

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



High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe

Parish Council

www.shincliffeparishcouncil.org.uk

Clerk:
Richard Ormerod
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Minutes of the Meeting of Shincliffe Parish Council held on Monday 28 April 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 & Brian Fairlamb. Also present: Peter Tiffin & Graham Hollingworth.

1	Apologies for absence: Apologies were received from Councillor Janice Gorlach. Resolved: To receive and accept the apologies.
2	Declarations of interest: Cllr Ashfield declared an interest on item 12.
3	Members' dispensation requests: Cllr Ashfield requested a dispensation to speak on item 12. Resolved: To agree the dispensation.
4	Public Participation: The Chairman reported receiving comments from a residents that the lights on the A177 are too bright. Resolved: That Cllr Ashfield investigate the matter.
5	Draft Minutes of the Ordinary Meeting of the Council on 18 March 2025: Resolved: That the matter be deferred to the May meeting of the council. Resolved: That Cllr Ashfield investigate the possibility of publishing draft minutes on the council website before they are approved.
6	Chairman's announcements: Cllr Ashfield informed members that the Clerk had been taken ill and was in hospital. A discussion took place on employing a locum clerk if necessary. It was noted that an emergency meeting may need to be called. A discussion took place on signatories on the council's bank accounts. The Chairman thanked members who were not seeking re-election for their work on the council. Cllr Fairlamb received special thanks for his work on the Neighbourhood Plan. Resolved: That Cllr Ashfield clarify which members are signatories on the bank accounts.
7	Planning and licensing applications: It was noted that planning application DM/22/01509/FPA at Heathways had been approved by the Central & East Planning Committee of Durham County Council on 8 April 2025. A question was

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	raised over the issue of building on unadopted land. Resolved: That Cllr Ashfield make enquiries about the implications of building on unadopted land and any actions available to the council.
8	Financial matters: Due to the Clerk's illness the usual finance papers were unavailable, but they had been discussed at the meeting of the Finance Committee on 16 April 2025. Resolved: That the council agree all recommendations of the Finance Committee held on 16 April (proposed by Cllr Clatworthy, seconded by Cllr Ashfield). This includes moving funds from the current account to the reserve account.
9	Members' IT: A discussion took place. Resolved: That the matter be deferred to the next meeting of the council, Cllr Ashfield to lead on investigating options.
10	Traffic matters: HGVs in the village It was noted that the parish council owns land outside the Seven Stars public house and the play park where advisory signs could be placed. Resolved: That Cllr Clatworthy find out more information about the cost of signs. Resolved: That the matter be deferred to the next meeting. 20mph limits It was noted that the consultation had not started due to the council elections. Resolved: That the council consider use of a specialist transport consultant to advise on what options are (Cllrs Ashfield and Callaghan to investigate costs). Resolved: That Cllr-elect Tiffin liaise with Cllr-elect Tunstall about the options of an experimental route.
11	Review of the council's Mission Statement: A discussion took place. Resolved: That Cllr Ashfield compile a report on what has been achieved in relation to the current Mission Statement. Resolved: That the new council discuss updating the Mission Statement at a future meeting.
12	Management Plan for the Old Mine Site: Due to Cllr Ashfield's declaration of interest, Cllr Callaghan took the chair. Cllr Ashfield proposed that some of his college students do a write-up and presentation on the management of the Old Mine Site as part of their studies. Resolved: That Cllr Ashfield ask his pupils to write and present a report on the Old Mine Site that will include a cost-benefit analysis of the site formally becoming a Local Nature Reserve.

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13	80th anniversary of VE Day: A request had been received from Shincliffe Community Association to use the council's bunting for the fish and chips event. This had been agreed.
14	Neighbourhood Plan: Cllr Fairlamb provided an update on the three areas of open spaces, heritage and design. Responses to heritage papers and others are estimated to be ready by the end of June. Cllr Fairlamb highlighted that there is a Zoom call on the Neighbourhood Plan at 10am on 13 May with the council's consultant, Jo-Anne Garrick. It was noted that as Cllr Fairlamb is not seeking re-election to the parish council, another councillor will be needed to lead on progressing the Neighbourhood Plan. <i>Resolved: That Cllr Fairlamb send the Zoom link to members.</i> <i>Resolved: That a new lead member be appointed at the next meeting of the council.</i>
15	Protection of trees: <i>Resolved: That the matter be deferred to the next meeting due to the Clerk's illness.</i>
16	Purchase of council printer: It was noted that the council's current printer (housed at the Clerk's home) is over five years old and is starting to display faults, and is no longer under warranty. <i>Resolved: That the Clerk be authorised to spend up to £500 on a replacement printer/copier/scanner (proposed by Cllr Callaghan, seconded by Cllr Ashfield).</i>
17	Motions on notice: None.
	<i>The meeting ended at 8:48pm.</i>

Signed as a true record:

Cllr S Ashfield (Chair)

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