

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JULY MONTHLY  
MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 9<sup>th</sup> July 2018.**



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

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

**1. Apologies:**

Cllrs. Mark Cant and Leo McCormack.

**2. Declaration of interest:**

None.

**3. STC Minutes / Committee Reports:**

**a. Minutes of Special Town Council Meeting held Monday 11<sup>th</sup> June 2018:**

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

The Clerk reported that these minutes would need to be referenced under agenda item 9.3 on the P&R Committee's agenda of later that evening.

**b. Minutes of the Monthly meeting held Monday 11<sup>th</sup> June 2018:**

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

**c. Minutes of the P&R committee held Monday 11<sup>th</sup> June 2018:**

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

**d. Minutes of Estates Working Group Meeting held Thursday 14<sup>th</sup> June 2018:**

Cllr Gloria Wills requested that Item 5 of these minutes be corrected to read "... said it was also available at Tudhoe Village Hall" rather than Spennymoor Town Hall.

With the inclusion of this amendment these were confirmed as a correct record. ( M Carr / GW )

**e. Minutes of Personnel Committee held Monday 18<sup>th</sup> June 2018:**

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

**f. Minutes of the Environment committee meeting held Monday 18<sup>th</sup> June 2018:**

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

**g. Minutes of Community Development & Engagement Committee held Monday 18<sup>th</sup> June 2018:**

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

**h. Minutes of Finance Working Group Meeting held Wednesday 27<sup>th</sup> June 2018:**

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

Cllr David Brown did not wish to dispute the minutes from this meeting but felt that they had been written in a very diplomatic way in relation to item 13 as he believed this part of the meeting had been very controversial with lots of aggravation. He did not believe that the such behavior was acceptable for an accredited Town Council and that the Clerk had left the meeting. The Clerk corrected Cllr Brown and said that she had actually requested Cllrs to undertake their own investigations into the matter being discussed in order to then meet again at a later date to consider and had closed the meeting not left the meeting. Cllr Brown accepted this correction.

**i. Minutes of Butterwick Road Cemetery Working Group Meeting held Friday 29<sup>th</sup> June 2018:**

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

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

**4. Matters of Information:**

**4.1 Land to the South of Eden Drive:**

No further complaints have been received regarding the state of the road and verges near to the large scale development on Eden Drive. Cllrs to continue to monitor this area, take photographs and report to DCC any further instances of such activity.

**RESOLVED:**

**To receive this information.**

**4.2 Policing Changes:**

The Clerk and Chair have written to Mr Michael Barton, Mr Ron Hogg and Mr Phil Wilson making them aware of the Town Council's concerns at the loss of a Sgts post from the local neighbourhood policing team. Responses have been received and considered from Mr Hogg and Mr Wilson. No response has yet been received from Mr Barton.

This matter was discussed at the Larger Councils Forum meeting on 24<sup>th</sup> May 2018. At this meeting several other Councils expressed their concerns. It was agreed to review this matter and impact in 6 months time by asking the Police for operational data comparison.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**4.3 Proposed Diversion of Public Footpath 16 Sedgefield:**

The Clerk has written to Mr Ogden of DCC informing him of the Town Council's wishes. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.4 Eden Gardens, Sedgefield:**

The Clerk has forwarded details of Dr Larcombe's situation to DCC Planning Enforcement Officers and requested they investigate this matter and provide a report back directly to the Town Council and Dr Larcombe. This letter has also been copied to both County Cllrs for information. The Clerk reported that a response had been received from Ms Sandy Bassi of DCC and would be considered under agenda item 9.4 and then a response from Dr Larcombe under agenda item 9.5.

**RESOLVED:**

**To receive this information.**

**4.5 Signage and Painting at The Corner House, Sedgefield:**

This matter would be considered under planning applications 3 and 4 under agenda item 10.

**RESOLVED:**

**To receive this information.**

**4.6 DCC Report by County Cllrs:**

This report was considered at the Environment Committee meeting held on 18<sup>th</sup> June 2018.

**RESOLVED:**

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

**4.7 Policing Update:**

The Clerk has written to Mr Phil Wilson MP and informed him of the decision made at the Larger Councils Forum meeting to monitor the impact of the policing changes at Sedgefield and Shildon following completion of the first six months of such working.

**RESOLVED:**

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

**4.8 Land to the North Side of Beacon Lane, Sedgefield:**

At the June 2018 Monthly Meeting Cllrs discussed an approach from Hellens Group Ltd who wished to meet with the Town Council regarding land they had recently acquired on the North side of Beacon Lane, Sedgefield. Cllrs agreed to meet with representatives from the Group and for this to be a meeting open for the public to also attend. The Clerk has duly liaised with Hellens Group Ltd and unfortunately it is not possible to find a mutually convenient date before the Town Council's summer recess period. However, Hellens Group have said they are not envisaging anything happening with their land interest over the summer. As a result of this a meeting has been organized for 6.15pm on Monday 10<sup>th</sup> September 2018.

The Clerk to make members of the public aware of this meeting via the Residents Database following the July 2018 Monthly Meeting and then to post the agenda for the meeting on the Town's noticeboard nearer the time.

**RESOLVED:**

**To receive this information.**

**4.9 Response to Policing Changes:**

The Clerk has written to Mr Ron Hogg, via Ms Sweety Sahani, and informed her of the decision made at the Larger Councils Forum meeting to monitor the impact of the policing changes at Sedgefield and Shildon following completion of the first six months of such working.

**RESOLVED:**

**To receive this information.**

**4.10 County Durham Plan:**

The Clerk has forwarded to all Cllrs electronically Mr Stuart Carter's email from which hyperlinks could be accessed directly in relation to the progress of the County Durham Plan. In addition, this information was also shared through the Residents Database.

On 21<sup>st</sup> June 2018 the Clerk circulated to all Cllrs (and disseminated through the Residents Database) further details of the County Durham Plan's Preferred Options Consultation along with dates of public events being delivered by DCC. This matter will now be considered under agenda item 7.4.

**RESOLVED:**

**To receive this information.**

**4.11 The Sedgefield Plan:**

Cllr Mel Carr reported that good progress is being made in updating the draft Sedgefield Plan following Regulation 14. This progress is being made in the context of other important priorities which the Town Council are having to focus upon., It is likely that a Special Town Council meeting will be called to present the plan in order to limit any further delays. Prior to this the draft Plan will be circulated to Cllrs in advance so they have time to read and consider. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.12 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers comments on applications 1-8. Planning applications DM/18/01428/FPA, DM/18/01593/FPA and DM/18/01691/FPA were discussed at the Environment Committee meeting held on 18<sup>th</sup> June 2018. The Clerk reported that correspondence from Ms Hillary Sperring of DCC relating to the rendered gable wall at 16 West End and the Taylor Wimpey signage near to Eden Gardens would be considered under agenda items 9.3 and 9.6 respectively.

**RESOLVED:**

**To receive this information.**

**5. Dates of Meetings:**

Dates of meetings taking place in July 2018 had been circulated prior to the meeting together with the dates of events from August 2018 to March 2019. The Clerk reported that a further Estates Working Group meeting to consider the Group's priorities for the remainder of 2018/19 had been scheduled for 9am on Monday 30<sup>th</sup> July 2018. In addition, the Clerk also highlighted that the Personnel Committee meeting on Monday 23<sup>rd</sup> July 2018 would commence at 12.30pm and not 1.30pm as originally intended.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

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

Mrs Julia Bowles asked if the Town Council had a scheduled date yet for its Special Town Council meeting to consider The Sedgefield Plan. The Clerk replied that no date has yet been set as work on the Plan is on-going and not yet finalized. Mrs Bowles then asked if the Council's Policy & Records Management Working Group had yet met to discuss her suggestions for the Town Council to hold quarterly meetings with the public and for all Council agendas to be placed on the website. The Clerk reported that these matters have not yet been discussed as the Council has agreed that the Policy & Records Management Working Group's immediate priority is on-going compliance with the General Data Protection Regulations.

Cllr Mel Carr thanked the public for their comments and re-opened the meeting.

Cllr David Brown said that he was sick of the criticism received from members of the public when there was a vacancy on the Council and he suggested that those people then join the Council if they believed they could sort things out in a better way.

## **7. Internal Reports:**

### **7.1 Chairman's Report:**

Prior to the meeting the Clerk had circulated to all a Chairman's Report for information.

#### **RESOLVED:**

**To receive this information.**

### **7.2 Mayor's Report:**

The Mayor, Cllr Mavis Wayman, reported that she had been on holiday since the last Monthly Meeting and as a result had only been to one event which was an afternoon tea hosted by the Mayor of Bishop Auckland for their chosen charity the Woodhouse Close Community Centre. Attending Mayors had been asked to take donations for the foodbank which operates from the Community Centre. The event had also included a representative speaking on behalf of Mr Jonathan Ruffer explaining the work being undertaken to regenerate Bishop Auckland.

#### **RESOLVED:**

**To receive this information.**

### **7.3 Multi-agency Meeting Regarding Anti-Social Behaviour Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Multi-agency Meeting Regarding Anti-Social Behaviour Report which was accompanied by answers provided by Sgt Alex Clark in response to questions asked by Cllrs Vanessa Carmichael and Gloria Wills at the last Monthly Meeting. Cllr Wills requested that additional clarification be

sought from Sgt Clark regarding who would be administering the new alcohol testing equipment and with regards to Dispersal Orders if it was legal for people to be moved on earlier than the time period 9pm to 6am and she believed that this had been the case in several instances in the Town. The Clerk was asked to liaise with Sgt Clark regarding this additional clarification. Cllrs noted the work being funded by the AAP in providing a detached Youth Worker in Sedgefield on Friday evenings to seeks the views of young people and their needs. The Clerk reported findings from this work will be presented at the next multi-agency meeting scheduled to take place on Thursday 20<sup>th</sup> September 2018.

Cllr Ann Carr voiced her concern regarding the appalling behavior witnessed in the Town following the England football match on Saturday 7<sup>th</sup> July 2018 when people were seen fighting in the streets and causing vandalism. Cllr Ann Carr said that residents had been very vocal about the behavior recently about young people but such behavior witnessed over the previous weekend by adults was totally unacceptable. The Clerk was asked to liaise with Sgt Alex Clark to find out if the Police were putting in place any additional resources for future England matches or giving advice to publicans.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllrs to inform the Clerk as soon as possible if they wish to attend the next multi-agency meeting on Thursday 20<sup>th</sup> September 2018.**
- iii) The Clerk to liaise with Sgt Alex Clark to seek additional clarification requested by Cllrs as well as regarding resources and advice during the remainder of the World Cup.**

**7.4 County Durham Plan Preferred Options Consultation 2018 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a County Durham Plan Preferred Options Consultation 2018 Report and the 68 questions now to consider as part of DCC's consultation exercise which closes on 3<sup>rd</sup> August 2018. The Clerk had prior to the circulation of the report sent to all Cllrs and members of the Residents Database electronic versions of the County Durham Plan documentation.

Cllr Gloria Wills expressed her disappointment that DCC had not provided printed copies of the documentation to Town/Parish Councils as she understood such copies had been provided to County Cllrs and some public information points such as libraries. Cllr Wills reported that the documentation was considerable in size and it was unrealistic to expect these to be read on screen. She suggested that willing Cllrs get together for a couple of days to compare the previous Plan with the now proposed

preferred options and The Sedgefield Plan. Cllr Wills suggested that the SVAG also be included in these discussions. Cllr Chris Lines said that he had found it easy to navigate and read the documents through the on-line hyperlinks provided and his personal preference was to view via the screen rather than paper. Cllr Allan Blakemore commented that regardless of personal preferences for screen or paper the documentation was lengthy and requires considerable time to absorb. Cllr Mel Carr suggested that Cllrs get together to consider this matter at 6pm prior to the Environment Committee meeting on Monday 16<sup>th</sup> July 2018. Cllr Wills did not believe that this would be sufficient time for this matter to be discussed. Cllr Wills suggested that alternative times be found where Cllrs get together and then a collective response be collated.

The Clerk asked which Cllrs would like a paper copy of the consultation documentation and Cllrs Gloria Wills, Alf Walton and Ann Carr requested this.

With regards to the programme of public consultation events being ran by DCC in relation to the latest stage of the County Durham Plan, Cllr David Brown expressed his disappointment that DCC had not organized any such events in the South East of County Durham.

**RESOLVED:**

- i) The Clerk to email all Cllrs to ask them to forward their availability for from 16<sup>th</sup> July – 26<sup>th</sup> July 2018 in order that she can identify a suitable dates/times for Cllrs to meet by themselves (i.e. not in a Committee meeting) and work through the Plan in order to give responses to the Clerk so that a draft collective response can be prepared.**
- ii) The SVAG, via Mrs Sarah Guest, be informed of the agreed dates/times when Cllrs will be meeting so that they can attend if they wish.**
- iii) The Clerk to forward to all Cllrs the draft collective response with a deadline of Tuesday 31<sup>st</sup> July 2018 for confirmation so that a submission can be made to DCC by 1<sup>st</sup> August 2018.**
- iv) The Clerk to forward to Cllrs Gloria Wills, Alf Walton and Ann Carr copies of the DCC consultation documentation.**

**8. External Reports:**

None.

**9. Correspondence:**

**9.1 Sedgefield Squash Club Proposed Extension Planning Application (email from Ms Hilary Sperring, DCC dated 21<sup>st</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Hilary Sperring,



DCC dated 21<sup>st</sup> June 2018 which was in response to the Town Council's correspondence of 7<sup>th</sup> June 2018.

Cllr Allan Blakemore expressed disappointment that whilst the Town Council has given support to the Squash Club for their proposed extension the current position now feels like no progress is being made. Cllr Gloria Wills suggested the Town Council seek clarification from DCC as to the time limit that exists for the determination of a planning application as her concern was the other planning application could go to appeal and be granted which would be on land that is not included in the SCA's existing lease. This would be a situation that would not be ideal for anyone. Cllr Wills felt the latest correspondence was not helpful to the Club's aspiration to extend its facility. Cllr Alf Walton said he did not understand the current situation as he was present at the on-site meeting between Town Cllrs, DCC Officers and Squash Club representatives in December 2017 when it was agreed that all parties were happy with the way forward now being proposed. Other Cllrs present at the on-site meeting in December 2017 agreed with Cllr Walton. Cllr Chris Lines requested that a copy of Ms Sperring's email be shared with the Squash Club for information. Cllrs agreed. Cllr Wills proposed the Clerk write to Ms Sperring asking for clarification as to what are the planning reasons for the delay in determination of the Squash Club's planning application and to reiterate that it was the Town Council's belief that following the on-site meeting in December 2017 that agreement had been reached between all parties as to the way forward.

**RESOLVED:**

- i) The Clerk to forward to Mr Steve Welton of Sedgfield Squash Club a copy of Ms Sperring's email for information.**
- ii) The Clerk to write to Ms Sperring in accordance with the Town Council's wishes.**

**9.2 Local Council Referrals to Planning Committee (email from Mr Steve Ragg, CDALC dated 18<sup>th</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg, CDALC dated 18<sup>th</sup> June 2018 regarding an addition to DCC's Constitution whereby an addition has been made to the existing criteria for local councils to get a planning application called before planning committee that they must then make representation as any such subsequent committee meeting.

**RESOLVED:**

**To receive this information.**

**9.3 DM/18/01691/FPA Rendered Gable Wall (Retrospective) 16 West End Sedgefield (email from Ms Hilary Sperring, DCC dated 21<sup>st</sup> June 2018):**

The Clerk circulated to all an email from Ms Hilary Sperring of DCC dated 21<sup>st</sup> June 2018 in which she answered the Town Council's question regarding the retrospective planning application relating to the rendered gable wall of 16 West End.

**RESOLVED:**

**Cllrs to consider the content of this email and discuss at the Environment Committee meeting on 16<sup>th</sup> July 2018.**

**9.4 EN/18/000252 Land to the South of Eden Drive, Sedgefield (email and attached letter from Ms Sandy Bassi, DCC dated 4<sup>th</sup> July 2018):**

The Clerk circulated to all an email and attached letter from Ms Sandy Bassi of DCC dated 4<sup>th</sup> July in which she responded to the information the Town Council had forwarded from Dr James Larcombe in relation to land to the South of Eden Drive. Ms Bassi confirmed that she had also sent this correspondence to Dr Larcombe and advised that in relation to the land ownership matter that DCC were not able to assist as it was a civil matter and advised he proceed through civil proceedings.

**RESOLVED:**

**Cllrs to consider this information and discuss at the Environment Committee meeting on 16<sup>th</sup> July 2018.**

**9.5 Re: EN/18/000252 (email from Dr James Larcombe dated 5<sup>th</sup> July 2018):**

The Clerk circulated to all an email from Dr James Larcombe dated 5<sup>th</sup> July 2018 which was his response to Ms Sandy Bassi's correspondence considered under agenda item 9.4. Dr Larcombe had copied the Town Council into this response for information.

**RESOLVED:**

**Cllrs to consider the content of this email and discuss at the Environment Committee meeting on 16<sup>th</sup> July 2018.**

**9.6 DM/18/01469/AD – Non-illuminated pole mounted sales sign (retrospective) Land North East of Stockton Road, Sedgefield (email from Ms Hilary Sperring, DCC dated 5<sup>th</sup> July 2018):**

The Clerk circulated to all an email received from Ms Hilary Sperring of DCC dated 5<sup>th</sup> July 2018 which provided information relating to planning applications DM/18/01107/AD on land to the West of the junction of A689 and Stockton Road as well as DM/18/01469 on land to the North East of Stockton Road. Both applications related to Taylor Wimpey's large scale advertising signage. Ms Sperring informed the

Town Council that it is Taylor Wimpey's intention to remove the signage on land to the West of the junction of A689 and Stockton Road and to withdraw planning application DM/18/01107/AD. However, Taylor Wimpey will be proceeding with the application relating to land to the North East of Stockton Road and this matter is due to be considered by DCC's Planning Committee. It was agreed that the Town Council should have representation at such a Committee and that this be provided by Cllr Mel Carr. Also within the email was considerable information regarding other questions with the Town Council had asked Ms Sperring about such signage. The Clerk suggested that Cllrs consider this email and then discuss at the following week's Environment Committee meeting. Cllrs agreed.

**RESOLVED:**

- i) Cllr Mel Carr to represent the Town Council at the Planning Committee at which this matter will be considered and to inform Ms Sperring accordingly.**
- iv) All Cllrs to consider the content of this email and to discuss at the Environment Committee meeting on Monday 16<sup>th</sup> July 2018.**

**10. 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/18/01454/FPA – change of use of barn to dog grooming and day care centre (retain existing livery use), Willowdene Livery Stables, Salters Lane, Sedgefield:**  
Cllrs did not have any objection to this application.
- 2. DM/18/01627/FPA – single storey front and side extension, 3 Cragside, Sedgefield:**  
Cllrs did not have any objection to this application.
- 3. DM/18/01664/LB – external repainting and 2 no painted signs, The Cornerhouse, Sedgefield:**  
Cllrs do not feel the colour associated with this retrospective planning application is in keeping with colour schemes permitted in the Town's Conservation Area. Cllrs are also concerned that the style of signage is also not in compliance with the requirements of the Conservation Area. Cllrs are disappointed that the sun dial on the front of this listed building has been lost as a result of the recent exterior re-painting. The Town Council is disappointed with the increase in retrospective planning applications. The Clerk was requested to make DCC Planning Officers aware that many residents have also verbally expressed their concerns regarding these matters to Town Cllrs with Cllrs requesting residents then contact DCC directly. If this application is approved the Town Council would like from DCC's Conservation Officer an explanation as to why they consider such painting and signage to be appropriate.

**4. DM/18/01672/AD – 2 no hand painted signs (retrospective), The Cornerhouse, Sedgefield:**

Cllrs are also concerned that the style of signage is not in compliance with the requirements of the Conservation Area. The Town Council is disappointed with the increase in retrospective planning applications. The Clerk was requested to make DCC Planning Officers aware that many residents have also verbally expressed their concerns regarding this signage to Town Cllrs with Cllrs requesting residents then contact DCC directly. If this application is approved the Town Council would like from DCC's Conservation Officer an explanation as to why these consider such signage is be appropriate.

**5. DM/18/01739/FPA – single storey rear orangery extension, The Pippins, West Park Lane, Sedgefield:**

Cllrs did not have any objection to this application.

**6. DM/18/01770/TPO – felling of 1 no Ash Tree, Hardwick Park East, Sedgefield:**

Cllrs did not have any objection to this application.

**7. DM/18/01927/FPA – single storey side/rear extension, 9 Woodland Mews, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-7 above to be submitted to DCC Planners.**

The Chair thanked everyone for attending and closed the meeting at 8.01pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JULY POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 9<sup>th</sup> July 2018.**

**Present**

**Cllr. Gloria Wills (Chairman)**

**Cllr. Mel Carr (Vice-Chairman) and**

Cllrs. Allan Blakemore, David Brown, Ann Carr, Alda Hummelinck, Chris Lines, Julie Towler, Alf Walton, Fiona Warrand and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Vanessa Carmichael, Mark Cant and Leo McCormack.

**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 is on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalized following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.2 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 the information.**

**3.3 Sedgefield Town Council Corporate Plan:**

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20<sup>th</sup> September 2017. A report will be brought to a future P&R Committee meeting for consideration, however, the Group's priority at the moment is the General Data Protection Regulations with work on-going in this matter. Note: This matter has also been discussed at the most recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 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. Note: The Council has also put an article in the most recent edition of The Sedgefield Extra seeking public opinion on additional website content. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 Imprest Account:**

Barclays have now closed the Council's Imprest Account and transferred the balance to the Council's main account. The Clerk has been in discussions with Barclays to obtain a final bank statement for the Imprest Account in order that a final bank reconciliation can be produced for audit purposes. This has now been received and a final bank reconciliation for the Imprest Account will be presented to the September 2018 P&R Committee meeting.

**RESOLVED:**

**To receive the information.**

**3.6 Legal Issues (Butterwick Road Cemetery):**

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. Note: No information has yet been forwarded from the Church of England archives, however, additional request paperwork has now been completed and returned by the Clerk along with payment.

An on-site meeting at Butterwick Road Cemetery between Town Cllrs and Ms Claire Hanson (Assets) and Mr Alan Glenwright (Highways) of DCC took place on Wednesday 28<sup>th</sup> March 2018 to consider the covenants on the land owned by DCC and discuss a potential new access. The Council has now received revised Heads of Terms from Ms Hanson which have been considered by the Butterwick Road Cemetery Working Group. See agenda item 8.1. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.7 Legal Issues (Bin Stores on Village Green):**

The Clerk has made Ms Susan Porter of DCC aware of a further bin store near to the Post Office and requested an on-site meeting between a DCC representative and Town Councillors in order to discuss this matter. Ms Porter has confirmed receipt of this request and forwarded it to her Line Manager who is currently on annual leave. Ms Porter has reported that in terms of the bin stores which the Town Council has highlighted she can confirm that a DCC Officer has inspected them and that they do not require planning permission. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.8 Draft Revised Charter between DCC and Local Councils in County Durham:**

Mr Steve Ragg of CDALC reported at the Larger Councils Forum meeting on 22<sup>nd</sup> February 2018 that he has now collated all feedback on the Charter and will be progressing this through the CDALC Executive working towards formal adoption. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.9 Meeting with District Church Council Members:**

A further research day has been booked at the Durham Records Office to progress research into the matters raised during the recent meeting with District Church Council members has been cancelled. This will take place on Tuesday 24th July 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.10 Sedgefield In Bloom Group Matters:**

Tractor quotations have now been sourced and have been considered at the Finance Working Group on 27<sup>th</sup> June 2018. Further consideration will be given at the next Finance Working Group meeting on 18<sup>th</sup> July 2018 in order to bring a recommendation to a future P&R Committee meeting. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.11 Town Council Trailer:**

The new Town Council trailer has now been purchased. The Finance Working Group are exploring if it is possible to make this roadworthy within a budget of £200. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.12 Unsafe Memorials:**

The Clerk and Cllr Alf Walton have requested from Darnton and Young. Verbal costings have been received and will now be followed up with a written quotation for consideration at a future P&R Committee meeting. No Cllrs have forwarded to the Clerk any other potential businesses from whom such quotations could be sought. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.13 Cheques for Approval:**

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting on 27<sup>th</sup> June 2018 at which the Council's Internal Auditor was present. The Clerk is to draft a procedure which will be considered by the Finance Working Group in the first instance before a



recommendation can be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Butterwick Road Cemetery:**

The issues raised in a letter of complaint regarding the Cemetery were discussed by members of the Estates Working Group at their meeting on 14<sup>th</sup> June 2018. This matter is being dealt with in a sensitive manner.

**RESOLVED:**

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

**3.15 Cheques for Approval:**

The Clerk has informed DCC of their mistake in relation to the invoice for the cost of the emergency call-out relating to the recent Mediaeval Fayre. This invoice has been cancelled.

**RESOLVED:**

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

**3.16 Financial Cashbook Summary and Financial Budget Comparison:**

Using the feedback received at the June 2018 P&R Committee meeting the Clerk produced updated reporting templates which were discussed at the Finance Working Group meeting on 27<sup>th</sup> June 2018. New templates are now presented to P&R Committee under agenda item 6.2.

**RESOLVED:**

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

**3.17 Bank Reconciliations:**

The Council's Imprest Account is now closed.

**RESOLVED:**

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

**3.18 Bank Reconciliations:**

An alternative summarized bank reconciliation report template was presented to, and discussed at, the Finance Working Group meeting on 27<sup>th</sup> June 2018. See agenda item 6.5.

**RESOLVED:**

**To receive the information.**

**3.19 AGAR:**

Mazars, External Auditors, have requested additional evidence for 2017/18 relating to the Council's risk management procedures and financial planning. This information has now been sent. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.20 Internal Audit Annual Plan for 2018/19:**

This matter was discussed at the Finance Working Group meeting on 27<sup>th</sup> June 2018. The Internal Audit Annual Plan for 2018/19 as presented to the P&R Committee was agreed as appropriate for the Council's needs. The Clerk will update Cllrs as internal audit work is undertaken throughout 2018/19.

**RESOLVED:**

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

**3.21 S106 Monies:**

The Clerk is liaising with Mr Stephen Reed of DCC to schedule a meeting in September 2018 with the Butterwick Road Cemetery Working Group to determine if S106 monies would be available for the expansion of Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.22 Weekly Planning List**

The Clerk had liaised with DCC regarding this matter and reported the outcome at the Environment Committee meeting held on 18<sup>th</sup> June 2018.

**RESOLVED:**

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

**3.23 Variation to premises licenses – The Cornerhouse and The Pickled Parson:**

The Clerk has written to Ms Carol Graham of DCC with the Town Council's objections to both variation requests and stated that the Town Council wishes to speak at any Statutory Licensing Sub-Committee hearing(s) relating to these requested variations

with Cllr Gloria Wills representing the Town Council. The Clerk reported that further information would be given regarding these matters under agenda items 7.3 and 7.4.

**RESOLVED:**

**To receive the information.**

**3.24 Parish Hall – Interior and Exterior Decorating:**

Mitie have been informed of their successful quotation, issued with a Purchase Order number and asked to schedule this work as quickly as possible. Mitie have confirmed this work will commence on 20<sup>th</sup> August and conclude on 31<sup>st</sup> August 2018. The colour scheme is now being chosen by the Estates Working Group. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.25 Treeworks in Grounds of Ceddesfeld Hall:**

The Clerk has written to AW Treecare confirming their appointment to undertake priority work (2 days) on trees in the grounds of Ceddesfeld Hall as part of a rolling programme of active duty of care. The Clerk has issued a Purchase Order number and requested that this work be scheduled as quickly as possible and also requested that they provide appropriate advice regarding seeking necessary permissions from DCC.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. The member of the public present did not wish to make any comment. Cllr Wills then re-opened the meeting.

**5. Reports:**

**5.1 Cemetery Lodge Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update Report. Since the issuing of this report the Clerk informed Cllrs that a potential tenant has now been found and is undergoing all required checks by Dowens. The Clerk to keep Cllrs updated on this matter.

Cllr David Brown said that it was his understanding that the Town Council had made the decision to sell Cemetery Lodge and questioned why a new tenant was being

sought. The Clerk reminded Cllrs that whilst the decision had been made by the Town Council to sell Cemetery Lodge it was also agreed that the issue of cemetery access and isolating the work of the Town Council from the property needed to be undertaken first and that this work was on-going as discussions progress with DCC regarding additional land purchase. Considerable work has already been undertaken in relation to this matter and the Clerk highlighted the Council's cemetery compound area. Cllr Brown thanked the Clerk for this clarification.

**RESOLVED:**

**To receive this information.**

**5.2 Butterwick Road Cemetery Working Group Terms of Reference 2018/19:**

Prior to the meeting the Clerk had circulated to all the Butterwick Road Cemetery Working Group's Terms of Reference for 2018/19 which included its work plan.

**RESOLVED:**

**To receive this information.**

**5.3 General Data Protection Regulations Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a GDPR Update Report by the Projects & Media Co-ordinator. Work is now underway to schedule a further Policy & Records Management Working Group meeting in order to continue to progress GDPR. The Policy & Records Management Working Group meeting to keep the P&R Committee updated on this matter.

**RESOLVED:**

**To receive this information.**

**Note: Reports related to information exempt from the public are considered under agenda item 9.**

**6. Financial Matters:**

**6.1 Cheques for approval after 11<sup>th</sup> June 2018:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbers 109307 to 109321. A further list was circulated citing cheque numbers 109322 to 109327.

Cllr David Brown questioned cheque number 109321 and asked if grass cutting services were required during such hot weather? Fellow Cllrs disagreed and

understood that the contractor's work had to continue throughout the growing season and could not be dictated by the weather.

Cllr Alf Walton queried cheque numbers 109309 and 109310 relating to emergency plumbing work undertaken at the Parish Hall. He expressed concerns regarding the charges and the work subsequently undertaken. Cllrs Gloria Wills and Julie Towler agreed. Cllrs Ann and Mel Carr noted that this had been an emergency situation and the situation dealt with at that time. The Clerk reported that this had been an emergency situation and this contractor had been the only one able to attend and undertake the work. The Clerk also acknowledged that this situation had not happened before and had placed this matter onto the agenda for the next Estates Working Group so that a procedure could be put in place for future use. Cllrs agreed that this contractor's be removed from the Council's list of approved contractors and that potential replacements be found from the Sedgefield News. Cllrs agreed they would make their own investigations and forward to the Clerk suggested alternative plumbers.

**RESOLVED:**

- i) The Clerk to update the Council's list of approved contractors.**
- ii) Cllrs to forward to the Clerk details of alternative plumbers.**
- iii) All cheques and invoices were approved for payment.**
- iv) Cllrs Mel Carr and Gloria Wills plus the Town Clerk to duly sign the cheques.**

**6.2 Financial Budget Comparison as at 25<sup>th</sup> June 2018:**

Cllr Mel Carr reported that he have several questions which related to the sub-budget heading level information and he would raise these at the next Finance Working Group meeting.

**RESOLVED:**

**To receive the Financial Budget Comparison as at 25<sup>th</sup> June 2018.**

**6.3 Debtors List as at 25<sup>th</sup> June 2018:**

**RESOLVED:**

**To receive the Debtors List as at 25<sup>th</sup> June 2018.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 25<sup>th</sup> June 2018:**

**RESOLVED:**

**To receive the Direct Debits and BACS List for 1<sup>st</sup> – 25<sup>th</sup> June 2018.**

**6.5 1<sup>st</sup> – 20<sup>th</sup> June 2018 Bank Reconciliations Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 20<sup>th</sup> June 2018 Bank Reconciliations.**

**7. Correspondence:**

**7.1 Application to Vary Premises Licence – The Cornerhouse (letter and attachment from Ms Gillian Bowman dated 29<sup>th</sup> June 2018)**

Prior to the meeting the Clerk had circulated to all a letter from Ms Gillian Bowman dated 29<sup>th</sup> June 2018 which she had asked to be shared with Town Cllrs.

Accompanying her letter was a copy of a letter she had submitted to DCC in which she expressed her concerns regarding The Cornerhouse application to vary its premises licence.

**RESOLVED:**

**To receive this information.**

**7.2 Application to Vary Premises Licence – The Cornerhouse (letter from Mr A D Heath dated 23<sup>rd</sup> June 2018):**

The Clerk circulated to all for information a letter which Mr A D Heath had sent to DCC in which he cited his concerns regarding The Cornerhouse application to vary its premises licence.

**RESOLVED:**

**To receive this information.**

**7.3 The Pickled Parson, Sedgefield – Licence Variation Application – Withdrawn (email from Ms Yvonne Raine, DCC dated 5<sup>th</sup> July 2018):**

The Clerk circulated to all an email from Ms Yvonne Raine of DCC dated 5<sup>th</sup> July 2018 informing the Town Council that the licence variation application relating to The Pickled Parson in Sedgefield had been withdrawn. The Clerk confirmed that she had issued this email electronically to all Cllrs on 5<sup>th</sup> July 2017 for their information.

**RESOLVED:**

**To receive this information.**

**7.4 The Cornerhouse, Sedgefield - Licence Variation Application – Withdrawn (email from Ms Yvonne Raine, DCC dated 5<sup>th</sup> July 2018):**

The Clerk circulated to all an email from Ms Yvonne Raine of DCC dated 5<sup>th</sup> July 2018 informing the Town Council that the licence variation application relating to The

Cornerhouse in Sedgefield had been withdrawn. The Clerk confirmed that she had issued this email electronically to all Cllrs on 5<sup>th</sup> July 2017 for their information.

**RESOLVED:**

**To receive this information.**

**8. Training:**

**8.1 County Durham & Cleveland County Training Partnership Timetable of Training Events (issued by Mr Steve Ragg, CDALC dated 2<sup>nd</sup> July 2018):**

Prior to the meeting the Clerk had circulated to all details of training events being delivered by the County Durham & Cleveland County Training Partnership over the period 21<sup>st</sup> August – 16<sup>th</sup> October 2018.

**RESOLVED:**

**i) Cllrs to inform the Clerk as soon as possible if they would like to attend any of the training sessions.**

**ii) The Clerk convey to Mr Steve Ragg at CDALC the recommendation that some future training sessions be scheduled for evenings so as to allow working Cllrs the opportunity to attend.**

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and had any members of the public and/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 of Meetings) Act 1960).

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

**9.1 Purchase of Land from DCC for Butterwick Road Cemetery Expansion Project Recommendation Report by Butterwick Road Cemetery Working Group :**

Prior to the meeting the Clerk had circulated to all a Purchase of Land from DCC for Butterwick Road Cemetery Expansion Project Recommendation Report by the Butterwick Road Cemetery Working Group. It was resolved how to proceed with this matter.

**9.2 Investment In Public Sector Deposit Fund Operated by CCLA Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Investment In Public Sector Deposit Fund Operated By CCLA Recommendation Report by the Finance Working Group. It was resolved to open a Public Sector Deposit Account as going some way to protect the Council's monies which are currently held exclusively at one bank and to generate a better interest return.

### **9.3 Co-option of Councillor Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Co-option of Councilor Update Report. The candidate who had been offered the co-option position had detailed her reasons for no longer being able to accept. It was resolved to re-advertise the co-option vacancy on the Town Council with an extended deadline of 28<sup>th</sup> September 2018.

The Chair thanked everyone for attending and closed the meeting at 8.48pm.



# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JULY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 16<sup>th</sup> July 2018.**

**Present**

**Cllr. Allan Blakemore (Chairman)**

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

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Julie Towler, Alf Walton and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Alda Hummelinck, Leo McCormack, Fiona Warrand and Gloria Wills.

**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 has requested a meeting in September 2018 between Mr Stephen Reed and the Butterwick Road Cemetery Working Group to consider the potential for accessing S106 monies towards the cost of the cemetery expansion project.

The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive the information.**

**3.2 DRAFT Sedgefield Grant Funding Policy:**

The Clerk is now investigating grant funding training opportunities for the Projects & Media Co-ordinator. Both are to meet on 30<sup>th</sup> July 2018 to re-start on finalizing a Grant Funding Policy. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.3 Involving The Public:**

The Policy Records & Management Working Group to produce a recommendation for the future format 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 the information.**

**3.4 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.

**RESOLVED:**

**To receive the information.**

**3.5 Sedgefield Youth Club – Co-op Local Community Funding Application:**

No further feedback has yet been received. The Projects and Media Co-ordinator to keep Cllrs updated on this matter. Cllr Julie Towler reported that she had received an email stating that the Youth Club's application was still being actively considered.

**RESOLVED:**

**To receive the information.**

**3.6 Public Participation:**

The Policy & Records Management Working Group to consider publishing draft minutes on the Council's website when GDPR compliance work has been finalised.

**RESOLVED:**

**To receive the information.**

**3.7 Sedgefield Youth Club Management Committee:**

See agenda item 5.2. which includes minutes from the last Management Committee

meeting held on Monday 14<sup>th</sup> May 2018.

**RESOLVED:**

**To receive the information.**

**3.8 Terrace Hill Funding:**

The Clerk has written to both Sedgefield Bowling Club and Sedgefield Harriers informing them that their extension for claiming their respective Terrace Hill funding allocations is extended until 30<sup>th</sup> November 2018 and if it is unclaimed by that time they will be requested to supply a further written progress update to the Community Development & Engagement Committee. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Public Participation**

The Clerk has now disseminated through the Residents Database information regarding DCC's public consultation in relation to the Preferred Options element of the County Durham Plan as well as dates of public events being held by DCC.

**RESOLVED:**

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

**3.10 War Memorial:**

Information is now awaited from the Council's chosen contractor for repairs to the war memorial. No date for this work has yet been received. The Projects & Media Co-ordinator has informed the War Memorial Trust that the Town Council has withdrawn its application for grant funding. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Snow Party Alternative Attraction:**

Work is on-going in relation this matter. Cllr Allan Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.12 Public Engagement and Participation:**

The Clerk has issued an email to all Cllrs to find out who would be interested in participating on a voluntary rota to meet with members of the public informally from 6.30pm – 7pm prior to Monthly Meetings from September 2018 onwards. Responses are now being collated.

The Clerk is liaising with DCC Electoral Services and Mr Steve Ragg of CDALC to find out if there any protocols for Cllr surgeries including safeguarding matters and recording comments from the public.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

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

Mrs Julia Bowles reported that within the current documentation released by DCC as part of its public consultation exercise regarding the County Durham Plan's Preferred Options it was disappointing to note that DCC will not be taking up CIL and that the Wind Turbine Policy could allow existing turbine facilities to be extended. Mrs Bowles asked if the Town Council was aware of this issue of CIL. Cllr Allan Blakemore replied that the Town Council was already aware, and disappointed, regarding the issue of Community Infrastructure Levy (CIL) which would have been at a rate of 15%. He said this meant that it was even more important the Town fought for S106 monies which for him were worryingly under the control of DCC.

Cllr Blakemore thanked the public for their comment and the meeting was then re-opened.

**5. Reports:**

**5.1 Summer Coach Trip Update Report By Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Summer Coach Trip Update Report by the Projects & Media Co-ordinator. In addition, the Clerk also read out a thank you card from Ms Elizabeth Pollock and Ms Barbara Lightowler thanking the Town Council for such a wonderful trip. The Clerk informed Cllrs that lots of positive feedback had been received from this trip and requests for the next trip to return to York to coincide with the Christmas markets. Cllr Julie Towler asked what the cost of the trip to York would be. The Clerk replied that the trip has not yet been arranged and the cost could only be determined once coach hire and coach parking fees had been determined. Cllr Alf Walton said he felt the recent trip to Keswick at a cost of

£10 per ticket had been excellent value for those attending.

**RESOLVED:**

**To receive this information.**

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

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Update Report by the Projects & Media Co-ordinator which had attached to it the minutes from the Youth Club Management Committee's last meeting held on 14<sup>th</sup> May 2018. The Clerk has recommended a number of issues for consideration by the Management Committee at its next meeting yet to be scheduled.

Cllr Julie Towler confirmed that the Youth Club are interested in applying for funding from the Community Chest and also want to participate in this year's Snow Party event by selling cupcakes in the Parish Hall as a way of raising additional funds.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

None

The Chair thanked everyone for attending and closed the meeting at 7.06pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **JULY ENVIRONMENT**  
**Council** held following the Community Development and  
Engagement committee in the **Council Offices**, Sedgefield, on  
**Monday 16<sup>th</sup> July 2018.**

- Present**                    **Cllr. Alf Walton (Chairman)**  
**Cllr. Mark Cant (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Chris Lines, Julie Towler,  
Alfred Walton and Mavis Wayman
- Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Alda Hummelinck, Leo McCormack, Fiona Warrand and Gloria Wills.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Tractor Maintenance Report:**

Quotations for alternative tractors were considered at the Finance Working Group at their meeting on Thursday 27<sup>th</sup> June 2018 and will continue at its next meeting on 18<sup>th</sup> July 2018. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the 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. To monitor the situation.

**RESOLVED:**

**To receive the 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 received. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the 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. Note: It has been agreed that the next Estates Working Group meeting will be to focus upon prioritizing the Group's workload for the remainder of 2018/19. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.5 Location of Stones/Boulders:**

This work is to be considered alongside all other work in the Estates Working Group's remit and prioritized accordingly. Quotations are currently being sought for potholes in this locality. The Estates Working Group to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the 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 (case number 24593362). The Clerk reported that an email had been received from DCC's Highways and Traffic Section reporting they had investigated this matter and identified that they were unable to take further action regarding this as it was not an emergency or priority at this time. All reports are based on severity and impact to the public and therefore the case was being closed.

Cllr Alf Walton confirmed that he had investigated this matter and believed that this area was very poorly lit. Cllr Allan Blakemore asked if this was as a result of the newly installed LED lighting. Cllr Mavis Wayman confirmed that this was the case and that

she had been the person who had initially requested this investigation. This area is a main throughfare in the Town and is used by lots of elderly people who could potentially be very vulnerable. Cllr agreed that a further request for re-investigation be submitted to DCC with a copy also to both County Cllrs.

**RESOLVED:**

**The Clerk to write to DCC, with copies to both County Cllrs, requesting that this matter be reinvestigated with an explanation of why.**

**3.7 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 glass glasses and bottles outside their licensed premises. A response is now awaited. Cllr Allan Blakemore agreed to raise this matter at the next Pub Watch meeting. Cllr Allan Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Parking In Sedgefield:**

A meeting has been scheduled for 10am in the Council Offices on 23<sup>rd</sup> July 2018. The Clerk has issued invitations to all Town Cllrs plus representatives from the Development Trust and SCA. Mr Mowbray has requested County Cllrs be present and the Clerk has requested that he issue invitations. Mr Mowbray has indicated that this date may not be suitable for County Cllr John Robinson, however, it was agreed that the meeting should proceed with County Cllr David Brown attending and keeping his fellow County Cllr updated. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Station Road Playing Field:**

It has been agreed between the Town Council, Mr John Reed and Mr Simon Longstaff of DCC that prior notification of a date for vertidrainning Station Road Playing Field would be shared. As no information had been forthcoming the Clerk had contacted Mr Simon Longstaff and been informed via email on 3<sup>rd</sup> July 2018 that the vertidrainning took place approximately two months ago. Towards the end of the works the contractor had found newts in the ponds and DCC's ecology section had carried out a brief survey and found a good colony of newts but Mr Longstaff was unaware of what



species they were. Cllr Alf Walton expressed his concern about the vertidrainage undertaken. He had spoken to nearby residents who had said that only thin spikes were used to a very short depth and the work undertaken in less than two hours with two tractors. These residents had expressed concern that this exercise had been a waste of public money and Cllr Walton had informed them that this was not money provided by the Town Council. Cllr Walton had also visited the field and not been able to find any evidence of holes in the ground which he felt was surprising considering the prolonged dry spell of weather. Cllr Walton asked the Clerk to liaise with Mr Longstaff to obtain a copy of the ecology report and for this to be shared with Town Cllrs. Cllr David Brown commented that as a result of the recent dry weather it was more likely that the cracks and shrinkage caused by the weather would have been deeper than anything achieved by vertidrainage. Cllr Brown said that this work had been funded by County Cllr Robinson's Neighbourhood Budget money along and that he (Cllr Brown) had not given any financial support to this project as he did not believe that it was a worthwhile spend. The Clerk to keep Cllrs updated on this matter.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential of implications of village green status for Station Road Playing field upon the Town Council. A response is now awaited. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.10 Public Participation:**

The Clerk has reported to DCC Mrs Mildred Howell's request for the dog bin along West Park Lane to either be emptied more regularly or replaced by a larger bin. In addition, the Clerk has also reported Mrs Howell's concern that there is no longer a waste bin between Barclays Bank and the shop opposite the Lane. A response is now awaited. The Estates Working Group is now undertaking an audit on the state of all bus shelters in the Town to then identify what work is required. The Estates Working Group to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.11 Bollards at Winterton:**

The Clerk has submitted a request to DCC Officers to progress the recommendation of installing two metal bollards between the houses allowing ample space for pushchairs etc to gain access. Once a date has been arranged for such a meeting an invitation will be extended to all Cllrs.

**RESOLVED:**

**To receive the information.**

**3.12 Bins outside The Pickled Parson of Sedgefield:**

The Clerk has forwarded to DCC's Environmental Health and Licensing Departments copies of the photographs showing the bins outside The Pickled Parson and asked them to investigate the matter. A response is now awaited from DCC Neighbourhood Wardens. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.13 Bins outside the Pizza Castle:**

The Clerk has written to the owner of the Pizza Castle enclosing a copy of the photographs asking them to investigate the matter of open bins and provide a response. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Tree Maintenance:**

The Clerk reported that a meeting between Town Cllrs, DCC's Tree Officer and Mr Mulligan had taken place on-site meeting at Mitford Court on 5<sup>th</sup> July 2018 and a verbal report regarding this matter would be given under agenda item 5.2.

**RESOLVED:**

**To receive the information.**

**3.15 Sedgefield In Bloom Minutes / Considerate Parking on Village Green:**

The Clerk has written a letter to the resident concerned requesting that they are considerate when parking their vehicle so as not to damage the village green. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Land at Mitford Court:**

The Clerk reported that this matter would be discussed under agenda item 5.2 as Ms McGuire had also attended the recent on-site meeting held on 5<sup>th</sup> July 2018.

**RESOLVED:**

**To receive the information.**

**3.17 Cherry Tree, Station Road Playing Field:**

The Clerk reported that Mr Alex Walker of AW Treecare has looked at this particular tree and reported that whilst not an immediate danger it is in decline as most of it is dead. The Clerk has asked him to submit a quotation for this work to be considered at a future P&R Committee meeting.

**RESOLVED:**

**To receive the information.**

**3.18 Central Village Green:**

The Clerk reported that she and Cllrs Mel Carr and Gloria Wills had met earlier that day with Mr Shuttleworth (the Town Council's solicitor). A verbal report will be given under agenda item 5.3.

**RESOLVED:**

**To receive the information.**

**3.19 Plot 1 Butterwick Road Allotments:**

A holding response has been sent to Mr Simcock. This matter was one of several allotments issues considered at a special Estates Working Group meeting held on 12<sup>th</sup> July 2018 which considered allotments issues only. As a result the Allotment Rules and Regulations are being updated for presentation to a future P&R Committee meeting. In response to Mr Simcock's enquiry it is proposed that sizes are stipulated below which will be considered as a half plot and above as a full plot. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.20 Sedgefield Squash Club Proposed Extension Planning Application:**

The Clerk has written to Ms Hilary Sperring, DCC Planning Officer and a response has been received which will be discussed at the July 2018 Monthly Meeting.

**RESOLVED:**

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

**3.21 Public Participation:**

Investigations are underway to determine ownership of the old heated wall. This matter has been reported to Livin and DCC's Conservation Officer made aware. Both have also been asked to investigate. Mr Tom Betts, DCC Assistant Design and Conservation Officer, emailed the Clerk on 5<sup>th</sup> July 2018 stating that the wall is not a listed structure but would be considered a non-designated heritage asset. Specific reference had been made to the heated wall in Condition 7 of the delegated report relating to the approved planning application in 2017 for 3 no dwellings on land to the South of the wall. Mr Betts is to visit the wall to assess its condition then consider what steps are available for DCC to take. Mr Betts to keep the Town Council updated. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.22 RoSPA Play Report – Eden Drive Play Area:**

A response is still awaited from Mr Barrie Alderson of DCC. The Clerk has issued to him a follow-up reminder. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.23 War Memorial:**

The Estates Working Group are currently seeking quotes for the cost of repainting the fence around the war memorial.

The Estates Working Group to take a recommendation to a future P&R Committee meeting.

**RESOLVED:**

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

**3.24 Bollard Removal – Junction of High Street TS21 3BS/ North End TS21 2AU:**

The Clerk is liaising with DCC Highways to determine if the removed bollard will be replaced. DCC Highways confirmed that on 3<sup>rd</sup> July 2018 they had submitted a request under case number FS-Case-29192676 for this to be considered and it was envisaged that a review of that case would take place within fifteen working days. The Clerk to keep Cllrs updated on this matter. The Clerk had informed Mr Roy Smeeton of this matter. Mr Smeeton had queried the cost of such work and the Clerk advised

that he liaise directly with DCC for that information.

**RESOLVED:**

**To receive the information.**

**3.25 Overgrown Trees Back of Ceddesfeld Hall:**

The Clerk has written to County Cllr John Robinson requesting precise locations. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.26 Church Yard Overgrown Ivy:**

The Clerk is to liaise with Town Council Gardening staff regarding this matter once the Northumbria In Bloom Summer Judging has taken place. The Clerk has updated Mr Howard Smith regarding the Council's decision. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.27 EN/18/00360 The Black Lion, Sedgefield:**

Retrospective planning applications relating to The Cornerhouse will be considered at the July 2018 Monthly Meeting.

**RESOLVED:**

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

**3.28 Planning Applications:**

The Clerk has forwarded to DCC Planning Officers comments made regarding planning applications DM/18/01428/FPA, DM/18/01593/FPA and DM/18/01691/FPA.

**RESOLVED:**

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

**4. Public Participation:**

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

Mrs Frances Tee expressed concern that two months ago she had received correspondence from DCC Planners complaining that she had replaced her timber windows with UPVC

despite her property being within the Town's Conservation Area. This correspondence had been threatening and detailed fines that would be levied. Mrs Tee had been very surprised by this correspondence as whilst she had replaced her timber windows this had been with alternative timber windows and not UPVC ones. As a result of this correspondence she had needed to complete lots of forms which she had found a very upsetting process and one she had only been able to deal with by support from friends. Two weeks ago she had received a further letter from DCC in which they agreed her windows replacement windows were not of UPVC but were timber. Mrs Tee said that she had been told from County Hall that a Councillor from Sedgefield Town Council had reported this matter and she was very disappointed that this individual had not contacted her directly if they had any concerns or questions. Mrs Tee had requested from DCC the name of the Town Councillor but they would not provide this. The Clerk replied that this matter had not been discussed by the Town Council and she was not aware of any Cllr having reported such a matter to DCC. The Clerk reiterated that the correct procedure for any such reporting would be for matters to be discussed and documented by the Town Council and then any subsequent actions agreed to be performed by herself as the Council's Responsible Officer. The Clerk requested Mrs Tee provide her with the name of her contact at DCC so that she could also make enquiries regarding this matter. Mr Howard Smith stated that he had provided Mrs Tee with assistance and could not understand the process which she had been put through when it was clear from photographs contained in the pdf document on DCC's website as part of the Town's Conservation Appraisal document that the window frames were of timber materials. Mrs Liz Mitchell confirmed that the Civic Trust had been around the Town's entire Conservation Area photographing all houses within it as part of the appraisal document's development. Mr Smith also commented that DCC Officers had called to visit Mrs Tee without making a prior appointment. Mr Smith believed that neither the person who originally reported this matter nor DCC had done themselves any favours regarding this matter.

Mrs Julia Bowles expressed her concerns regarding the very poor lighting between Homebryth and White House Drive, indeed this was a problem which she had reported three years earlier. Mrs Bowles felt that DCC were back heeling this issue. Mrs Bowles commented that she had recently been talking to people from Fishburn who had said that they found parking in Sedgefield to be such a problem that rather than visit cafes in the Town they were instead going to Fishburn International. Mrs Bowles said that it was clear the issue of parking in the Town was having a negative impact upon local businesses. Mrs Bowles reported that she had witnessed a lone man metal detecting in Sedgefield Showfield and then digging in East Park. She requested that the Town Council report the matter of some one digging at East Park to DCC. County Cllr David Brown was asked to take this matter forward. Finally Mrs Bowles concluded by commenting that the church clock is missing one of its bongs stating the incorrect time.

Mr Howard Smith reported that there is evidence of dog fouling on the village green and

asked that this matter be reported to DCC's Neighbourhood Wardens. Mrs Julia Bowles confirmed that this was also a problem from Homebryth and the back lane. Mr Smith was also very concerned at the number of cigarette butts discarded along footpaths in the Town. Mr Smith concluded by expressing his concern at the number of cars which are parking on the yellow zigzags near to the pedestrian crossing and was concerned from a safety perspective and asked whose responsibility it was to enforce that area. Cllr Blakemore requested the Clerk liaise with Sgt Alex Clarke/PC John Lamb and Mr Danny Harland of DCC to find the answer to this question and then request that consideration is given as to how these areas can be monitored to ensure compliance with the enforcements in place.

Cllr Blakemore thanked the members of the public for their comments and the meeting was then re-opened.

Cllr Mavis Wayman expressed her concern at the way in which cars are being parked around the Post Office on the entrance to White House Drive and requested that this matter also be brought up in the Town Council's forthcoming meeting with DCC Officers regarding parking in the Town. Cllr Julie Towler expressed her concerns regarding the number of vehicles parked outside The Impeccable Pig and the way that they are parked which then make it very difficult for pedestrians and those crossing the road.

## **5. Reports:**

### **5.1 Tub Planting 2018 Report by Projects and Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Tub Planting 2018 Report by the Projects & Media Co-ordinator. This had been a very successful and enjoyable event.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Verbal Report of On-site Meeting at Town Council Owned Land at Mitford Court (5<sup>th</sup> July 2018):**

The Clerk reminded all of letters received recently from Mr Brian Mulligan requesting crown lifting of trees on Town Council owned land near to Mitford Court and Mrs Julie McGuire's letter querying gates onto this land from private properties and shrubbery planted on Town Council land. As a result of these requests the Clerk had scheduled an on-site meeting inviting Town Cllrs, Mr Simon McGinnety (DCC Tree Officer), Mr Brian Mulligan and Mrs McGuire to attend on 5<sup>th</sup> July 2018. The meeting was in two parts with the initial focus upon trees and then looking at access/shrubbery issues. The Town Council was represented by Cllrs Mel Carr, Alf Walton and Gloria Wills. Several other residents also joined the meeting. Residents expressed their questions regarding trees to Mr Simon McGinnety who explained his role in the planning process when considering trees but also highlighted issues and challenges which Councils

face when trees are on their land. Mr McGinney is to conduct a tree survey and provide a report in due course to the Clerk for consideration at a future Environment Committee meeting. Mr McGinney did not observe any immediate health and safety issues as a result of this meeting. The report is now awaited. It was agreed at the meeting that the Clerk would inform Mr Mulligan when this matter was to be considered by the Environment Committee. The second part of the meeting saw Cllrs and the Clerk explaining to residents the rationale behind letters issued recently to residents in areas of the Town where they border onto the Town Council owned/leased land and on which shrubbery have been planted and access gates from private properties installed. Residents were grateful for this additional explanation and accepted the Council had a legal responsibility to ensure that it managed its land appropriately. Several residents requested that existing well-maintained shrubbery be allowed to be retained on this land but acknowledged that not all such shrubbery was being maintained. It was agreed that the Estates Working Group would monitor this area and liaise with residents accordingly.

**RESOLVED:**

**To receive this information.**

**5.3 Verbal Report of Meeting with Town Council Solicitor (16<sup>th</sup> July 2018):**

The Clerk and Cllr Mel Carr reported that earlier that day, as agreed by the Council, they along with Cllr Gloria Wills had met with the Council's Solicitor to discuss on-going issues regarding the village green and the purchase of land from DCC around Butterwick Road Cemetery.

With regards to village green issues this referred to The Pickled Parson's usage of the central village green area by putting out picnic benches and trees. The advice from the solicitor was very definitive that this action is illegal without any form of licensed agreement by the Town Council. No consent has been given by the Town Council for the items now located on the village green and the correct course of action is now for the solicitor to write on behalf of the Town Council to The Pickled Parson's appointed representative and instruct these items are removed immediately as no consent has been obtained. Once removed, the business's representative could contact the Town Council in the future to request discussions to find out if it was possible to consider such usage in the future in a legitimate way, i.e. by licence from the Town Council. The Council's solicitor stressed that any such licence could be withdrawn or changed at any time and by granting such to one person does not set a precedent for such action in the future as any requests would need to be considered on a case by case basis. The law is very clear that no-one person or business can have prescriptive right over village green and that the Town Council is the custodian of those areas. The Council's solicitor noted he had made several previous attempts to contact the



solicitor representing The Pickled Parson and not received any form of response. The Clerk shared with the solicitor a copy of the correspondence to be considered by the Town Council under agenda item 6.1 and it was therefore assumed that Parker Barras have now been appointed as representatives and that any future correspondence be directed to them. Cllr Mel Carr informed fellow Cllrs that there are eleven licensed premises in Sedgfield with five of those fronting onto village green areas owned by the Town Council and a further four who front onto areas owned by DCC. Cllr Mel Carr expressed his view that the Town Council must take action on this matter now as it is understandable that other licensed premises could go down a similar route. Cllr Chris Lines said that he believed the owner of The Pickled Parson did approach the Town Council and ask if he could undertake certain activities on the village green and the correspondence subsequently sent by the Town Council's solicitor had led to the current impasse situation. Cllrs Alf Walton, Mavis Wayman, Mel Carr, Anne Carr and Allan Blakemore disagreed and said that from the outset the business owner has made it clear that he believed he could do what he wanted on village green and that he intended to go through a legal process in order to put that area of land next to the property (upon which benches and trees have been located) onto his deeds. Cllr Blakemore suggested that if necessary the Town Council approach DCC to find out if the actions currently being undertaken outside The Picked Parson mean that the licensed area of the property's licence is being extended. Cllr Lines said that he hoped the solicitor's letter would be of a tone that was appropriate.

The Clerk reported that the second matter discussed at this meeting was the proposed purchase of land from DCC in and around Butterwick Road Cemetery. The solicitor confirmed he had gone through the new Heads of Terms and advised that he would seek from DCC clarification as to whether the clawback (under item 14) would be activated if planning permission was required for a new cemetery access. Providing this was not the case then he would progress the issue of the land purchase and keep the Clerk updated.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to instruct the Town Council's solicitor to issue a letter to Parker Barras as he advised during the meeting between himself, Clerk and Cllrs Mel Carr and Gloria Wills on 16<sup>th</sup> July 2018.**

**6. Correspondence:**

**6.1 The Pickled Parson – Tables and Chairs Outside Premises (letter from Mr Aaron Fisher, Parker Barras dated 18<sup>th</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Aaron Fisher of Parker Barras dated 18<sup>th</sup> June 2018 in which he was requesting on behalf of his

client the owners of The Pickled Parson in Sedgefield to seek the Town Council's approval for tables and chairs to continue to be placed in their current location outside the property. This matter had already been discussed under agenda item 5.3 and the Town Council's solicitor will be sending a response to this letter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6.2 14 The Square (letter from Riley Langdon Solicitors dated 21<sup>st</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all a letter from Riley Langdon Solicitors dated 21<sup>st</sup> June 2018 in which they reported they were acting upon behalf of their client to seek clarification that the land in front of the above property was village green owned by the Town Council and that their client had never been asked to contribute towards the maintenance of that land. The Clerk reported that further to that letter an additional letter had been received on 12<sup>th</sup> July 2018 with an accompanying map showing the Land Registry information held.

**RESOLVED:**

**The Clerk to reply to Riley Langdon solicitors to confirm that the land identified is owned by the Town Council as village green and that the owner of 14 The Square has never been asked to make a contribution towards maintenance of that land.**

**6.3 Land at Lizards Farm, Sedgefield UPRN 330S05 (email from Ms Karen Easton, DCC dated 3<sup>rd</sup> July 2018):**

Prior to the meeting the Clerk had circulated to all an email and attached map from Ms Karen Easton of DCC dated 3<sup>rd</sup> July 2018 making the Town Council aware of surplus land at Lizards Farm potentially no longer required by DCC.

**RESOLVED:**

**i) Cllrs do not have any objections to the land being declared as surplus by DCC and sold.**

**ii) The Clerk to inform Ms Karen Easton accordingly.**

**6.4 Town Council Trees (email and attached photographs from Mr Peter Howarth dated 5<sup>th</sup> July 2018):**

The Clerk circulated to all an email with accompanying photographs from Mr Peter Howarth dated 5<sup>th</sup> July 2018. This matter related to the verbal update which had been considered under agenda item 5.3. The Clerk confirmed that she had informed Mr

Howarth that these would be shared with Cllrs at this meeting.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to forward to Mr Simon McGinney a copy of Mr Howarth's email and photographs for information.**

**6.5 Northumbria In Bloom Judging (email from Mr Howard Smith dated 16<sup>th</sup> July 2018):**

The Clerk read out an email from Mr Howard Smith on behalf of Sedgefield In Bloom reminding all that judging for this year's Northumbria In Bloom entry would take place at 10am on Thursday 19<sup>th</sup> July 2018 commencing at Ceddesfeld Hall. Cllrs were invited to attend from 9.45am.

**RESOLVED:**

**Cllrs Mel Carr, Mavis Wayman, Alf Walton and Gloria Wills to accompany the Town Council's Gardener to Northumbria In Bloom judging on Thursday 19<sup>th</sup> July 2018.**

**6.6 Overhanging Tree 5 Hesledon Grove, Sedgefield:**

Cllrs David Brown and Alf Walton reported that following a request from a member of the public they had both independently visited Station Road Playing field to view a tree limb overhanging garages at 5/6 Hesledon Grove, Sedgefield. Both Cllrs had differing views on this matter so it was agreed to seek the views of AW Treecare. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**The Clerk to liaise with AW Treecare to request that they visit this tree and provide a quote for their recommended work.**

**ADDITIONAL ITEMS:**

The Clerk reminded all that several items had been deferred from the previous week's Monthly Meeting for consideration as part of this Committee's agenda. These were duly considered as follows:

**A1: DM/18/01691/FPA Rendered Gable Wall (Retrospective) 16 West End, Sedgefield (email from Ms Hilary Sperring, DCC dated 21<sup>st</sup> June 2018):**

Since the Monthly Meeting held on 9<sup>th</sup> July 2018 Cllrs confirmed that they had considered the content of Ms Sperring's email and did not have any further comments to make.

**RESOLVED:**

**To receive this information.**

**A2: Land to the South of Eden Drive, Sedgefield (email and letter from Ms Sandy Bassi, DCC dated 4<sup>th</sup> July 2018) and response from Dr James Larcombe (email dated 5<sup>th</sup> July 2018):**

Since the Monthly Meeting held on 9<sup>th</sup> July 2018 Cllrs confirmed that they had considered the content of this correspondence. Cllrs fully understood Dr Larcombe's concerns and had sympathy for his circumstances, however, it was recognised that the Town Council does not have any powers to be able to intervene or assist in this situation.

**RESOLVED:**

**To receive this information.**

**A3: DM/18/01469/AD Non-illuminated pole mounted sales sign (retrospective) Land North East of Stockton Road, Sedgefield:**

The Clerk confirmed that since the Monthly Meeting she had liaised with Ms Hilary Sperring of DCC and informed her that Cllr Mel Carr would be attending DCC's Planning Committee meeting on Thursday 19<sup>th</sup> July 2018 representing the Town Council regarding this matter. To date no official documentation has been received from DCC regarding this Planning Committee.

**RESOLVED:**

**To receive this information and Cllr Mel Carr to keep the Town Council updated on this matter.**

**A4: County Durham Plan Preferred Options Consultation 2018:**

The Clerk reminded Cllrs of the email which she had issued on 11<sup>th</sup> July 2018 to all seeking their availability to meet to consider DCC's County Durham Plan Preferred Options public consultation documentation in order that a Town Council response can be prepared and submitted by 1<sup>st</sup> August 2018.

**RESOLVED:**

**Cllrs to forward their availability to the Town Clerk so that a meeting can be agreed and an invitation issued to the SVAG.**

The Chair thanked everyone for attending and closed the meeting at 8.20pm.