by Cllr Tunstall, seconded by Cllr Tiffin), passed unanimously.</i> - A payment of £56.77 to Cllr Clatworthy to re-emburse horticulture payments was proposed. Resolved: <i>That the council pay the outstanding invoices (proposed by Cllr Ashfield, seconded by Cllr Tiffin), passed unanimously.</i> - A hosting fee of £199 for IT services/domain name will become due shortly. Resolved: <i>That the council do NOT pay the outstanding charge in advance (proposed by Cllr Tunstall, seconded by Cllr Clatworthy), passed unanimously. This will be discussed at the next meeting.</i>
10	Members IT: There was a discussion on current IT provision for SPC. To note: All new members have got their new emails. Cllr Callaghan to send test emails.

	• Discussion that SPC continue with current provider, but work with him to try and improve the service/design. Cllr Hollingworth and Cllr Callaghan to follow up. • Need to understand the legal requirement for minutes to be posted. Cllr Ashfield to follow up. • Content management (Facebook, website etc) remains the responsibility of SPC, to be discussed in a future meeting. • There is social media training available for councillors. • Previous work on the IT set-up and issues was done by a previous councillor, Cllr Moon-Schott. Cllr Ashfield to follow up with him for his write-up/notes. • Compare prices original quotes v invoices received. Cllr Callaghan to action. A break was taken 7.20pm to 7.28pm
11	Traffic Matters: • HGV Signs: These appear to have been agreed historically. Cllr Tunstall has emailed Michelle McIntosh, waiting for a response. Cllr Clatworthy has 2015 write-up and will pass copy to Cllr Tunstall. • 20mph: No consultation has yet been started. Cllr Tunstall to pull together a letter questioning the policy being followed by traffic management which seems to say for an average speed of less than 24mph road bumps are not needed, need clarity before going to consultation. At 8.07pm standing orders were suspended and agreed to extend to 8.30pm
12	Common Areas in Hall Farm: To consider if SPC should take responsibility for maintenance. Rejected.
13	Benches and Footpaths in Parish: • There are approximately 10 benches in High Shincliffe, of which about 5 are in poor condition. Need to find out which are SPC owned. Cllr Ashfield to work with Clerk to find out. • To note, footpaths up for closure are referenced in SCAN.
14	Tree Protection Orders: • Cllr Tunstall has written to DCC about requirements for tree preservation orders & has been told to expect up to 21 days before a reply. • There are a number of green areas that are not registered, possibly developers hold land but are not maintaining it. Marc has been

	maintaining flower beds but there are a lot of trees. Put on the agenda for the next meeting.
15	Neighbourhood Plan: • All grant money has been pulled. • There are a couple of days left of JoAnne Garrick's contract left. • Possibly we need an additional meeting? • Put in agenda for the next meeting, Cllr Ashfield to send any updates via email.
16	Motions on notice: None. Noted that the next meeting will be 17 th July and Cllr Tunstall will be in the chair.
	Exclusion of press and public: <i>It was agreed that the press and public be excluded from the meeting for the remainder of the meeting.</i>
17	In Private: Locum Clerk: Discussion on the need for a temporary clerk whilst our permanent clerk is ill. Cllr Ashfield is the lead on this and will own contact, understanding costs (incl. IR35 impact etc) – expected to be £40ph. <i>Resolved: That Diane Rickerby be offered the position of temporary parish clerk for an initial contract of 7 hours per week, for an initial period of 2 or 3 months with a max cost of £3,640. Proposed: Cllr Callaghan. Seconded: Cllr Hollingworth. Unanimous.</i>
	<i>The meeting ended at 8.30pm.</i>

Signed as a true record:

Cllr S Ashfield (Chair)

Date:

Signed:

Date: