

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **JANUARY  
MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 15<sup>th</sup> January 2018**

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann  
Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Alfred  
Walton, Fiona Warrand and Mavis Wayman

**Officer**                    Dr Jane Ayre (Town Clerk)

Cllr Mel Carr, Chair, started the meeting by welcoming recently Co-opted Cllr Fiona Warrand.

**1. Apologies**

Cllr Joanne Elliott.

**2. Declaration of interest**

Cllrs Mel Carr and Ann Carr declared interests in Item 11.3.

**3. STC Minutes / Committee Reports**

**a. Minutes of the Special Town Council Meeting held Monday 4<sup>th</sup> December 2017**

These were confirmed as a correct record. ( GW / M Cant )

**b. Minutes of the Monthly meeting held Monday 4<sup>th</sup> December 2017**

These were confirmed as a correct record. ( VC / AW )

**c. Minutes of the P&R committee held Monday 4<sup>th</sup> December 2017**

These were confirmed as a correct record. ( GW / M Cant )

**d. Minutes of the Environment committee meeting held Monday 4<sup>th</sup> December 2017**

These were confirmed as a correct record. ( AW / M Carr )

**e. Minutes of the Community Development & Engagement committee meeting held Monday 4<sup>th</sup> December 2017**

These were confirmed as a correct record. ( AB / CL )

**f. Minutes of the Personnel meeting held Friday 15<sup>th</sup> December 2017**

These were confirmed as a correct record. ( GW / AW )

**g. Minutes of the Finance Working Group held Monday 18<sup>th</sup> December 2017**

These were confirmed as a correct record. ( AB / GW )

**RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

**4. Matters of Information**

**4.1 Planning Application – NETPark:**

The Clerk had written to Mr Stuart Timmiss of DCC making him aware of the outstanding request for information from Mr Colin Harding. The Clerk reported that a response has been received from Mr Timmiss and would be considered under agenda item 9.2.

**RESOLVED:**

**To receive this information.**

**4.2 External Report from DCC Members:**

County Cllr Robinson has asked for a letter detailing what requests for information are still outstanding. The Clerk has written such a letter and a response is now awaited. It was noted that information on issues has now been found from elsewhere.

**RESOLVED:**

**To receive this information and to close this matter.**

**4.3 Letter from County Cllr John Robinson:**

The Clerk has written to Ms Helen Lynch of DCC asking for an update on the exact status of the application to register Station Road Playing Field as village green. See agenda item 9.1 for the response now received.

**RESOLVED:**

**To receive this information.**

**4.4 Meeting Organised by County Cllr John Robinson:**

Cllr Chris Lines had confirmed that the meeting which had been scheduled to take place on 22<sup>nd</sup> November 2017 was cancelled and rescheduled for 7<sup>th</sup> December 2017. Cllr Lines reported this meeting had taken place at County Hall, Durham and he had attended. There was not much progress to report as issues are on-going looking at potential funding relating to youth issues across the EDRC AAP area. Cllr Lines had

made it clear at that meeting that any such work being undertaken by that group was parallel to the work which Sedgefield Town Council is already undertaking in relation to youth issues. Cllr Gloria Wills asked for clarification as to the purpose of the meeting on 7<sup>th</sup> December 2017 and asked why such reports were not being brought directly to the Town Council instead. Cllr Lines reiterated that he had stated the Town Council are undertaking their own work to progress youth issues and that it controls that agenda, however, he reminded Cllrs that the Town Council has sought an invitation to the original multi-agency meeting taking place in late 2017 at the Community College to consider youth issues so as to ensure that it was involved in discussions. The meeting on 7<sup>th</sup> December 2017 was an on-going part of that group's work in trying to seek funding support for youth issues across the EDRC AAP area. Cllr Wills said that she did not wish Cllr Lines to be put in a position without a clear mandate from the Town Council. Cllr Mark Cant suggested that the Clerk request a copy of the minutes from the meeting held on 7<sup>th</sup> December 2017.

**RESOLVED:**

**To receive this information and the Clerk to request from EDRC AAP staff a copy of the minutes from the meeting held on 7<sup>th</sup> December 2017 then share with Town Cllrs for information.**

**4.5 The Sedgefield Plan:**

The Clerk has circulated to all Cllrs on 14<sup>th</sup> December 2017 the response received from Mr Stuart Carter of DCC.

A public meeting has been organized for Friday 19<sup>th</sup> January 2017 commencing at 7pm in Sedgefield Parish Hall. This has been published via the Sedgefield News, Twitter, the Council's website, the Plan's dedicated website, the residents database and leaflet drop with assistance from the SVAG. This matter will be discussed further under agenda item 10.1.

**RESOLVED:**

**To receive this information.**

**5. Dates of Meetings:**

Dates of the meetings taking place in January 2018 had been circulated prior to the meeting together with the date of the forthcoming Mayor's Ball to be held on 23<sup>rd</sup> February 2018 at the

Hardwick Hall Hotel. In addition, the Clerk had also circulated prior to the meeting the schedule of all Council Committee meeting dates for 2018/19. These will now be published on the Council's website and displayed in the Council Offices and noticeboards.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

The Chairman closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles noted that the development of the former Community Hospital site was to be considered later in the agenda. With regards to this matter she reported that, as previously reported, the SVAG have been challenging DCC's decision to remove the lighting columns between Sedgefield and Fishburn. As a result of this, DCC have supplied the SVAG with the full safety report which was undertaken in relation to this decision. Mrs Bowles gave a copy to the Clerk for her to then share with Cllrs. The SVAG have asked DCC to reinstate the lights now that development has been agreed at this site and the developer has agreed to install lighting, however, DCC will not do so until work actually starts on the site. Cllr Mel Carr thanked Mrs Bowles for these comments and outlined the work which the Town Council had undertaken when it objected to the removal of these lighting columns.

Cllr Mel Carr, Chairman, thanked the member of the public for their comments and re-opened the meeting.

**7. Internal Reports:**

**7.1 Chairman's Report:**

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

The Mayor, Cllr David Brown, reported that since the last Monthly Meeting he had attended the following:

- 6<sup>th</sup> December 2017 – Volunteers Celebration Event at Manor House,

Sedgefield

- 7<sup>th</sup> December 2017 – Mayor’s Carol Service, St Edmund’s Church, Sedgefield
- 9<sup>th</sup> December 2017 – St Edmund’s Church Coffee Morning and Fayre, Sedgefield
- 15<sup>th</sup> December 2017 – Sedgefield In Bloom’s Christmas Fayre, Sedgefield Parish Hall
- 20<sup>th</sup> December 2017 – EDRC AAP Board Meeting, Trimdon
- December 2017 – Carol Services at Ferryhill, Newton Aycliffe, Chilton and Shildon
- 6<sup>th</sup> January 2018 – SCA Christmas Evening, Ceddesfeld Hall

**RESOLVED**

**To receive this information.**

**8. External Reports**

**8.1 East Durham Rural Corridor Area Action Partnership Board Meeting – Key Messages 20<sup>th</sup> December 2017:**

Prior to the meeting the Clerk had circulated to all for information the Key Messages from the EDRC AAP Board Meeting held on 20<sup>th</sup> December 2017 at Trimdon.

**RESOLVED**

**To receive this information.**

**9. Correspondence**

**9.1 Application to Register Land as Village Green – Station Road Playing Field, Sedgefield (letter from Mr Neil Carter, DCC dated 8<sup>th</sup> December 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Neil Carter, DCC Solicitor, dated 8<sup>th</sup> December 2017 entitled as above. In this letter Mr Carter reported that the evidence accompanying the application by local residents to register Station Road Playing Field as village green is currently being examined in detail. Mr Carter keep the Town Council updated. The Clerk commented that in the latest Sedgefield News a letter by the applicants had appeared in which this also stated that the matter was being considered by DCC. Cllr Alf Walton asked what the potential implications of such a decision would be for the Town Council. Cllrs agreed that it was important to continue to monitor this situation.

**RESOLVED:**

**To receive this information.**

**9.2 Planning Application DM/16/04042/FPA – NETPark (email from Mr Stuart Timmiss, DCC dated 10<sup>th</sup> January 2018):**

As referenced at agenda item 4.1, the Clerk circulated to all copies of an email from Mr Stuart Timmiss of DCC dated 10<sup>th</sup> January 2018 in which he answered the Town Council's questions in relation to Planning Application DM/16/04042/FPA.

**RESOLVED:**

**Cllrs to consider this information and discuss at the Environment Committee meeting on Monday 22<sup>nd</sup> January 2018.**

**10. The Sedgefield Plan:**

**10.1 The Sedgefield Plan Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which contained the recent email received from Mr Stuart Cater of DCC as well as the actions which had been undertaken to date to organize and promote the Town Council's public meeting regarding the neighbourhood plan on Friday 19<sup>th</sup> January 2018. In addition, the Clerk circulated copies to all of a powerpoint presentation and voting slip which had been drafted. Cllr Mel Carr explained this had been produced by he and Cllrs Allan Blakemore and Chris Lines following consideration the original detailed powerpoint from Cllr Gloria Wills and suggestions from Cllr Alda Hummelinck. Cllr Mel Carr asked Cllrs to consider the draft presentation and email feedback to the Clerk by no later than 5pm on Wednesday 17<sup>th</sup> January 2018 as he and the Clerk had scheduled to meet on Friday 19<sup>th</sup> January 2018 to finalise the presentation which he will then deliver at the public meeting.

**RESOLVED:**

**Cllrs to forward their feedback to the Clerk in email by no later than 5pm on Wednesday 17<sup>th</sup> January 2018.**

**11. Current Planning Applications:**

**11.1 Sedgefield Squash Club Planning Application Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Squash Club Planning Application Update Report which had been produced following an on-site meeting at the Squash Club with representatives from DCC, the Town Council and the Squash

Club and their developer. Cllr Alf Walton commented that this had been a very productive meeting and extremely useful having everyone meet on-site. Cllr Gloria Wills commented that she had received very good feedback from Squash Club members and said that this was a good example of all parties working together for the good of the Town.

**RESOLVED:**

**To receive this information.**

**11.2 Former Sedgefield Community Hospital Site – Reserved Matters Application (email and attachments from Mr Jonathan Dunbavin, ID Planning dated 11<sup>th</sup> December 2017) Note: Information issued electronically to all Cllrs on 14<sup>th</sup> December 2017:**

Prior to the meeting the Clerk had circulated electronically to all an email and attachments from Mr Jonathan Dunbavin of ID Planning dated 11<sup>th</sup> December 2017 relating to the reserved matters planning application for the Former Sedgefield Community Hospital site. Mr Dunbavin had shared with the Town Council the layout and house types for their proposed reserved matters application and were keen to seek the views of Cllrs. Cllrs acknowledged that formal considerations would take place during the actual planning application process, however, the consensus of opinion was that the mix of housing being proposed on the site does not reflect the demographics of an ageing population and their needs for downsizing. Evidence gathered during the neighbourhood planning process had found a desire for bungalows in the Town. It was also felt that some housing for first time buyers would also be beneficial and needed. Over 50 of the houses being proposed are four and five bedroomed. The Town Council wished to thank Mr Dunbavin for this opportunity to comment and the Council will continue to do so through the official application process.

**RESOLVED:**

**The Clerk to inform Mr Dunbavin of Cllrs comments.**

**11.3 Current Planning Applications**

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered and the following comments were made (Note: number refers to the number on the circulated list):

- 1. DM/17/03778/FPA – car park extension and new storage area, Fishburn Youth**

**and Community Centre, Fishburn:**

Cllrs did not have any objections to this application.

2. **DM/17/03887/OUT - outline planning application for up to 71 dwellings with all matters reserved except access, Turners Garage Site, Salters Lane Industrial Estate, Sedgefield:**

Cllrs did not have any objections to this application, however, they would like to see some conditions applied to this development whereby if it goes ahead then there is no more density of housing than 71 dwellings; there is retention of the landscaping, particularly along the Durham Road side; the public spaces being proposed within the development are retained; and there is pedestrian access from the development to all other areas of the village. Cllrs also felt it was relevant to request that further thought be given to the type of housing and mix so as to reflect the needs of older people who may wish to downsize or have sheltered accommodation as well as starter homes for those joining the property market. Cllr Gloria Wills commented that it was disappointing to lose industrial land and the opportunity for any future jobs, however, acknowledged this was not a reason for objecting to the development.

3. **DM/17/03916/FPA – single storey rear extension and conservatory, 2 Elm Avenue, Sedgefield:**

Cllrs did not have any objections to this application.

4. **DM/17/03947/AD – replacement branding to convenience store, The Co-operative Food, 6 High Street, Sedgefield:**

Cllrs did not have any objections to this application.

5. **DM/17/03967/FPA – temporary retention of existing site compound, County Durham Development Company, NETPark Incubator, Thomas Wright Way, Sedgefield:**

Cllrs did not have any objections to this application.

6. **DM/17/03989/FPA – erection of a commercial unit and associated infrastructure, land to the South of Unit 4a, Fishburn Industrial Estate, Fishburn:**

Cllrs did not have any objections to this application.

7. **DM/17/04038/FPA – replacement of agricultural storage and drying building, Murton East Farm, Hurworth Burn Road, Hurworth Burn, Wingate:**

Cllrs did not have any objections to this application.

8. **DM/17/0408/FPA – 22 overflow parking spaces, Explorer Two, Thomas Wright Way, Sedgefield:**

Cllr Leo McCormack expressed his concerns that this facility is already four times bigger than originally predicted and asked why further parking is being requested when there is already significant parking available on the NETPark site. Cllrs asked the



Clerk to liaise with the Planning Officer in order to find out why these parking spaces are being sought in order that this application can be discussed further at the Environment Committee meeting on Monday 22<sup>nd</sup> January 2018.

**9. DM/17/04098/FPA – widening of existing front (north facing) extension and replacement of its roof including installation of 3 no Velux windows, 6 Bishopton Crossing, Stillington:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-9 above to be submitted to DCC Planners.**

The Clerk circulated to all details of the following planning applications which had been published earlier that day:

DM/17/04111/FPA – change of use to window showroom, Sedgefield Motor Company, 7 Rectory Row, Sedgefield

DM/17/04112/AD – retention of fascia sign, Sedgefield Motor Company, 7 Rectory Row, Sedgefield

DM/18/00038/FPA – loft conversion including full width flat roof dormer window to the rear (resubmission), 3 Cunningham Court, Sedgefield

**RESOLVED:**

**The above planning applications to be considered at the Environment Committee meeting on Monday 22<sup>nd</sup> January 2018.**

The Chair thanked everyone for attending and closed the meeting at 7.40pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JANUARY POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 15<sup>th</sup> January 2018**

**Present**                    **Cllr. Gloria Wills (Chairman)**  
                                 **Cllr. Mel Carr (Vice-Chairman) and**  
                                 Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Alda Hummelinck,  
                                 Chris Lines, Leo McCormack, Julie Towler, Alfred Walton, Fiona Warrand and  
                                 Mavis Wayman

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael and Joanne Elliott.

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Creating a Mayor's Charity:**

The Charity Commission have now responded to the Town Council's application to create a Mayor's Charity. Further work is now required on the constitution and a new application form needs to be submitted. This matter was discussed at the last Finance Working Group meeting and it was agreed this be considered in the New Year and a recommendation report be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated.

**RESOLVED**

**To receive this information.**

**3.2 Trees in Ceddesfeld Hall:**

Further investigation work is now underway following receipt of additional costings. The Clerk and Chair of Environment to bring a recommendation to the February

2017 P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 Hardwick Hall Hotel – Premises Licence Variation:**

The Clerk has informed Ms Helen Johnson and Ms Yvonne Raine of DCC that the Town Council does not have any objections to the variation being sought in relation to the premises licence for Hardwick Live (2017) but would request future events are scheduled so as not to clash with Sedgefield Show. The Clerk has also reminded these DCC Officers of item 4a in the Entertainment Noise Control Action Plan and requested that such information is provided to the Town Council. Ms Helen Johnson has confirmed receipt of the Town Council's correspondence. No further information has been received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Sedgefield Town Council – Corporate Plan:**

This matter has been discussed at the Policy & Records Management Working Group meeting on 20<sup>th</sup> September 2017. A report will be brought to a future P&R Committee meeting for consideration. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Draft Revised Charter Between DCC and Local Councils in County Durham:**

The Clerk has informed Mr Steve Ragg of CDALC that the Town Council is supportive of this Charter but would like further information as to what training will underpin this Charter to ensure that all relevant Officers are aware of it and will work in accordance with it, how the Charter will be disseminated down through the County Council and across the Town/Parish Sector and the protocol for future review of the Charter. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Quality Award:**

The Clerk has liaised with Mr Steve Ragg of CDALC regarding which draft minutes need to be placed onto a Council's website in order to comply with the Quality Award criteria. The Clerk to discuss this matter with the Policy & Records Management Working Group and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

Cllr profiles have been created on the Council's website using the introductory articles which featured in editions of The Sedgefield Extra following the May 2017 elections and subsequent co-options.

**RESOLVED:**

**To receive this information.**

**3.7 Fletcher Room:**

The state of cups etc in the original Parish Hall kitchen have been reviewed and an order placed for appropriate replacements.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.8 Parish Hall Boiler:**

The new boiler is to be installed very soon by JPL. The unsuccessful contractor has been informed.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.9 Festive Lighting:**

The new festive lighting was delivered and has now been installed.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.10 Corporate Risk Management Schedule:**

This Schedule has now been adopted and is displayed on the Council's website.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.11 Imprest Account:**

Once Barclays have confirmed the Council's revised Bank Mandate updating authorized signatories for the Council's account then work will begin on redirecting BT direct debits to the Council's main account in order to then close the Imprest Account. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Review of Fees and Charges:**

Letters to allotment holders will be issued in early 2018 informing them of increases in fees from 1<sup>st</sup> April 2018.

Increased Parish Hall fees from 1<sup>st</sup> April 2018 were reported at the next Parish Hall Users Forum meeting on 9<sup>th</sup> January 2018 and Cllr Allan Blakemore confirmed that all were happy and understanding of these increases.

Information regarding all fees and charges increases are to be displayed on the Town Council's website.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.13 External Auditor Appointment:**

The Finance Working Group to consider this information and keep the P&R Committee updated as necessary.

**RESOLVED:**

**To receive this information.**

### **3.14 Town Council Offices Heating:**

Work is on-going on this matter, however, an electrician has been appointed and is on standby to install the new heaters once purchased. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

## **4. Public Participation**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. No members of the public were present. The Chairman re-opened the meeting.

## **5. Reports**

### **5.1 Registering Ceddesfeld Hall and Grounds Title, Purchase of land from DCC and Village Green Issues Update Following Meeting with Town Council's Solicitor Report by Cllrs Mel Carr and Gloria Wills:**

Prior to the meeting the Clerk had circulated to all a report from Cllrs Mel Carr and Gloria Wills providing a summary of their recent meeting with the Town Council's solicitor regarding the registering of Ceddesfeld Hall and grounds, the purchase of land from DCC and village green issues. A number of recommendations were contained within the report for consideration by Cllrs.

#### **RESOLVED**

- i) To receive this information.**
- ii) The Clerk to liaise with the Town Council's solicitor for a copy of the village green letter.**
- iii) The Clerk to instruct the Town Council's solicitor to oversee the registration of Ceddesfeld Hall and Grounds once information has been obtained from the Church of England archives.**
- iv) The Clerk to request an on-site meeting at Butterwick Road Cemetery with Ms Deborah Jobling of DCC's Assets Team plus DCC Highways Officer and Cllrs from the Estates Working Group in order to discuss the covenants currently placed on the land which the Town Council would like to purchase. The Estates Working Group to keep the P&R Committee updated.**

## **5.2 Parish Hall User Forum Update Report by Projects & Media Co-ordinator**

Prior to the meeting the Clerk had circulated to all a Parish Hall User Forum Update Report by the Projects & Media Co-ordinator. The Clerk reported that this had been a very successful meeting and that minutes had been prepared. These would be considered in the first instance by the Estates Working Group in order to identify any actions and issues. A copy of the minutes and update report would then be brought to a future P&R Committee meeting. Cllr Allan Blakemore reported that the next User Forum meeting will take place towards the end of March 2018.

### **RESOLVED**

**To receive this information.**

## **5.3 General Data Protection Regulations Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a General Protection Regulations Update Report. Cllrs agreed that there were a lot of implications from this new legislation. Cllrs Allan Blakemore and Alf Walton expressed their concerns as to the potentially significant cost implications of such legislation which at present were unknown. The importance of recognizing data sets held by the Town Council was highlighted and this included Councillors roles with that information.

### **RESOLVED:**

**i) To receive this information.**

**ii) A Policy & Records Management Working Group meeting to be scheduled dedicated exclusively to GDPR with a recommendation/update report being brought back to a future P&R Committee meeting.**

**Note: Reports related to information exempt from the public are considered under agenda item 8.**

## **6. Financial Matters**

### **6.1 Cheques for approval after 4<sup>th</sup> December 2017:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109104 to 109116. The Clerk circulated a further list showing additional cheque numbers 109117 to 109125.

**RESOLVED:**

- i) All cheques were approved for payment.
- ii) Cllrs Mel Carr and Wills plus the Town Clerk to duly sign the cheques.

**6.2 Monthly Accounts: Income (as at 8<sup>th</sup> January 2018) / Expenditure (as at 8<sup>th</sup> January 2018 minus unapproved cheques after 4<sup>th</sup> December 2017):**

**RESOLVED:**

The monthly accounts as had been circulated were approved.

**6.3 Debtors List as at 8<sup>th</sup> January 2018:**

**RESOLVED**

To receive the debtors list as at 8<sup>th</sup> January 2018.

**6.4 Direct Debits and BACS List for December 2017**

**RESOLVED**

To receive the Direct Debits and BACS list for December 2017.

**6.5 November 2017 Bank Reconciliations Report by Town Clerk**

**RESOLVED:**

The November 2017 Bank Reconciliations as circulated were approved.

**6.6 Edge Financial Software Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report for information. The Clerk confirmed that she is now awaiting feedback from Mr Chris Edge and Ms Andrea Rowley regarding dates for Epitaph training and end of year training. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

To receive this information.

**6.7 Town Council's VAT Reclaim – 1<sup>st</sup> April 2017 – 29<sup>th</sup> November 2017 Report by Town Clerk:**



Prior to the meeting the Clerk had circulated to all a VAT Reclaim – 1<sup>st</sup> April 2017 – 29<sup>th</sup> November 2017 Report. The Clerk reported that since the production of this report a full reclaim payment has been received from HMRC.

**RESOLVED:**

**To receive this information.**

**6.8 2018/19 Budget and Precept Request Proposal by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a 2018/19 Budget and Precept Request Proposal by the Finance Working Group. This proposal was discussed and considered.

**RESOLVED:**

**i) Sedgefield Town Council to increase its precept for 2018/19 by 6% thereby requesting from DCC £266,777.09 (i.e. an increase of £15, 100.59). This would mean that in 2018/19 the Town Council would receive £277, 949.00 from DCC (i.e. precept of £266, 777.09 plus LCTRS Grant of £11, 172.00). This increase will be shown on Council Tax billing information as a 5.53% increase on a Band D tax.**

**ii) The print the proposed information article in the February 2018 edition of the Sedgefield Extra making residents aware of the precept increase and reasons for it.**

**iii) The Clerk to submit to DCC prior to 26<sup>th</sup> January 2018 the Town Council's precept request.**

**7. Correspondence**

**7.1 Buckingham Palace Royal Garden Party 2018 (email from Mr Steve Ragg, CDALC dated 28<sup>th</sup> November 2017):**

Prior to the meeting the Clerk had circulated to all a Buckingham Palace Royal Garden Party 2018 email from Mr Steve Ragg of CDALC dated 28<sup>th</sup> November 2017. Cllr Allan Blakemore proposed Cllr David Brown for inclusion in the CDALC ballot. Cllr Gloria Wills seconded this and all Cllrs agreed.

**RESOLVED:**

**The Clerk to request Mr Steve Ragg place into the ballot the names of Cllr**

**David Brown and Mrs Elizabeth Brown as the Sedgefield Town Council nominations.**

**7.2 Review of Proposed Alterations to BS8415 (email from Mr David Quinn, BRAMM Officer dated 4<sup>th</sup> January 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr David Quinn, BRAMM Officer dated 4<sup>th</sup> January 2018 making the Town Council aware of proposed changes to the British Standard which could impact upon individual cemetery rules and regulations. The Clerk has made the Council's Head Gardener & Cemetery Superintendent aware and requested from BRAMM details of regional seminars later in the year. The Clerk also reported that CDALC are currently exploring options for hosting some cemetery training which both she and the Head Gardener & Cemetery Superintendent would be interested in attending.

**RESOLVED:**

**To receive this information.**

**7.3 Northumbria In Bloom Plaque (email from Mrs Norma Neal, Bloom Secretary dated 15<sup>th</sup> January 2018):**

The Clerk reported that earlier that day Mrs Neal had, on behalf of the Sedgefield In Bloom Group, submitted a request to the Town Council to consider the Group placing a further plaque on the front of the Parish Hall celebrating the Group's most recent achievements. The Clerk read out Mrs Neal's email and also shared the proposed design and sizing of such a plaque. Cllr Gloria Wills asked if there was another location that could be used to display such a plaque. Cllr Chris Lines suggested that rather than a different location could existing plaques have additional information included.

**RESOLVED:**

**The Clerk to circulate to all electronically Mrs Neal's email and this matter to be discussed at the Environment Committee meeting on 22<sup>nd</sup> January 2018.**

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and said that had members of the public or press been present they would have been asked to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

**8. Consideration of Reports Exempt from Public:**

**8.1 Insurance Renewal Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Insurance Renewal Recommendation Report by the Finance Working Group. This report was discussed and considered.

**8.2 Grass Cutting 2018/19 and 2019/20 Contract Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Grass Cutting 2018/19 and 2019/20 Contract Report. This report was discussed and considered.

**8.3 Fletcher Room Flooring Update Report by Town Clerk:**

The Clerk circulated to all a Fletcher Room Flooring Update Report which had been produced following a meeting held on Wednesday 10<sup>th</sup> January 2018 in relation to this on-going issue. This report was discussed and considered.

The Chair thanked everyone for attending and closed the meeting at 8.44pm.

# SEDGEFIELD TOWN COUNCIL



## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JANUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 22<sup>nd</sup> January 2018.**

**Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Chris Lines (Vice-Chairman) and**

Cllrs. David Brown, Mark Cant, Mel Carr, Alda Hummelinck, Leo McCormack, Julie Towler, Alfred Walton and Gloria Wills

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael, Fiona Warrand and Mavis Wayman.

**2. Declaration of interest**

None.

**3. Matters of Information**

**3.1 Sports Hub Presentation:**

Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings.

Mr Stephen Howell of DCC to keep the Town Council updated and bring back to the Town Council when ready the feasibility study.

The Clerk to set up a meeting between Mr Stephen Reed and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined with a view to exploring potential access to S106 monies. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.2 Draft Sedgefield Grant Funding Policy:**

The Clerk to review this Draft Policy in the New Year. The Clerk to keep Cllrs updated on this matter.

Feedback has now been received from potential funders regarding money towards the cost of refurbishing the Town's War Memorial. The Estates Working Group have requested an on-site meeting with Mr David France, stone mason. See agenda item 5.3.

**RESOLVED:**

**To receive this information.**

**3.3 Involving The Public:**

The Policy & Records Management Working Group to produce a recommendation for the future formal and timings of public meetings and present this to a future CD&E Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Sedgefield Youth Club:**

Cllr Julie Towler reported that the date for the next Sedgefield Youth Club Management Committee has been scheduled as 5<sup>th</sup> February 2018. Cllr Julie Towler to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Remembrance Sunday 2018:**

The Clerk reported that she had met earlier that day with Mr Michael King regarding the Remembrance Sunday Service on 11<sup>th</sup> November 2018. The Service will take place in the same format as previous years. Work is already underway to identify a

bugler. The Clerk to keep Cllrs updated on this matter nearer the time.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.6 Battles Over:**

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One. Cllr Allan Blakemore to keep Cllrs updated on this matter. Cllr Blakemore has not been notified of any meetings to date.

**RESOLVED:**

**To receive this information.**

**3.7 Purchasing DCC Personnel Policies:**

The Clerk has informed DCC's HR that the Town Council wishes to purchase all DCC personnel policies. The Personnel Committee to review these and modify as appropriate with DCC support to suit the needs of the Town Council.

**RESOLVED:**

**To receive this information and to close this matter.**

**4. Public Participation**

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments.

Mrs Julia Bowles said she was unsure whether the recent public meeting to consider The Sedgefield Plan would be considered on this Committee agenda, however, she felt there had been a very good number of people attended and people had commented to her that it had been a very good meeting and that earlier updates regarding The Plan by this method would have been welcomed. Mrs Bowles then commented that whilst it would be preferable for the Town if Barclays Bank remained open, she asked that if it was closed could the community look at buying this property with S106 monies and using it as a building for youth. Mrs Bowles concluded by asking Cllrs if a meeting to consider anti-social behaviour had taken place between the Police, the Town Council, teachers and young people? She noted that Trimdon were experiencing similar issues and there seemed to be lots of people

and organisations looking at matters there. Cllr Allan Blakemore replied that the Town Council are not aware of any such meeting nor have received any invitation to attend. Through Cllr Blakemore's attendance at the recent Neighbourhood Watch and Pub Watch meetings he knew that PCSOs were being sent into the village to try to tackle issues.

Cllr Leo McCormack left his position as Councillor in order to participate as a resident in public participation. Mr McCormack commented that a member of the public had needed paramedic treatment on Friday night in the Town as a result of being hit by a snowball. Cllr Allan Blakemore said he would raise this incident with PC Todd when he sees him at the next Pub Watch meeting.

The Chair thanked the public for their views and the meeting was then re-opened. Mr McCormack returned to his role as Cllr.

## **5. Reports**

### **5.1 Snow Party 2017 Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Snow Party 2017 Report which debriefed the event held on Saturday 2<sup>nd</sup> December 2017 giving background information, key facts, public feedback then a financial event income/expenditure breakdown. Cllr David Brown highlighted an error on page 2 where it was reported that he had undertaken the Christmas tree craft activity judging at both primary schools when in fact this had been done on his behalf by Cllr Mel Carr. Cllr Allan Blakemore reported that this had been a very good community event, an event put together with a very small budget. Cllr Blakemore expressed his thanks to the Guides who had made decorations for use in the grotto. Cllrs agreed this event should continue in 2018. The Clerk reported there are already a number of possible additions for this year's event including linking up with the Church's Christmas Tree festive, a request for discussions with the Manor House, interest from schools to continue to participate in craft activities and an expression of interest from Sedgefield Methodist Church. The Clerk agreed that an initial planning meeting would take place in February 2018 and Cllr Blakemore asked that the issue of roundabouts on the village green be considered as part of this. The Clerk also suggested that considerable be given to a best dressed shop window competition. Cllr David Brown reported that Mr George Bolam had been disappointed to note that in the recent Sedgefield Extra there had been no mention of the large Christmas trees which he had placed outside his business, however, Cllrs

pointed out that many other businesses within the Town had also made their premises look very festive.

**RESOLVED:**

**i) To receive the information.**

**ii) The next Snow Party to be held on Saturday 1<sup>st</sup> December 2018.**

**iii) A pre-planning meeting be scheduled for February 2018 to consider possible events across the Town.**

**5.2 Youth Funding Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Youth Funding Update Report by the Projects & Media Co-ordinator. The Clerk confirmed that money from both County Cllrs is expected within a matter of weeks. Cllrs expressed their thanks to both County Cllrs. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**5.3 War Memorial Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a War Memorial Report. Cllr Mark Cant proposed that alternative quotes be sought for the work being recommended to the memorial. Cllrs agreed but said that in the first instance it was important to identify potential funding sources and to await feedback from the War Memorials Trust. Cllr David Brown suggested that a deadline for completion of the war memorial refurbishment work be set and Cllr Cant suggested prior to Remembrance Sunday 2018. Cllrs were unsure if such a deadline could be set as this would be dependent upon the sourcing of funding. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**5.4 Citizen of the Year 2017 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Citizen of the Year 2017 Report for information. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**



**To receive the information.**

**6. Correspondence**

**6.1 Sports Group Meeting (minutes of meeting held 12<sup>th</sup> December 2017):**

Prior to the meeting the Clerk had circulated to all the minutes from the last Sports Group meeting held on 12<sup>th</sup> December 2017. The Clerk pointed out that the minutes had stated Cllr Chris Lines was representing both the Town Council and the Sedgefield Village Games when in fact he had only been representing the Village Games. Cllr Blakemore confirmed that he will be able to attend the next meeting on 6<sup>th</sup> February 2018 representing the Town Council.

Cllr Alf Walton asked Cllr Lines where the valuation for the 11 acres of agricultural land west of the A177 had been obtained as he believed this to be very low. Cllr Lines did not know the background to this valuation.

**RESOLVED:**

**To receive this information.**

**6.2 Sedgefield Youth Club Update (email from Mr Michael Parkin dated 19<sup>th</sup> January 2018):**

The Clerk circulated to all an email from Mr Michael Parkin of Fishburn Youth & Community Centre dated 19<sup>th</sup> January 2018 in which he gave an update in relation to Sedgefield Youth Club. His email was accompanied by a series of photographs.

**RESOLVED:**

**To receive this information.**

**6.3 Barclays Bank (email from County Cllr John Robinson dated 22<sup>nd</sup> January 2018):**

The Clerk reported that earlier that day she had received an email from County Cllr Robinson informing her that in-light of the announcement of the closure of the Sedgefield Branch of Barclays he had organized an urgent meeting for 1pm on Wednesday 24<sup>th</sup> January 2018 at County Hall. County Cllr Robinson had already invited Cllr Blakemore and extended an invitation to the Clerk. Unfortunately the Clerk had another meeting and County Cllr Robinson had confirmed that he was happy for this spare place to be used by another Town Councillor. The purpose of the meeting was to discuss what could be done about this matter and other Parishes which are

affected have been invited to join along with the AAP. Cllr Blakemore said that whilst he knew about the closure of the Bank and a potential meeting he did not know the details, however, he said he would be happy to attend the meeting and represent the Town Council or alternatively allow two other Councillors to attend in his place. Cllr Gloria Wills expressed her annoyance at the way in which the invitation had been received and reminded all that it was for the determination of the Town Council to decide who represents it and that direct approaches to individual Councillors should not be made. Cllrs agreed that Cllr Blakemore represent the Town Council at this meeting and report back. Cllr David Brown reported that he in his County Cllr role would also be attending this meeting.

**RESOLVED:**

- i) Cllr Allan Blakemore to represent the Town Council at the forthcoming meeting regarding the closure of Barclays Bank.**
- ii) Cllr Allan Blakemore to request that a copy of the minutes from the meeting be sent to the Town Clerk for subsequent circulation to Town Cllrs.**

**6.4 Newspaper Article from Mrs N Neal (dated 22<sup>nd</sup> January 2018):**

The Clerk circulated to all a newspaper article which Mrs Norma Neal had requested be shared with Cllrs in which details were given as to how anti-social behavior was being tackled in Colburn by the use of Public Space Protection Orders (PSPOs). Cllr Allan Blakemore reported that there had been active dispersal orders used in Sedgefield and Cllr Gloria Wills confirmed that one had been enforced on Friday 19<sup>th</sup> January 2018.

**RESOLVED:**

**To receive this information.**

**6.5 DCC Members Report to Sedgefield Town Council January 2018 (Report from County Cllrs John Robinson and David Brown):**

The Clerk circulated to all a DCC Members Report to Sedgefield Town Council January 2018 which she had received electronically just prior to the meeting. Cllr Gloria Wills said that whilst such a report could be circulated for information only it could not be accepted and discussed unless presented at the Council's Monthly Meeting. All Cllrs agreed. Cllr Mark Cant requested the Clerk write again to both County Cllrs reminding them of the procedure and dates for submitting DCC Members

Reports to the Town Council's Monthly Meetings. All Cllrs agreed.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to write to County Cllrs John Robinson and David Brown in accordance with the wishes of the Town Council.**

The Chair thanked everyone for attending and closed the meeting at 7.37pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **JANUARY ENVIRONMENT COMMITTEE** of the **Council** held following the Community Development and Engagement committee meeting in the **Council Offices**, Sedgefield, on **Monday 22<sup>nd</sup> January 2018.**

**Present** **Cllr. Alf Walton (Chairman)**  
**Cllr. Mark Cant (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mel Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler and Gloria Wills

**Officer** Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Fiona Warrand and Mavis Wayman.

**2. Declaration of interest:**

None.

**3. Matters of Information**

**3.1 Tractor Maintenance Report:**

The Head Gardener & Cemetery Superintendent is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Head Gardener & Cemetery Superintendent to commence discussions in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Head Gardener & Cemetery Superintendent and Cllr Alf Walton have re-started investigations into potential options. Cllr Walton and the Head Gardener & Cemetery Superintendent to bring to a future Committee meeting their recommendation for future tractor servicing to take place on-site rather than the current system of off-site. The Clerk has located all original grant funding paperwork relating to the purchase of the existing larger tractor. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.2 Hardwick Hall Hotel:**

The Town Council to continue to respond to noise complaints from the public in relation to Hardwick Hall Hotel. Cllrs to monitor this situation.

**RESOLVED:**

**To receive this information.**

**3.3 St Edmund's Green:**

The Clerk has referred Mrs Thomson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thomson as well as give an update to the Town Council. The Clerk has also written to Mrs Thomson making her aware of the Town Council's actions. No further information has been received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 The Crosshill:**

The Estates Working Group is yet to commence work on considering a programme for enhancement of the central village green area. The Clerk to keep Cllrs updated on this matter.

Cllr Alf Walton reported his concerns regarding the bin storage shed which has been built outside the Pickled Parson on the village green. Cllr Gloria Wills commented that the Town Council's solicitor has written a letter to the business owner making him aware that any such actions are not legal on land which is registered as village green. The Clerk confirmed that she has requested a copy of this letter from the solicitor and will share with Cllrs when received. It was agreed that Cllr Walton would take photographs of this shed and share with the Clerk so that these could be forwarded to the Town Council's solicitor and also to DCC's Conservation Officer. Cllr Mel Carr reported that it was not permissible for such a structure to be built onto a listed building.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllr Alf Walton to forward photographs to the Town Clerk and the Town Clerk then to share with the solicitor and DCC Conservation Officer.**

**3.5 Location of Stones/Boulders:**

A specification is being drawn up and quotations will then be sought. The Estates Working Group to consider this matter upon receipt of quotations and then bring back a recommendation to a future Environment Committee meeting. Cllr Alf Walton reported that the delays in this process are as a result of the lack of prices for old kerbstones hence prices would need to be found for new kerbstones.

**RESOLVED:**

**To receive this information.**

**3.6 Street Lighting Energy Reduction Project:**

The Clerk has reported concerns regarding the lack of lighting between Homebryth and White House Drive to DCC for investigation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 2018 Mediaeval Fayre:**

The Clerk has confirmed the Town Council's agreement for the Fayre to use the greens on Saturday 19<sup>th</sup> May 2018. The Clerk has asked if the Fayre also want to use the greens on Friday 18<sup>th</sup> May 2018 and if so that no show rides are allowed to set up prior to 9am so as not to interfere with access to school. A response is now awaited from Mr Robinson. The Clerk to keep Cllrs updated on this matter.

The Clerk has also asked Mr Robinson to liaise directly with Mr Roger Clubley regarding potential use of the Farmers Market display boards on the bus shelter.

**RESOLVED:**

**To receive this information.**

**3.8 Willows at Station Road Playing Field:**

The Estates Working Group are drafting a letter to residents whose properties back onto Station Road Playing Field reiterating that only the Town Council can maintain these trees. The Clerk to keep Cllrs updated on this matter. An update letter has been sent to Mr and Mrs Scott of the Station Road/Ivy Row Residents Alliance. See agenda item 6.2 for their response.

**RESOLVED:**

**To receive this information.**

**3.9 Village Greens:**

The Clerk has written to Mrs Margaret Cooper, Pub Watch Secretary c/o The Golden Lion reminding all about not placing tables and benches on any areas of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a polite reminder about not permitting glasses and bottles outside their licensed premises. A response is now awaited. The Clerk to keep Cllrs updated on this matter. Cllr Allan Blakemore said he would raise this matter at the next Pub Watch meeting. Cllr Alf Walton queried the status of land outside the Golden Lion and Black Lion to which Cllr Wills replied this was DCC land.

**RESOLVED:**

**To receive this information.**

**3.10 Village Green Owned by Sedgefield Town Council:**

This matter was considered during a recent meeting with the Town Council's appointed solicitor along with several other issues. As a result this matter has moved to the P&R Committee agenda.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.11 Parish Hall Noise:**

All matters agreed have now been put onto the agenda for the next Estates Working Group meeting on 29<sup>th</sup> January 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Station Road Playing Field:**

Information is now awaited from Mr John Reed of DCC regarding the vertidrainning of Station Road Playing Field. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Butterwick Road Cemetery Expansion Project:**

The Butterwick Road Cemetery Working Group continue to progress and investigate this matter. The Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Grass Cutting 2018/19 and 2019/20:**

Quotations have now been received and will be considered on the P&R Committee agenda.

**RESOLVED:**

**To receive this information and to close this matter.**

**3.15 Parking in Sedgefield:**

The Clerk has contacted Mr Lee Mowbray and Mr Danny Harland of DCC and requested a further meeting. A response is now awaited. Invitations will be extended to STC Cllrs plus representatives from the SCA and Development Trust once a meeting date has been identified. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.16 Sedgefield In Bloom Dances:**



The Clerk has written to Mr Bill Gaskarth. The Estates Working Group are reviewing the current sound limiter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

The Chairman, Cllr Alf Walton closed the meeting for the public to give their views and comments.

Mrs Julia Bowles said that several residents had approached the SVAG regarding the bin compound outside the Pickled Parson and requested action be taken regarding this and other bin storage locations across the Town.

The Chair thanked the member of the public for her comments and then re-opened the meeting.

**5. Reports**

**5.1 Headstone Safety Testing 2017/18 Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all a Headstone Safety Testing 2017/18 Report produced by herself and the Head Gardener & Cemetery Superintendent. The Clerk reported that since the production of this report it had been found that the next of kin details for one Category 1 headstone were no longer valid. This headstone has been marked with warning tape and an appropriate notice displayed in the Cemetery noticeboard as well as an article in the next Sedgefield Extra. If no repair work has taken place, or been commissioned, by 19<sup>th</sup> March 2018 this headstone will be laid flat. Cllr Mark Cant asked how headstones are laid down and the Clerk explained this process.

**RESOLVED:**

**To receive the information.**

**5.2 RoSPA Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a RoSPA Update Report which

was accompanied by a report from DCC. Cllrs agreed not to undertake any action at this time.

**RESOLVED:**

**To receive the information.**

**5.3 Rabbits at Winterton Cemetery Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all a Rabbits at Winterton Cemetery Report produced by herself and the Head Gardener & Cemetery Superintendent. Cllr Alf Walton reported that he has made arrangements with a local rabbit contractor and mole contractor to visit the site. Cllr Alf Walton to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Correspondence**

**6.1 Sedgfield In Bloom (minutes of meeting held 6<sup>th</sup> December 2017):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgfield In Bloom meeting held on 6<sup>th</sup> December 2017. Cllr Gloria Wills expressed concern that under "Watering" it was suggested that the Bloom Group instruct the Town Council's Gardener as to what they require when it is the Town Council's responsibility to issue such work. The Clerk replied that this matter had previously been discussed at the Town Council and Bloom Group's Joint Meeting in October 2017 when 2018 watering requirements had been collectively agreed including that which was then reported in the Bloom's December 2017 minutes. Cllr Wills also noted that the Bloom Group did not have any issues with the sound limiter during their recent dance.

**RESOLVED:**

**To receive this information.**

**6.2 Station Road Playing Field (email and attachment from Mr and Mrs A Scott, Station Road dated 7<sup>th</sup> January 2018):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr

and Mrs A Scott dated 7<sup>th</sup> January 2018 regarding Station Road Playing Field. Further to this the Clerk circulated copies of further emails received from Mrs Anne Scott dated 22<sup>nd</sup> January 2018 which included an email she had received from Mr John Reed of DCC dated 22<sup>nd</sup> January 2018. Cllr Alf Walton said that he wanted to know the cost of the proposed vertidrainning and the specification for such work. Cllr Gloria Wills agreed and asked that a meeting be scheduled with Mr John Reed in order to ask these questions. Cllr Mark Cant commented that he had spoken to Mrs Scott and she had commented that shrubbery is being planted on the field. The Clerk reported that a letter has been drafted for all properties which back onto the playing field in which one of the items relates to the planting of shrubbery, other issues relate to gates in fences, maintenance of the willows and the forthcoming vertidrainning. The Clerk reported this letter would be considered at the Estates Working Group meeting on Monday 29<sup>th</sup> January 2018. Cllr Mel Carr asked what the implications would be for the Town Council if village green status was given to the Station Road Playing Field. Cllrs agreed that a letter should be sent to Mr Neil Carter, DCC's Solicitor asking this question.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to liaise with Mr John Reed of DCC in order to schedule a meeting once he has a proposal for the vertidrainning to be undertaken.**

**iii) The Clerk to write to Mr Neil Carter, DCC's Solicitor regarding the potential implications of village green status for the Town Council.**

**6.3 Sedgefield In Bloom (minutes of meeting held 10<sup>th</sup> January 2018):**

The Clerk circulated to all copies of the Sedgefield In Bloom Group's minutes from the meeting held on 10<sup>th</sup> January 2018.

**RESOLVED:**

**To receive this information.**

**6.4 Stockton on Tees Borough Council Local Plan – Notice of Submission (email from Ms Joanne Hutchcraft dated 16<sup>th</sup> January 2018):**

The Clerk circulated to all for information an email received from Ms Joanne Hutchcraft dated 16<sup>th</sup> January 2018 regarding notice of the submission of the Stockton on Tees Borough Council Local Plan.

**RESOLVED:**

**To receive this information.**

**ADDITIONAL ITEMS:**

The Clerk reminded all Cllrs that it had been agreed at the previous week's meetings to defer the following items for consideration:

**A1 – Planning Application DM/16/04042/FPA – NETPark (email from Mr Stuart Timmiss, DCC dated 10<sup>th</sup> January 2018):** Cllrs agreed that they had considered this email which had been issued at the previous week's Monthly Meeting and whilst no Cllrs had any comments to make regarding the content, Cllrs David Brown and Gloria Wills did express their disappointment at the considerable delay in receiving such feedback.

**RESOLVED:**

**To receive this information.**

**A2 – Current Planning Applications:**

**DM/17/04111/FPA – change of use to window showroom, Sedgefield Motor Company, 7 Rectory Row, Sedgefield:**

Cllrs did not have any objections to this planning application but did ask the Clerk to liaise with Planning Officer to determine why there had been such a long delay in this planning application being submitted and why it was not classed as retrospective.

**DM/17/04112/AD – retention of fascia sign, Sedgefield Motor Company, 7 Rectory Row, Sedgefield:**

Cllrs did not have any objections to this planning application but did ask the Clerk to liaise with Planning Officer to determine why there had been such a long delay in this planning application being submitted and why it was not classed as retrospective.

**DM/18/00038/FPA – loft conversion including full width flat roof dormer window to the rear (resubmission), 3 Cunningham Court, Sedgefield:**

Cllrs did not have any objections to this planning application.

**DM/17/04081/FPA – 22 overflow parking spaces, Explorer Two, Thomas Wright Way,**

**Sedgefield:** The Clerk reported that as requested she had liaised with Mr Colin Harding, DCC Planning Officer, to question why this further parking is being requested when there is already significant parking available on the NETPark site. Mr Harding had replied following discussions with the applicants who had advised that as the use of the buildings would primarily be Research and

Development, which does not usually result in a dense population of staff, that a reduced parking provision was originally proposed and approved. However, following further consideration, it is now proposed to bring provision on the site up to 79 spaces, which is still within the maximum of 110 spaces recommended by the Council's Parking Standards. The applicant acknowledges that there is a good provision of parking within NETPark, however, they note that these spaces are often fully occupied. Cllrs considered this additional information and did not have any objections to this planning application.

**RESOLVED:**

**The Clerk to submit the above comments to DCC Planning Officers.**

**A3 – Northumbria In Bloom Plaque Request (email from Mrs Norma Neal dated 15<sup>th</sup> January 2018):**

Cllrs agreed they had considered this matter which had been circulated at the previous week's P&R Committee meeting. Cllr Mark Cant suggested that installing the proposed plaque at another location within the Town would spread news of the Bloom's success. Cllr Allan Blakemore replied that he suspected the Bloom Group had wished to install this on a Town Council owned property to reflect that it is the Council which enters the competition. Cllr Chris Lines commented that there are already two such plaques on the front of the Parish Hall as well as one for the Heritage Trail and felt that if another was added then this area would become overcrowded. Cllrs agreed and felt that it would be better for the Bloom Group to incorporate their latter achievements onto the existing plaques. Cllrs also agreed that the Estates Working Group give consideration to the development of a Plaques Policy.

**RESOLVED:**

- i) The Clerk to communicate the Town Council's decision back to the Bloom Group via Mrs Neal.**
- ii) The Estates Working Group to develop a Plaques Policy for presentation to a subsequent P&R Committee meeting.**

The Chair thanked everyone for attending and closed the meeting at 8.12pm.