

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 8<sup>th</sup> April 2019**

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

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

**1. Apologies:**

Cllrs. Mark Cant and Ann Carr.

**2. Declaration of interest:**

Cllr Julie Towler declared a non-pecuniary interest in item 12. No other Cllrs made any declarations of interest.

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

**a. Minutes of Joint Sedgefield In Bloom and Town Council Meeting held Thursday 7<sup>th</sup> March 2019:**

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

**b. Minutes of the Monthly meeting held Monday 11<sup>th</sup> March 2019:**

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

**c. Minutes of the P&R committee held Monday 11<sup>th</sup> March 2019:**

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

**d. Minutes of the Environment Committee held Monday 18<sup>th</sup> March 2019:**

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

**e. Minutes of the Community Development & Engagement committee meeting held Monday 18<sup>th</sup> March 2019:**

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

**f. Minutes of the Estates Working Group held Wednesday 20<sup>th</sup> March 2019:**

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

**g. Minutes of the Finance Working Group held Thursday 21<sup>st</sup> March 2019:**

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

**h. Minutes of the Personnel held Monday 25<sup>th</sup> March 2019:**

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

**i. Minutes of the Policy & Records Management Working Group held Thursday 28<sup>th</sup> March 2019:**

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

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

**4. Discussion with Temporary Inspector Alex Clarke regarding concerns about speeding in the Town and update on anti-social behavior:**

Cllr Mel Carr welcomed Inspector Alex Clarke to the meeting and reminded all that his attendance had been requested as a result of recent concerns regarding excessive speeding in the Town.

Inspector Clarke thanked the Town Council for their invitation to attend. Following the Town Council's approach Inspector Clarke said he had liaised with his colleague Mr Paul Emmerson a Traffic Management Office who had confirmed that DCC are responsible for flashing speed signs and these are operated on a rotational programme whereby they move locations every two weeks to maximize their effectiveness (as found by research undertaken by the Ministry of Transport). Mr Emmerson had confirmed DCC's rotational programme is currently full, however, there is the option for Town/Parish Councils to purchase and operate their own fixed flashing sign albeit this is very costly, i.e. approximately £700 - £1,000 for the installation of poles and more if the electricity connection is an issue, £2,000 - £10,000 for the sign depending upon the type purchased plus power supply, running and maintenance costs thereafter. Research has found that fixed signs do lose their effectiveness over time as drivers become too familiar with them and learn that no penalties or fines are associated with such. Inspector Clarke said that Community Speedwatch work is far more effective. Speeding is a national wide issue and unfortunately there is declining funding for anti-speeding resources. Inspector Clarke fed back data regarding recent Community Speedwatch activity in the Town and also road traffic accidents at various locations. With regards to road traffic accidents it had been found that the trend was for pedestrians failing to look rather than speed being the causing factor.

Cllr Leo McCormack reiterated his concerns regarding the speed at which vehicles

travel in both directions along the Sedgefield to Fishburn road and reminded all that the school bus will now only drop children at one side of the road as a consequence. Inspector Clarke said he would liaise with Traffic Management and request they investigate this particular location. Cllr Alf Walton gave an example of a permanent flashing speed sign located nearby in Cleveland where he said he felt this did make drivers reduce their speed. Cllr Walton confirmed Cllr McCormack's views regarding the Sedgefield to Fishburn road as he personally finds it difficult to exit from Winterton Cottages when visiting the allotments. Inspector Clarke also commented that further traffic will travel on this road once the new housing estate is inhabited. Cllr McCormack asked if it was possible for Sedgefield to be included in the future on DCC's rotational programme of flashing speed signs. Cllr Allan Blakemore reported that County Cllr John Robinson funds this rota and he believed it was therefore likely that Sedgefield would be included at some point. Inspector Clarke agreed to investigate how Sedgefield could be included on the future rota. Cllr Stephen Winter said that the findings of recent speedwatch activity may not reflect the real situation as drivers will slow down for obvious, highly visible speed monitoring activities. Cllr Winter asked if it was possible for monitoring strips across the road to be placed in Sedgefield. Inspector Clarke replied that such to be installed a locality needed to hit a trigger of over 15% of vehicles speeding in the first instance, something which Sedgefield did not. With regards to the road traffic accidents, Cllr Alda Hummelinck questioned where such data came from as she was aware of a further accident at Station Road in November 2018 and had not been included in Inspector Clarke's data. Following discussion it was felt that this particular accident may not have been included on the data because there had been no-one injured.

Inspector Clarke then gave an update on recent anti-social behavior in the Town. On the night of 24<sup>th</sup> March 2019 several vehicles had been damaged as well as an area of fencing. Two arson incidents had occurred on 26<sup>th</sup> and 27<sup>th</sup> March 2019. There has been a growing trend of youths being in the Town into the late evening. To respond to this the Police have spoken to several parents and Special Constables provided assistance on Friday 5<sup>th</sup> April 2019 which led to the removal of alcohol from young people moving between Fishburn and Trimdon. The evenings of 6<sup>th</sup> and 7<sup>th</sup> April 2019 had been quiet with no reported activity. Inspector Clarke said no Operation Staysafe had been run as yet but this would be considered if there was a return to events experienced last year in the Town.

Cllr Gloria Wills said that the removal of alcohol from young people could not be

attributed to Sedgefield as this occurred outside of the area. Inspector Clarke replied whilst the activity had been outside of the area it should be recognized that young people do travel around the area and the alcohol could have ended up in Sedgefield. Cllr Wills asked if anyone had been arrested for the arson incidents or damaged vehicles. Inspector Clarke replied that no arrests had yet been made. Cllr Alf Walton said that he was aware some people in the Town had concerns regarding anti-social behavior but he was led to believe that far worse activities took place in other locations. Cllr Wills questioned whether Operation Staysafe had been run on 5<sup>th</sup> April 2019 as she was aware of the messages which the Police had issued through the media and wondered if this was to worry parents? Inspector Clarke said that activities which had been undertaken by the Police on 5<sup>th</sup> April 2019 were of an Operation Staysafe style but not a full Operation response as this would be resource intensive and require the use of the Fire Station and involvement of Officers from other agencies including DCC's Licensing Officers.

Cllr Mel Carr thanked Inspector Clarke for his attendance and update.

**5. Matters of Information:**

**5.1 EDRC AAP Board Meeting Key Notes:**

Cllr Mel Carr is to feed comments made by Cllr Gloria Wills back to the EDRC AAP's next Board Meeting. Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**5.2 Public Participation – The Cornerhouse / Unfinished House at Butterwick Road:**

No further information has been received regarding the refused planning application in relation to the colour of the exterior of The Cornerhouse which has now been submitted to the Planning Inspectorate by the property's owner. The large unfinished house opposite Butterwick Road Cemetery has now been boarded up. The Clerk to keep Cllrs updated on the matter of The Cornerhouse.

**RESOLVED:**

**To receive the information.**

**5.3 Public Participation – Unauthorised signage:**

Mr Hughes concerns regarding unauthorized signage at the entrance to Salters Lane Industrial Estate have been forwarded to DCC for investigation.

**RESOLVED:**

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

**5.4 Fishburn Sedgfield Estates Hall Farm:**

The Clerk has informed Ms Leigh Fisher of DCC that the Town Council does not have any objections to DCC's proposal to potentially dispose of its land asset at Hall Farm, Fishburn.

**RESOLVED:**

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

**5.5 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-5.

Planning application DM/19/00588/FPA was discussed at the Environment Committee meeting held on 18<sup>th</sup> March 2019.

**RESOLVED:**

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

**5.6 Planning Application DM/18/00536/FPA – land to the West of the junction of A689 and Stockton Road:**

The Clerk has written to Mr Henry Jones of DCC in accordance with the Town Council's wishes. The Clerk to keep Cllrs updated regarding this matter.

**RESOLVED:**

**To receive the information.**

**6. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all the details of all meetings in April 2019 as well as Town Council events until March 2020.

**RESOLVED:**

**To receive this information.**

**7. Public Participation:**

The Chairman, Cllr Mel Carr, closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles expressed her concerns at the start of the recently laid tarmac outside the Hardwick Arms Hotel which she understood had been paid by the Town Council. She reported that tyre prints were already forming in the tarmac and asked the Town Council to review this work. Mrs Bowles reported that, as stated at the last Council meeting, she had requested a meeting with DCC Officers and the SVAG regarding S106 monies and once such a meeting had been scheduled would invite the Town Council to also attend. No response has been received as yet, however, Mrs Bowles said she would be chasing this matter. Mrs Bowles was concerned at the lack of openness and clarity from DCC regarding this matter. Mrs Bowles said she understood a meeting had been organized the previous week by DCC and that representatives of Sedgefield Town Council and Fishburn Parish Council had been in attendance. She asked if her request for a meeting had been highlighted by DCC Officers at this meeting. Mrs Bowles said that throughout the Eden Drive development's public inquiry by the Planning Inspectorate very clear reassurance had been given that the Town Council would have a key input into consulting with the local community to find out ways in which such monies could be spent and then a role in the decision making regarding allocating of such monies. Mrs Bowles said that in her opinion if DCC were not going to abide by these earlier reassurances then the Ombudsman should be involved. Cllr Mel Carr reported that he would investigate the tarmacked area identified and would give an update on the recent S106 meeting under agenda item 8.1.

Mrs X reported that she works at the betting shop on Front Street in Sedgefield and wished to inform Cllrs that recently a wheelie bin had been set on fire at the back of the building which had resulted in considerable damage and could have been much worse if a member of the public passing by had not reported this matter as the member of staff working in the building at the time was unaware of the fire due to her having no sense of smell. Mrs X said this is not the first such incident involving wheelie bins in this locality and also reported that previously there have also been instances of footballs being kicked against the shop's back door, staff cars being damaged and grass thrown about. Mrs X asked if the Council could consider resiting the Youth Shelter to a more visible area so there can be more control of the young people using it. Cllr Mel Carr said the Town Council would place the matter of the

Youth Shelter's location onto an appropriate Council agenda for consideration.

Mr Howard Smith said it was important to put issues into context and he had witnessed as group of young males in the Town on Saturday night whom he had spoken to. These young males were very polite and had said they had travelled from Trimdon. In contrast, Mr Smith had attended an event at the Parish Hall recently at which some other attendees were very distressed after receiving abuse from young people in the Town. Mr Smith said he believed the majority of young people were behaving well and that only a small minority were causing a problem and thereby getting the rest a bad name. Mr Smith said he understood the Police had identified the ring leaders and were tackling this matter. Mrs Bowles said that she noted several young people were in attendance at the meeting and asked suggested these young people share their contact details with the Town Council if they are willing to have direct discussions Cllrs. The young people in attendance agreed and provided contact details.

The Chairman thanked the public for their comments and re-opened the meeting.

Cllr Fiona Warrand suggested that thought be given to a Youth Council. It was suggested that Cllr Warrand bring her ideas forward in a report for consideration.

## **8. Internal Reports:**

### **8.1 Chairman's Report:**

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed his Council activities since the last Monthly Meeting.

Cllr Mel Carr said that since the production of his report he had attended a meeting called by DCC on Thursday 4<sup>th</sup> April 2019 to receive information regarding S106 monies. Also in attendance representing the Town Council were Cllrs Gloria Wills, Mavis Wayman and Chris Lines. Cllr Mel Carr said that lots of information had been presented at this meeting in the form of a powerpoint presentation. Cllr Mel Carr said he had a number of concerns regarding the exact amount of various S106 money 'pots', when such monies would become available and the potential significant timescale before it is available. There had been a considerable amount of information to take in and assurance had been given by DCC that copies of this presentation would be shared with the Clerk for dissemination to other Town Cllrs to enable more detailed consideration. The Clerk confirmed that as yet no presentation has been received. Cllr Mel Carr suggested that once received Cllrs then consider in detail and discuss further. Cllr Gloria Wills expressed her frustration that DCC Officers have

been working on this matter for two years and the situation does not appear to be any clearer. Cllr Wills said that DCC's original idea to have a Sports Hub in the Town, and all the work associated with that, would now come to nothing and she questioned how much the work associated with that had cost in terms of resources and Officer time. Cllr Wills said that she would be submitting in her own right a Freedom of Information request to DCC regarding the exact cost of this work as she believed the public had a right to know. Cllr Wills confirmed that at the meeting nothing had been reported about community involvement in the process of identifying projects for S106 allocations or having a say in what projects are supported. Cllr Wills expressed her concern that DCC are using the AAP as a channel for information when lots of residents do not know or understand what the AAP does or is about. Cllr Chris Lines said that at the recent S106 meeting, in relation to the community money element of S106 monies, DCC Officers had said that community consultation may take place but that details were unknown at this time. Cllr Wills said she had noted that during the recent presentation DCC Officers had appeared to join the open spaces element of S106 monies with that of contribution to sport and she felt this was underhand. Cllr Wills said that it was imperative to get ideas from the local community, including those of young people, to ensure openness. Cllr Mavis Wayman expressed her frustration at the time delays in finding out information about such funding and said there was a real danger that people lose heart and as a result many potential projects fade away.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to share with all Cllrs, when received, the presentation given by DCC regarding S106 monies.**

**8.2 Mayor's Report:**

The Mayor, Cllr Mavis Wayman, reported that since the last meeting she had attended the following:

- A civic dinner at Ferryhill;
- A Taste and See session at Sedgefield Methodist Church;
- A meeting with Ada and Penny Ashton from Sedgefield to find out more about their posters to highlight problems relating to dog fouling;
- A visit to Barnard Castle followed by lunch at the Mayor's house;
- The S106 meeting held by DCC at The Manor House.

**RESOLVED:**

**To receive this information.**

**9. External Reports:**

None.

**10. Correspondence:**

**10.1 Proposed Diversion, Sedgefield Footpath 16 (email and attachments from Mr Owen Shaw, DCC dated 29<sup>th</sup> March 2019):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Owen Shaw of DCC dated 29<sup>th</sup> March 2019 detailing the proposed diversion of Sedgefield Footpath 16 (near to the large-scale development at Eden Drive). It was noted that the proposed diversion does not reflect the recommended diversion presented to DCC by the Town Council some considerable time ago.

Cllr Allan Blakemore said he was disappointed that the proposed diversion now being considered went around three sides of the new estate and was not a direct route. Cllr Blakemore also pointed out that the route of existing footpath reflected the mediaeval right of way and this should be protected as part of the Town's heritage, i.e. the housing should have been developed around the footpath rather than the footpath being changed. This matter had been highlighted consistently by the Town Council during discussions regarding this large-scale development. Cllr Blakemore felt the Town Council should object to the proposal and reiterate the Town Council's originally desired footpath route. Cllr Mel Carr agreed and said the purpose of a footpath was to get from a to b along the quickest route whilst appreciating the pleasant views and surroundings of the Town rather than meander through a housing estate. Cllr Mel Carr agreed that the Town Council should stick to its original suggestion.

Cllr Stephen Winter said that he had considered the proposal and felt this now appeared to be a good compromise between the original DCC proposed footpath diversion and the Town Council's requested diversion route. The proposal now does pass through an open space with no planned houses to be built on the north eastern edge. Cllr Winter said this latest proposal reduced the zig-zagging through houses as was originally proposed by Taylor Wimpey. Cllr Winter expressed his concern that if this latest proposal was objected to that this would considerably delay the footpath diversion from taking place and there is now an extensive development at the edge of the Town full of

people who are cut off and isolated from the rest of the Town. Cllr Mel Carr said that this matter should have been dealt with far earlier by DCC and the developer in order that the new estate was not isolated. Cllr Alda Hummelinck questioned if it was possible to agree to the latest compromise footpath diversion at this time and then to request another footpath in the future along the Town Council's original request? Cllr Mel Carr said it was very unlikely that two footpaths would be granted in a small area. Cllr Chris Lines felt the route that was proposed originally by the Town Council for the footpath's diversion was a more logical route for children going to and from school. Cllr Gloria Wills agreed and said in her view the Town Council should stick to its original proposed footpath diversion route.

**RESOLVED:**

**The Clerk to inform Mr Owen Shaw of DCC that the Town Council has considered the latest footpath diversion route and does not agree to it and instead wishes its original footpath diversion proposal to be reconsidered.**

**11. The Sedgefield Plan:**

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

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report. Since the production of this Report the Clerk confirmed that the Plan's statutory Regulation 16 consultation period concluded at 5pm on Tuesday 2<sup>nd</sup> April 2019. Following that conclusion Mr Stuart Carter of DCC has confirmed that responses were received from The Coal Authority, Environment Agency, Historic England, Northumbrian Water and Gladman Developments Ltd. All responses have been duly forwarded to the Plan's Independent Examiner, Mr Robert Bryan, who has confirmed his examination will resume in mid-late April 2019 with his report being completed by mid-May 2019. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**12. 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):

**12.1 DM/19/00626/FPA – single storey extension to rear, 11 Brockwell Close, Fishburn:**

Cllrs did not have any objection to this application.

**12.2 DM/19/00632/FPA – installation of air handling unit on west side of building and associated ducting and fencing, The Neville Hamblin Building, Thomas Wright Way, Sedgefield:**

Cllrs expressed their concern that work is already underway to install the air handling unit despite the planning application still being open for consultation. It was noted that this vent is of a significant size and is visually very impactful. Cllrs would like to know what mitigation measures are going to be take to reduce this visual impact. In addition, Cllrs would like to know how many local residents were consulted as part of this particular planning application.

**12.3 DM/19/00662/FPA – proposed outhouse/chemical store and 2 no shipping containers, Centre for Process Innovation, John Walker Road, Sedgefield:**

Cllrs expressed concern that at a site which is promoted and recognized as being the way to the future that an extension to a facility is in the form of an outhouse and 2 shipping containers. Cllrs expressed concerns about this from a visual perspective as well as safety and operational perspectives and also question how an outhouse and shipping containers can be installed on a permanent basis.

**12.4 DM/19/00692/FPA – two storey side/rear extension, 1 The Leas, Sedgefield:**

Cllrs did not have any objection to this application.

**12.5 DM/19/00747/FPA – insertion of new ground floor window in south-west facing gable and replacement of French door and window to rear with 2 no sliding doors, 4 Ivy Row, Sedgefield:**

Cllrs did not have any objection to this application.

**12.6 DM/19/00750/FPA – first floor side and single storey rear extensions, 46 Station Road, Sedgefield:**

Cllrs did not have any objection to this application.

**12.7 DM/19/00853/FPA – resubmission of approval DM/18/00216/FPA (first floor rear extension and single storey and rear extensions), for rear alterations to rear extension, 17 The Orchard, Sedgefield:**

Cllrs did not have any objection to this application.

**12.8 DM/19/00913/FPA – detached triple garage to front, Mordon Grance, Mordon:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-8 above to be submitted to DCC Planners.**

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

DM/19/00895/FPA - change of use from holiday let to Class A1 (retail shop) including installation of timber shop front and door, Cherry Blossom Cottage, 6 North End, Sedgefield  
DM/19/00948/FPA – convert ground floor storage/garage to provide accessible accommodation (in connection with main building), Durham House, 8 West End, Sedgefield

**RESOLVED:**

**The above planning applications to be considered at the Environment Committee meeting on Monday 15<sup>th</sup> April 2019.**

The Clerk read out an email from Mr Steve Welton of Sedgefield Squash Club received earlier that day in which the Squash Club wished to inform the Town Council that they have received a positive reply from DCC's Planning Officers regarding the Club's changes and alterations to its extension scheme. Now that the scheme is acceptable to all of the parties consulted the Squash Club need to re-send their proposals as an official submission to DCC. Some minor changes are required to the Heritage Statement and other documents as well as update the Bat and Newt Survey. The Squash Club hope to have their resubmission ready to send to DCC by the end of this week. Cllrs said there were pleased to hear of progress now being made.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 7.56pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **APRIL POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 8<sup>th</sup> April 2019**

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

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

**1. Apologies:**

Cllrs. Mark Cant, Vanessa Carmichael, Ann Carr and Alda Hummelinck.

**2. Declaration of interest:**

Cllr Chris Lines declared an interest in item 7.3. No other Cllrs made any declarations of interest.

**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.

**RESOLVED:**

**To receive the information.**

### **3.2 Sedgfield Town Council Corporate Plan:**

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. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.3 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. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on these matters.

#### **RESOLVED:**

**To receive the information.**

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

Findings from recent research days are now being collated and will be presented to a future Estates Working Group meeting for consideration with the intended outcome that a recommendation can be brought to a future P&R Committee meeting regarding the ownership / maintenance of St Edmund's Churchyard. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.5 Town Council Trailer:**

The Finance Working Group are now gathering costings within the agreed budget of

£200 to make the old Council trailer usable within Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Cheques for Approval:**

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting 14<sup>th</sup> September 2018 and work has been undertaken to produce a draft Mayor's Handbook. See agenda item 5.3.

**RESOLVED:**

**To receive the information.**

**3.7 Purchase of Land From DCC:**

The Town Council's solicitor has confirmed receipt of updated documentation from DCC regarding the sale of land near to Butterwick Road Cemetery. This documentation is now been checked by the solicitor and confirmed by Cllrs Mel Carr and Gloria Wills. It is now hoped that the purchase can proceed relatively quickly in order that work can commence on the expansion of the Cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Parish Hall Hearing Loop:**

Clockwork AV have confirmed they will be installing a new hearing loop in the Parish Hall on 9<sup>th</sup> and 11<sup>th</sup> April 2019. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Parish Hall Sound System:**

A Purchase Order has now been submitted to Clockwork AV informing them of their successful quotation for the Parish Hall sound system but instructing that they also liaise directly with Swanflight, the makers of the custom-made, secure, ventilated rack

cabinet to house the necessary amps, to ensure both pieces of work dovetail together. A potential joiner has been identified who has been to view joinery work associated with this task and a quote is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Expansion of Butterwick Road Cemetery:**

As much work as is currently possible by the Town Council has now been undertaken in relation to preparing a planning application relating to the expansion of Butterwick Road Cemetery. Submission of this application is now awaiting the Town Council's purchase of land from DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Proposed 2019 Treeworks – Grounds of Ceddesfeld Hall:**

The Clerk has informed AW Treecare of their successful quotation, issued a Purchase Order number and requested their advice regarding any permissions required. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.12 North End Garage:**

The Clerk has responded to Mr Theakston and informed him that the Estates Working Group will review the existing lease and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.13 Local Council's Charter:**

The Clerk has forwarded to Mr Steve Ragg of CDALC the Town Council's comments on the latest version of the Charter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Village Green Issues:**

The Estates Working Group are currently drafting a Village Green Policy and will then oversee the production of a letter to businesses/resident whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. A short explanatory article will feature in the next edition of the Sedgefield Extra. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Durham Records Office:**

Representatives from Durham Records Office will attend the Town Council Offices on Thursday 7<sup>th</sup> February 2019 and a recommendation report has now been received from them detailing which records they suggest should be stored at the Records Office. This report was considered at the recent Policy & Records Management Working Group on 28<sup>th</sup> March 2019 and if necessary a report will be brought to a future P&R Committee meeting. From this the remaining data will then to be considered as part of the Policy & Records Management Working Group's on-going task to oversee compliance with GDPR. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Medium Term Financial Plan:**

The Finance Working Group, in conjunction with the Council's Internal Auditor, will begin reviewing the Medium Term Financial Plan from late June 2019 onwards. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 Payment by BACS:**

The Clerk is now liaising with Barclays in order to obtain guidance regarding the necessary changes required to the Council's bank mandate in order to permit BACS payment whilst still ensuring robust financial controls are in place. The Finance Working Group will oversee this work which will be subject to future internal audit review. In the interim payments will continue via cheque. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.18 Station Road Playing Field:**

The Clerk has written to Mr John Reed of DCC acknowledging receipt of his latest correspondence and informed him that Town Cllrs are now considering the current terms of the lease and will be in touch again soon. This matter was placed on the agenda of the most recent Estates Working Group meeting and Cllrs are now considering the lease shared. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.19 Village Green:**

The Clerk has written to Mr Wilks and his solicitor acknowledging receipt of his correspondence received on 21<sup>st</sup> January 2019 and advised them that the Town Council are looking further at his claim for adverse possession and further correspondence will follow in due course.

Details of The Pickled Parson's latest variation of premises licence request will be considered under agenda items 7.1 and 8.1.

The Clerk is liaising with Cllr Cant's suggested Land Registry contact.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.20 Winterton Allotments Fence / Butterwick Road Allotments Double Gates:**

FJ Young & Partners has now removed the old fence and soil ridge at the North and East sides of Winterton allotments.

Dodds Fencing & Sheds have indicated they will be supplying and installing new boundary fencing at Winterton allotments on the North and East sides as well as supplying and installing double gates at Butterwick Road Allotments in April 2019.

The Clerk and Cllr Alf Walton to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.21 Butterwick Road Cemetery Rules and Regulations:**

The new Rules and Regulations for Butterwick Road Cemetery have now been uploaded to the Council's website along with promotion via the residents' database, the Sedgefield Extra and Twitter. Note: A copy of the Rules and Regulations are given to everyone who purchases a Deed of Burial.

**RESOLVED:**

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

**3.22 Financial Budget Comparison:**

A reserves transfer for £20,000 to the Council's 2018/19 budget has now taken place.

**RESOLVED:**

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

**3.23 Sedgefield Twinning Association:**

A cheque for £200 has now been raised and will be considered for approval under agenda item 6.1.

**RESOLVED:**

**To receive the information.**

**3.24 Ceddesfeld Hall Lift:**

The Clerk has requested suggestions from Durham Community Action so as to find alternative suppliers who would be willing to deal with lift inspections and deal with a community organisations directly. A response is now awaited. Once received this information will be forwarded to Ms Pat Buckley-Atkins. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.25 Epitaph Training:**

The Clerk is now liaising with Mr Ian Quance of Edge in order to schedule Epitaph training as soon as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments.

Mrs Julia Bowles said she had noted that agenda item 5.2 related to Hardwick Hall licensing and she questioned if the matter of meetings held 6 weeks prior and after Hardwick Live were included in this and if there was the opportunity for the public to be involved. Cllr Wills confirmed that these matters would be covered under item 5.2.

Cllr Wills thanked the member of the public for her comments and re-opened the meeting.

**5. Reports:**

**5.1 Draft Response to DCC's Review of Statement of Policy Under the Licensing Act 2003 Report by Cllr Mel Carr and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Draft Response to DCC's Review of Statement of Policy Under the Licensing Act 2003 which had been prepared by herself and Cllr Mel Carr. Cllrs agreed with the draft response.

**RESOLVED:**

**The Clerk to submit the Town Council's response to Mr Craig Rudman of DCC.**

**5.2 Hardwick Hall Hotel Licensing Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Hardwick Hall Hotel Licensing Update Report which provided Cllrs with a summary of the meeting held with DCC Licensing Enforcement Officers on Wednesday 13<sup>th</sup> March 2019. For the benefit of the public present the Clerk talked through this report and it was noted that Mr Martin Haigh of DCC will contact the Clerk in due course to arrange a follow-up meeting at which he will report on the outcome of his meeting with the Hall's management.

**RESOLVED:**

**To receive this information and the Clerk to ensure that an invitation is issued to all Cllrs when the next meeting is requested by Mr Martin Haigh, DCC's Licensing Enforcement Officer.**

**5.3 Draft Mayor's Handbook Recommendation Report by Finance Working Group**

Prior to the meeting the Clerk had circulated to all a Draft Mayor's Handbook Recommendation Report by the Finance Working Group which was accompanied by a recommended handbook.

**RESOLVED:**

**To adopt the Draft Mayor's Handbook with immediate effect.**

**5.4 Annual Report 2018/19 Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all an Annual Report 2018/19 Recommendation Report by the Policy & Records Management Working Group in which it was recommended that for 2018/19 appropriate financial information for the public be incorporated into the Town Council's Annual Report. The Clerk confirmed that she had discussed this matter with Mr Chris Edge of Edge IT and the Finance Working Group and it was recommended that the Council's Income and Expenditure Account for 2018/19 and Balance Sheet as at 31<sup>st</sup> March 2019 be included in the Annual Report.

**RESOLVED:**

**The Council's Income and Expenditure Account for 2018/19 and Balance Sheet as at 31<sup>st</sup> March 2019 be included in the Annual Report for 2018/19 which will be launched at the Town Meeting on Tuesday 7<sup>th</sup> May 2019.**

**5.5 Review of Delegation Scheme in 2019/20 Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Delegation Scheme in 2019/19 Recommendation Report by the Policy & Records Management Working Group in which it was felt that it was now timely for the Town Council in 2019/20 to review its Delegation Scheme specifically in relation to the role of its Community Development & Engagement Committee and Environment Committee as detailed in the report. The Clerk confirmed the Council's Internal Auditor will be involved in this work.

**RESOLVED:**

**For the purpose of the May 2019 AGM that modifications be made to wording in sections 8.2 and 8.3 and recommendation be made that the Delegation Scheme be adopted with immediate effect then reviewed further during the early part of 2019 with the intention of bringing, if deemed necessary, a further recommendation to a future P&R Committee meeting for consideration in the latter part of 2019/20.**

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

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 11<sup>th</sup> March 2019:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109455 to 109467. In relation to cheque number 109457 the Clerk reminded all Cllrs that the Council had entered into a three year insurance deal in 2018/19 and this cheque reflected payment for the second year of that insurance deal. The Clerk circulated to all an updated list which featured cheques numbered 109468 to 109474.

Cllr Gloria Wills brought Cllrs attention to cheque number 109472 which related to recent plumbing work at both the Town Council Offices and Parish Hall and said this reflected excellent value for money and proved the worth of the Council now having

put in place an approved contractors list made up of local providers.

**RESOLVED:**

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

**6.2 Financial Budget Comparison Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison Report explaining that due to the production of 2018/19 year end accounts no April 2019 financial budget comparison information was available. The Clerk confirmed that all 2018/19 year end accounts have now been prepared and will be considered at the Special Town Council meeting on Monday 15<sup>th</sup> April 2019. Financial budget comparison data will be available from the May 2019 P&R Committee meeting onwards.

Cllr Gloria Wills wished to put on record her thanks to the Town Clerk and Financial Assistant/Receptionist for their work in producing the 2018/19 year end accounts so promptly and efficiently.

**RESOLVED:**

**To receive this information.**

**6.3 Debtors List as at 25<sup>th</sup> March 2019:**

**RESOLVED:**

**To receive the Debtors List as at 25<sup>th</sup> March 2019.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> March 2019**

**RESOLVED:**

**To receive the Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> March 2019.**

**6.5 March 2019 Bank and January & February 2019 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

In addition to the information circulated prior to the meeting the Clerk circulated to all

copies of the Public Sector Deposit Fund Reconciliation for 1<sup>st</sup> -31<sup>st</sup> March 2019.

**RESOLVED:**

**To receive the 1<sup>st</sup> – 31<sup>st</sup> March 2019 Bank Reconciliations and the 1<sup>st</sup> January – 31<sup>st</sup> March 2019 Public Sector Deposit Fund Reconciliations.**

**6.6 Internal Audit Inspections 20<sup>th</sup> - 21<sup>st</sup> February 2019 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Internal Audit Inspections 20<sup>th</sup> – 21<sup>st</sup> February 2019 Report by the Finance Working Group which detailed the findings of recent internal audit work in relation to Budgetary Control (Substantial Assurance given), Accounts Receivable Audit 2018/19 (Full Assurance given), Accounts Payable (Full Assurance given) and Main Accounting (Full Assurance given).

**RESOLVED:**

**To receive this information.**

**6.7 2018/19 Year End Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a 2018/19 Year End Update Report. The Clerk confirmed that all 2018/19 year end accounts had now been produced and would be considered by the Town Council at a Special Meeting on Monday 15<sup>th</sup> April 2019 at 6.15pm in the Council Offices (packs have now been issued). In addition, to the content of the report the Clerk confirmed that the Town Council's exercise of public rights dates will commence on Monday 10<sup>th</sup> June 2019 and cease on Friday 19<sup>th</sup> July 2019.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Notice of Determination – The Pickled Parson (email and attachments from Ms Karen Robson, DCC dated 25<sup>th</sup> March 2019 with supporting email from Mr Laura Cloney, DCC dated 21<sup>st</sup> March 2019):**

Prior to the meeting the Clerk had circulated to all information recently received from Ms Karen Robson and Ms Laura Cloney both of DCC regarding the recent Notice of Determination relating to The Pickled Parson. The Clerk confirmed that whilst Ms

Cloney had reported in her email that the licence holder would be submitting an appeal against the Licensing Committee's decision to reject the variation application, no actual confirmation had been received. It was noted that the deadline for any such appeal would be Monday 15<sup>th</sup> April 2019 and the Clerk was requested to liaise with Ms Cloney after that date for an update regarding this matter. Cllr Gloria Wills reminded all that whilst the appeal process is ongoing DCC will not take any action against The Pickled Parson regarding their tables and benches outside the property. It was agreed that this was a surprising situation.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to liaise with Ms Laura Cloney after 15<sup>th</sup> April 2019 to request an update on the current situation and duly update Cllrs.**

**7.2 Mediaeval Fayre 18<sup>th</sup> May 2019 (letter from Mr John Robinson, SCA dated 20<sup>th</sup> March 2019):**

Prior to the meeting the Clerk had circulated to all a letter from Mr John Robinson of the SCA seeking the Town Council's permission for use of the central village green area for the Mediaeval Fayre on 17<sup>th</sup> – 18<sup>th</sup> May 2019. Cllrs considered this request and Cllr Gloria Wills expressed her concern that from the content of the letter it was not clear what the SCA were requesting for Friday 17<sup>th</sup> May 2019. It was agreed the Clerk seek clarification regarding event timings and inform Mr Robinson that the Town Council give approval on the basis that timings and activities are the same as in previous years, i.e. no show rides are allowed to set up before 9am on Friday 17<sup>th</sup> May 2019 so as not to disrupt children going/being taken to school at Sedgfield Primary.

**RESOLVED:**

**The Clerk to liaise with Mr John Robinson of the SCA in accordance with the wishes of the Town Council.**

**7.3 Skip and Container Outside 5 Church View (letter from owners dated 27<sup>th</sup> March 2019):**

Prior to the meeting the Clerk had circulated to all a letter from the owners of 5 Church View dated 27<sup>th</sup> March 2019 in which they apologized for the unauthorized placement of a shipping container and skip outside their property on land which is

designated village green. Within their letter they explained the work they were undertaking, their circumstances and a request for the items to be allowed to remain in situ for a “reasonable amount of time”. The Clerk reported that Mr Ean Parsons, owner of Parsons Containers, had called into the Town Council Offices to report that whilst his company had provided the container it was the client’s responsibility to ensure that appropriate permissions were sought when such items are to be located on land which they do not own.

Cllr Mel Carr reported that over recent times the owners of the Hardwick Arms Hotel have removed a skip placed on village green and now place all items on their own land at the back of the property. The skip outside 4 Church View was removed upon request from the Town Council. The Impeccable Pig during their recent refurbishment sought the Town Council’s permission to put a container on village green at the front of their property and when this was refused by the Town Council they undertook their refurbishment work without such a facility. Similarly when 3 West End was refurbished it was a condition of their planning permission that any skips to be used must be placed at the rear of the property on their own land and not on village green. Whilst it is appreciated that 5 Church View is being restored to its former glory the Town Council must adopt a consistent approach to village green usage and treat everyone the same. Cllr Mel Carr had noted that in the planning permission granted relating to 5 Church View there are plans for a garage and 2 car parking spaces at the rear of the property which therefore means there is access to the back of the property and the Town Council should request the skip and shipping container currently located on village green are removed within 14 days and suggest they go instead on the owner’s own land at the rear of their property. It was agreed that the Clerk write to the owners to that effect and make them aware of the Town Council’s duties as custodians of the village green to ensure they are used appropriately.

**RESOLVED:**

**The Clerk to write to the owners of 5 Church View in accordance with the Town Council’s wishes.**

**7.4 Citizens Advice County Durham (letter from Mr Neil Bradbury, Chief Executive, Citizens Advice dated 29<sup>th</sup> March 2019):**

Prior to the meeting the Clerk had circulated to all Cllrs a letter from Mr Neil

Bradbury, Chief Executive of Citizens Advice County Durham, dated 29<sup>th</sup> March 2019 in which he was seeking a donation from the Town Council to continue to help people in the local area. It was acknowledged that the Town Council has supported the Citizens Advice County Durham for many years by providing an office free of charge every other week from which they can hold drop in sessions. It was agreed that this should continue and would be the Town Council's donation.

**RESOLVED:**

**The Clerk to reply to Mr Bradbury to inform him that as per previous years the Town Council's support to the Citizens Advice County Durham will be in the form of the provision of an office every alternate Wednesday morning in the Town Council Offices free of charge from which drop in sessions can be held.**

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

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

**8.1 The Pickled Parson and Village Green Usage Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Pickled Parson and Village Green Usage Report which was discussed.

**8.2 Butterwick Road Cemetery – Emptying Recycling Bays Quotation:**

Cllrs considered a quotation to empty the recycling bays at Butterwick Road Cemetery

**8.3 Lime Tree – Rectory Row:**

Cllrs considered proposed treeworks to a Lime tree on Rectory Row.

The Chair thanked everyone for attending and closed the meeting at 8.55pm.

# SEDGEFIELD TOWN COUNCIL



## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **APRIL COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 15<sup>th</sup> April 2019**

**Present**

**Cllr. Allan Blakemore (Chairman) and**

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

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael and Chris Lines.

**2. Declaration of interest:**

None.

(Cllrs Ann Carr and David Brown joined the meeting at this point)

**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.

**RESOLVED:**

**To receive the information.**

**3.2 Sedgefield Youth Club Management Committee:**

Youth Club fliers will be included as an insert in the May 2019 edition of the Sedgefield

News.

**RESOLVED:**

**To receive the information.**

**3.3 Council Organised Coach Trips:**

The Clerk has liaised with Zurich and received some advice relating to organizing coach trips. This information now needs to be considered. Discussions are underway with regular trip attendees to identify possible venues for the next trip in June 2019. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Cllr Surgeries:**

Sessions have now been agreed and individuals informed which ones they are 'running'. Sessions will be promoted via the Council's website, Twitter and Sedgefield Extra.

**RESOLVED**

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

**3.5 Sedgefield and Hamminkeln Twinning Association:**

Cllr Chris Lines has liaised with Burgermeister Romanski and started to consider ways in which future discussions can take place. Cllrs Lines and Alda Hummelinck to keep the Town Council updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Section 106 Monies Available:**

The Clerk reminded all that this matter had been discussed at the previous week's meeting when an update had been provided by Cllrs Mel Carr, Gloria Wills, Chris Lines and Mavis Wayman following their attendance at a meeting on Thursday 4<sup>th</sup> April 2019 representing the Town Council with DCC Officers to discuss the matter of S106 monies relating to the large-scale development at Eden Drive. It was agreed

that this matter should now revert to the Monthly agenda for future discussion and progression. The Clerk confirmed that she has requested from Ms Jane Bellis of the EDRC AAP copies of the slides which were presented to Cllrs during the meeting on 4<sup>th</sup> April 2019. Copies of the slides were now awaited.

**RESOLVED:**

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

**3.7 Public Participation:**

Cllr Mel Carr to investigate what assurances were given by various parties in relation to S106 monies pertaining to the large-scale development of Eden Drive by looking back through planning conditions assigned. Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Snow Party 2019:**

Work is now underway to promote the date of this year's Snow Party event and to book the services required and liaise with those who are to be invited to be involved. The Clerk to keep Cllrs updated on this matter nearer to the actual event.

**RESOLVED:**

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

**3.9 Sedgefield Youth Club Management Committee :**

No Cllrs have forwarded any questions for the Management Committee following consideration of Cllr Towler's recent report. The Clerk has asked the Management Committee to provide quarterly reports to the Community Development & Engagement Committee regarding the Club's activities and plans. Dates have been suggested for future Management Committee meetings and the AGM as well as clarification on a number of procedural matters. It has been found that Mr Michael Parkin is leaving the Youth Service so the Town Clerk has liaised with Mr Wayne Gibson of Spennymoor Youth Association with whom the Town Council has its SLA. A response has been received from Mr Gibson which has been forwarded to Cllrs Julie Towler and Chris Lines as members of the Youth Club's Management Committee for them to progress accordingly and update the Town Council.

**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 Julie Bowles reported that she had written again to DCC Officers reminding them of her earlier request to have a meeting in Sedgefield with them and other members of the SVAG with an invitation also extended to the Town Council in order to discuss Section 106 monies. Mrs Bowles said she had now received a reply informing her that there will be consultation regarding this matter via the EDRC AAP meeting on 20<sup>th</sup> May 2019. Mrs Bowles questioned how successful such a consultation would be. Cllr Blakemore said that it was his understanding that Ms Jane Bellis, EDRC AAP Co-ordinator, was now taking the lead on this matter.

Cllr Blakemore thanked the member of the public for her comment and the meeting was then re-opened.

**5. Reports:**

**5.1 Annual Town Meeting Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Annual Town Meeting Update Report which detailed the community groups who had requested to participate in the community showcase event before the Annual Town meeting and the subsequent timings for the Annual meeting, the presenting of Mayor cheques and announcement of Citizen and Young Citizen of the Year Awards. Cllr Julie Towler requested a stall on behalf of the Trefoil Guild as part of the community showcase event prior to the Annual Town meeting. The Clerk requested that Cllrs also help to spread the word about this event and encourage as many members of the public as possible to attend.

**RESOLVED:**

**i) To receive this information.**

**ii) A promotional stall be added to the community showcase event for the Trefoil Guild.**

**5.2 Citizen of the Year Award and Young Citizen of the Year Award Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Citizen of the Year Award and Young Citizen of the Year Award. Since the production of this report the Clerk confirmed the Judging Panel had met and selected winners for both Awards. The winners will be announced at the conclusion of the Annual Town meeting on Tuesday 7<sup>th</sup> May 2019. Cllr Julie Towler asked if there had been a good number of nominations. Cllr Allan Blakemore and the Clerk confirmed there had been a good choice of candidates for both Awards.

**RESOLVED:**

**To receive this information.**

**5.3 Meeting with SCA Representative Regarding Potential Lighting/Signage Work Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Meeting With SCA Representative Regarding Potential Lighting/Signage Work Report. This report detailed the outcomes of the brainstorming meeting held on Monday 25<sup>th</sup> March 2019 and the potential issues which representatives from the Town Council and SCA would like to discuss further with DCC's Conservation Officer Mr Bryan Harris. The Clerk confirmed that she has requested an on-site meeting with Mr Harris and an invitation will be extended to all Cllrs once a date is known. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

None

The Chair thanked everyone for attending and closed the meeting at 7.07pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **APRIL ENVIRONMENT** of the  
**Council** held following the Community Development & Engagement  
Committee in the **Council Offices**, Sedgefield, on  
**Monday 15<sup>th</sup> April 2019**

**Present**

**Cllr. Alf Walton (Chairman)**

**Cllr. Mark Cant (Vice-Chairman) and**

Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Alda  
Hummelinck, Leo McCormack, Julie Towler, Mavis Wayman, Gloria  
Wills and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael and Chris Lines.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Bins outside the Pizza Castle:**

No further updates. Cllr Alf Walton to keep monitoring this area. Cllr Walton asked if any information had been received from DCC's Conservation Officer regarding the ownership of land upon which the bins are stored. The Clerk confirmed that information has been forwarded and will be considered by the Estates Working Group in the first instance.

**RESOLVED:**

**To receive the information.**

**3.2 Sedgfield In Bloom Minutes / Considerate Parking on Village Green:**

No further updates. Cllr Alf Walton to keep monitoring this area.

**RESOLVED:**

**To receive the information.**

**3.3 Footpath Condition (Stockton Road):**

The Clerk has written to Mr John Reed of DCC plus both local County Cllrs requesting that consideration of Stockton Road footpath be included in the DCC annual maintenance programme to maintain the condition of adopted roads and footpaths. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Flower Tubs on the Green:**

Flower tubs on the village green will be moved 3 metres to accommodate the needs of the Bloom Group, Farmers Market and Town Council as previously agreed when time permits in May 2019. The exact location was agreed at an on-site meeting between the Head Gardener & Cemetery Superintendent plus representatives from the Bloom Group and Farmers Market on Thursday 4<sup>th</sup> April 2019.

Stacked flower tubs located on the village green opposite the war memorial will be moved and stood singularly to deter vehicles from parking on the grass. This work will take place as soon as possible. The stack contains 4 tubs only 3 will be located on the grass verge and the other will be placed outside Meikles at their request. The Bloom Group will liaise with Meikles regarding potential sponsorship money.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.5 Green Waste:**

This matter has been discussed at the recent Estates Working Group meeting and a quotation for emptying the recycling bays had been approved at the previous P&R

Committee meeting. Amounts of green waste collected will continue to be monitored over the coming year. Once recycling bays have been emptied the signage will be reviewed and letters written to contractors to request they are filled from the back to the front and appropriate materials put in each. In addition, a specification and quotations are to be sought for creating two Town Council specific recycling bays in the compound area for exclusive use of the Council. The Clerk to keep Cllrs updated on this matter.

The Clerk reported that an unknown member of the public has been independently cutting back epicornal tree growth in the grounds of St Edmund's Churchyard and this has resulted in a significant amount of debris which will now require both members of the Council's gardening staff to spend a day removing from site. Whilst it is good that people are community spirited it is important that such actions are not repeated in the future. An article to this effect will feature in the next edition of the Sedgfield Extra. Cllr Gloria Wills asked if it was possible that this debris could have been the result of fly tipping. Cllr Alf Walton replied that he had visited the site and it was clear from his inspection that the debris was the result of work undertaken on nearby trees. Cllr Walton will continue to monitor this area once the debris has been removed to ensure that there is no repeat. It was agreed that Cllrs and Council staff be as vigilant as possible to ensure this does not occur in another area of the Town.

**RESOLVED:**

**To receive the information.**

**3.6 Street Lighting from The Garth to the Medical Centre:**

County Cllr David Brown is investigating this matter with DCC Officers. County Cllr David Brown to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Speed Watch:**

County Cllr David Brown is following up the Town Council's request for a review of the traffic calming measures along Durham Road with Mr Dave Wafer of DCC.

The Clerk has written to Mr Brian Buckley of DCC thanking him for the update which he sent to the Town Council relating to the school crossing patrol on Durham Road and reminded him about the Town Council's concerns regarding the effectiveness of

the traffic calming measures at this location in general and provided him with a copy of the correspondence originally sent to Mr Dave Wafer. A response is now awaited.

Temporary Inspector Alex Clarke had attended the Council's previous Monthly meeting to discuss the speed at which vehicles travel through the Town.

County Cllr David Brown to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Parking In Sedgfield:**

**3.9 Proposed Parking Restrictions – Car Park next to Parish Hall:**

The Clerk reported that in relation to the above two items DCC Officers, Mr Peter Broxton and Mr Lee Mowbray, have requested a further meeting with Town Cllrs and local County Cllrs so to update all on the feedback from recent statutory consultation and explain the way forward. Cllr Gloria Wills asked if this explanation would cover all parking proposals in the Town and not just those relating to the car park next to the Parish Hall. The Clerk confirmed that it would cover all. The Clerk confirmed that a meeting had been scheduled for Thursday 25<sup>th</sup> April 2019 and an invitation issued to all. Cllr David Brown reported he would be submitting his apologies for this meeting as he was needed elsewhere with County Cllr duties on that particular day. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Bollards Along Front Street:**

A specification has been prepared and three contractors have been approached to provide quotations. The Clerk has written to the resident concerned to make him aware of the work which the Town Council is proposing to undertake. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.11 Potential Replacement Tree Planting:**

The Clerk has liaised with Ms Leanne Pratt of Padgett White Architects Ltd and suggested that instead of replacement trees being planted on the village green following refurbishment of The Impeccable Pig that these be part of the matured planting required as screening at the Squash Club's extension planning application. Ms Pratt has discussed this with her client who is very happy with the Town Council's suggestion. Ms Pratt has passed this suggestion to DCC Planners to consider. Initial discussions appeared positive, but confirmation is now required. Ms Pratt to keep the Clerk updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.12 Pizza Castle Bins Area:**

DCC's Conservation Officer, Bryan Harris, has forwarded to the Clerk land ownership information for consideration. The Clerk to share this with the Estates Working Group for further consideration. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.13 Butterwick Road Cemetery:**

Investigations regarding this matter are underway via the Estates Working Group in order that a response can be sent to Ms Kitching. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.14 Public Participation – S106 Monies:**

Mrs Julia Bowles has written to Mr Stephen Reed and Mr Gordon Elliott of DCC requesting a meeting with them regarding the current situation in relation to S106 monies available in Sedgefield. Mrs Bowles will extend an invitation to the Town Council (via the Clerk) on a meeting has been scheduled. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Speeding Along The Fishburn Road:**

Temporary Inspector Alex Clarke had attended the April 2019 Monthly Meeting in order to discuss speeding in the Town and potential options. Cllr Leo McCormack confirmed that following that meeting Alex Clarke had been in touch with him and confirmed that community speedwatch work in this location was to be scheduled and depending upon the findings if necessary actions would be upgraded.

**RESOLVED:**

**To receive this information.**

**3.16 Young Sedgefield Role Models:**

The Clerk had written to Penny and Ada Ashton in accordance with the Town Council's wishes and they had accepted the Council's offer to meet with the Mayor. An article regarding their work feature in the next edition of the Sedgefield Extra.

**RESOLVED:**

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

**3.17 A177 Junction Widening:**

The Clerk has forwarded to Mr Brian Buckley of DCC the suggestion made by Cllr McCormack in relation to the A177 junction on the outskirts of Sedgefield. DCC have confirmed this matter has now been assigned to Mr David Battensby's workflow and he will respond directly to the Town Council in due course. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.18 Siting of Scope Donation Bank:**

The Clerk has informed Mr Rayner that there are no suitable sites on land owned by the Town Council and has suggested that he liaise with the Sainsbury's store in the Town and the Town's recently launched Greener Sedgefield team to seek a suitable location. Mr Rayner has thanked the Town Council for these suggestions.

**RESOLVED:**

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

**3.19 Hardwick Arms Hotel Block Paving Proposal:**

The Clerk scheduled an on-site meeting between Ms Rachel Johnson of the Hardwick Arms Hotel and Cllrs Mel Carr and Alf Walton for 1pm on Monday 25<sup>th</sup> March 2019.

Cllr Mel Carr has subsequently confirmed that Ms Johnson has met with DCC's Conservation Officer and agreed on the type of blocks to be used. It has been agreed to leave the recently laid tarmac going into the entrance. The Hotel owners fully understand the 'car park' area is village green.

**RESOLVED:**

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

**3.20 Images of Sedgefield:**

The Clerk has replied to Mr Paul Heasman confirming that the Town Council are happy for him to fly a drone from the village green in accordance with the arrangements he outlined. The Clerk has confirmed the Town Council would be interested in seeing any images produced.

**RESOLVED:**

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

**3.21 Property at The Orchard:**

The Clerk requested from Ms Lockey a map/plan of the area to which she is referring. The Clerk and Cllr Mel Carr considered this map and confirmed that it was not an area of village green. The Clerk has advised Ms Lockey that the land does not belong to the Town Council but cannot confirm who the owner is.

**RESOLVED**

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

**3.22 Skips – 4 and 5 Church View:**

The skip outside of 5 Church View has now been removed but replaced with a

container and another skip. A letter has been sent on 26<sup>th</sup> March 2019 giving the property owners 14 days to remove the items before the Town Council takes further legal advice. A letter from the property owners was received in response and considered at the previous week's P&R Committee meeting. A further letter has been sent to the property owners giving the deadline of 1<sup>st</sup> May 2019 for the removal of these unauthorized items. This matter will now transfer to the P&R Committee's agenda.

Cllr Alf Walton has monitored the area of village green outside of 4 Church View and did not have any concerns.

**RESOLVED**

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

**3.23 Parking Proposals – Rectory Row/Stockton Road:**

The Clerk has forwarded to Mr Peter Broxton of DCC copies of the correspondence provided by Mr Howard Smith regarding the history to this matter.

**RESOLVED:**

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

**3.24 Current Planning Applications:**

The Clerk forwarded to DCC Planning Officers comments in relation to planning application DM/19/00588/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 Liz Mitchell reported that Mr Howard Smith was unable to attend this evening's meeting but had asked that it be put on record that he understood the parking proposals relating to Crispin Court had been passed to DCC's Environment Department. Mr Smith understood that historically this same procedure had been followed whereby the Environment Department

had then contacted one resident at Crispin Court requesting they be allowed to put monitoring equipment in place in relation to emissions/noise but the resident had refused this.

Mrs Julia Bowles asked when DCC would undertake public consultation with the wider community regarding parking proposals in Sedgfield. Cllr Walton replied that this question would be posed at the forthcoming meeting with DCC Officers on 25<sup>th</sup> April 2019. Mrs Bowles reminded Cllrs that at the previous week's Council meeting she had expressed her concern regarding the state of the tarmacking outside The Hardwick Arms Hotel and whilst Cllrs had noted her comments she asked what action, if any, was to be taken. Cllr Walton said he had also been approached by several other businesses operating near to that location who had also expressed their concerns.

Cllr Walton thanked the public for their comments and the meeting was then re-opened.

In relation to the state of the tarmac outside The Hardwick Arms Hotel, Cllr Mel Carr confirmed that he had been tasked with investigating this matter and he would produce a report in due course to be presented to the appropriate Council Committee.

## **5. Reports:**

### **5.1 2018/19 Headstone Safety Testing Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all a 2018/19 Headstone Safety Testing Update Report by the Town Clerk and Head Gardener & Cemetery Superintendent. This report detailed that two of the unsafe category 1 headstones at Butterwick Road Cemetery have now been repaired by next of kins and that the remaining 20 headstones will be laid flat (with headstone laid face upwards on the grave plot to which they relate) as a matter of urgency. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Britain In Bloom Judging Verbal Report by Town Clerk:**

The Clerk reported that a provisional date for Britain in Bloom judging has been set as Tuesday 6<sup>th</sup> August 2019. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

**6.1. Bench On Front Street (email from Mr Howard Smith, Sedgefield In Bloom Group dated 31<sup>st</sup> March 2019):**

The Clerk read out an email received from Mr Howard Smith of the Sedgefield In Bloom Group in which he expressed his concern regarding the dilapidated state of the old concrete bench on the left hand side of Front Street opposite the former Indian takeaway. Mr Smith said the Bloom Group may be able to relocate their bench adjacent to the flowerbed on Stockton Road which may become surplus when they purchase a new bench for that area. This matter was discussed in relation to the Council's benches policy and it was agreed that more information was required. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**i) Cllr Alf Walton to view the current bench on Front Street and liaise with the Clerk to enable further discussions with Mr Smith if necessary.**

**6.2. Sedgefield In Bloom (minutes of meeting held on 10<sup>th</sup> April 2019):**

The Clerk circulated to all for information the minutes of the Sedgefield In Bloom Group meeting held on Wednesday 10<sup>th</sup> April 2019.

**RESOLVED:**

**To receive this information.**

**ADDITIONAL ITEMS:**

**A1. Current Planning Applications:**

The Clerk reminded all that at the previous week's Monthly Meeting two additional planning applications had been circulated with agreement consideration be deferred until the Environment Committee meeting as follows:

**DM/19/00895/FPA – change of use from holiday let to Class A1 (retail shop) including installation of timber shop front and door, Cherry Blossom Cottage, 6 North End, Sedgefield:**

Cllrs objected to this application as it will result in the loss of a two bedroomed residential property in the Town's village centre when there are already a number of business properties vacant in the vicinity. One of the unique features of Sedgefield's village centre is the balance between residential properties and businesses, a balance which must be respected and maintained. This property is a dwelling and not a business premise. The proposed changes to the window frontage will change the aspect of the street. Cllrs are also concerned to note that DCC's Highways Officers do not have any objections to this application when the proposals suggest three employees working from a business premise open from 10am to 5pm and there is no allocated space for additional car parking which will result in exacerbating even further parking problems being experienced in the centre. Cllrs request that DCC Highways Officers review this matter.

**DM/19/00948/FPA – convert ground floor storage/garage to provide accessible accommodation (in connection with main building), Durham House, 8 West End, Sedgefield:**

Cllrs did not have any objections to this planning application.

**RESOLVED:**

**The Clerk to forward to DCC Planners comments in relation to the above planning applications.**

**A2. Town and Country Planning Act 1990 (as amended) Section 78 Notification of Planning Appeal – The Cornerhouse, 1 High Street, Sedgefield Re: External Repainting and 2 no painted signs (letter from Mr Stuart Timmiss, DCC dated 11<sup>th</sup> April 2019):**

**A3. Town and Country Planning Act 1990 (as amended) Section 78 Notification of Planning Appeal – The Cornerhouse, 1 High Street, Sedgefield Re: 2 no hand painted signs (part retrospective) (letter from Mr Stuart Timmiss, DCC dated 15<sup>th</sup> April 2019):**

The Clerk circulated to all two letters which had been received from Mr Stuart Timmiss of DCC informing the Town Council that Mr Tim Wilks has submitted two appeals to the Planning Inspectorate in relation his planning applications which were previously refused by DCC. The appeals for both commenced on 10<sup>th</sup> April 2019 and will close on 16<sup>th</sup> May 2019. The appeal will, at the appellant's request, be dealt with by written representations. Cllrs agreed that the Town Council should make a further submission to the Planning Inspectorate in response to each reiterating previously expressed objections.

**RESOLVED:**

**i) Cllrs to forward any additional comments regarding this matter to the Clerk by no later than Tuesday 23<sup>rd</sup> April 2019 in order that submissions can be made to the Planning Inspectorate.**

**ii) The Clerk to liaise with DCC to ask if it is appropriate to circulate details of the appeal to residents through the Residents Database.**

The Chair thanked everyone for attending and closed the meeting at 7.51pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL  
SPECIAL Meeting** of the **Council To  
consider the Town Council's 2018/19 Year  
End Accounts** held at **6.15 p.m.** in the  
**Council Offices**, Sedgefield, on  
**Monday 29<sup>th</sup> April 2019**

## MINUTES

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ann Carr, Chris Lines, Alfred Walton,  
Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllrs. Mark Cant, Vanessa Carmichael, Leo McCormack and Julie Towler.

**2. Declaration of interest:**

None.

**3. To approve the financial accounts for 2018/19 including: -**

**a. Statement of Internal Control (2018/19 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Town Clerk and Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a 2018/19 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by herself and Finance Working Group. The report explained the scope of the Accounts and Audit Regulations 2015 and the Town Council's duty to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control". The report detailed the purpose of the system of

internal control, explained the Council's internal control environment in relation to the Council, the Clerk/Responsible Financial Officer and Risk Assessments/Risk Management before giving a detailed statement of each area of internal control within operation.

(Cllrs Mavis Wayman and Stephen Winter joined the meeting at this point).

The Clerk circulated to all copies of the Internal Auditor Mr Gordon Fletcher's Internal Audit Annual Report 2018/19 which gave the Town Council a Substantial/Full Assurance level. The Clerk talked through this report. Cllr Gloria Wills expressed her thanks to the Clerk for the very professional way in which the Town Council's internal controls are administered and any suggested actions for improvement recommended by the Internal Auditor are then quickly put into practice. The level of assurances assigned by the Internal Auditor during 2018/19 reflect this and the progress the Town Council has made since the Clerk's appointment in May 2014. Fellow Cllrs echoed the comments of Cllrs Wills. The Clerk expressed her thanks to members of the Finance Working Group for their continued support and to the Financial Assistant/Receptionist.

**RESOLVED:**

**i) To approve the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.**

**ii) To accept the Internal Auditor's Internal Audit Annual Report 2018/19.**

**b. Annual Governance Statement (2018/19 Annual Governance Statement Report by Town Clerk and Finance Working Group):**

Prior to the meeting the Clerk had circulated to all a 2018/19 Annual Governance Statement Report by herself and Finance Working Group. This report is to explain the requirement for the Council to produce an Annual Governance Statement declaring the degree to which it meets the governance framework and Section 1 of the Annual Governance and Accountability Return (AGAR). Accompanying this report was the Annual Governance Statement prepared by the Finance Working Group which explained in detail how the Council meets eight statements of assurance required.

**RESOLVED:**

**i) To approve the Annual Governance Statement and Section 1 of the Annual**

**Governance and Accountability Return.**

**ii) Cllr Mel Carr, Chair of the Council, and the Clerk signed the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return.**

**c. Year End Accounts for 2018/19:**

Prior to the meeting the Clerk had circulated to all the Council's Income and Expenditure Account for 2018/19, the Balance Sheet as at 31<sup>st</sup> March 2019 and the Council's Fixed Assets Schedule for 2018/19.

The Clerk reminded all that due to the size of the Council's budget the Council's year end accounts needed to be submitted in income and expenditure format and not receipts and payments format. The Clerk talked through the Income and Expenditure Account. Cllr Alf Walton questioned where the recently purchased tractor was accounted for within expenditure. The Clerk replied within the Environment expenditure.

In relation to the Balance Sheet, the Clerk pointed out that £120,000 has been shown as earmarked to the Butterwick Road Cemetery Expansion project as per approximate costings received to date. This reduces the General Fund to approximately half the Town Council's precept request which is now in accordance with our Internal Auditor's advice that the Town Council should only have within that Fund enough money to cover operating costs should for any reason precept payment be delayed from DCC.

In relation to the Fixed Assets Schedule the Clerk explained that this had been produced for the first time by using the Edge software rather than as a separate stand-alone procedure. The Town Council's new tractor and trailer purchased during 2018/19 have been included on the Schedule and the tractor returned to the Bloom Group removed. Each fixed asset item has either a purchase cost or an insurance renewal cost. The total fixed assets schedule amount is calculated by adding the total purchase costs with the total insurance renewal costs.

**RESOLVED:**

**i) Cllrs approved the 2018/19 year end accounts.**

**ii) The Clerk to ensure the 2018/19 income and expenditure account plus balance sheet feature in the Town Council's Annual Report for 2018/19 which**

**will be launched at the Annual Town meeting on 7<sup>th</sup> May 2019 and then available via the website and Council Offices.**

**d. Annual Governance and Accountability Return for 2018/19:**

Prior to the meeting the Clerk had circulated to all Section 2 of the Annual Governance and Accountability Return's Accounting Statements 2018/19. The Clerk explained how figures shown in the various boxes had been calculated as follows:

- Box 1 details the closing balance from 31<sup>st</sup> March 2018 as the opening balance for 1<sup>st</sup> April 2018;
- Box 2 stated the Council's precept for 2018/19;
- Box 3 stated all Council income less the precept;
- Box 4 stated staff costs, i.e. salaries, PAYE, NI, pension contributions and employment expenses only. The Clerk highlighted that the amount stated in the AGAR was less than that stated on the Income and Expenditure Account as the "Personnel" heading also included PPE, travel costs and training costs. The Clerk showed all Cllrs the detailed budget heading Income and Expenditure Account which showed the staff costs as stated on the AGAR and confirmed that the other personnel costs had been included in Box 6;
- Box 5 stated loan interest/capital repayments;
- Box 6 stated all other payments, i.e. total expenditure less staff costs stated in Box 4;
- Box 7 states the total balances and reserves at the end of the financial year (this is confirmed by adding boxes 1, 2 and 3 then subtracting boxes 4, 5 and 6. The final figure matches the figure stated on the Council's Balance Sheet as considered earlier under agenda item 3c;
- Box 8 details the sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31<sup>st</sup> March 2019. This figure should agree with the bank reconciliation and where there is a difference to the figure stated in Box 7 a clear explanation must be provided to the External Auditor. The Clerk circulated to all an explanation for the difference in figures (£8274.42) between Boxes 7 and 8 which is because the accounts are calculated on an income and expenditure basis rather than a receipts and payments basis, i.e. box 8 is cash whereas box 7 includes the closing debtors, creditors, payments in advance and receipts in advance.
- Box 9 states the total fixed assets schedule amount which is calculated by adding the total purchase costs with the total insurance renewal costs.

- Box 10 states the amount of Public Works Loans Board balance remaining as outstanding at 31<sup>st</sup> March 2019.

With regards to the Council's total borrowings, Cllr Alf Walton asked what percentage of interest the Council was paying on this Private Works Loan Board loan which related to the original refurbishment programme at Sedgefield Parish Hall. The Clerk did not have the exact percentage information to hand but said she would circulate this separately to all. The Clerk reminded all Cllrs that the Finance Working Group had explored some time ago the Town Council repaying this loan back but it was found that the penalties for early repayment made this counter-productive. Cllr Gloria Wills confirmed this and said the Council's Internal Auditor had been part of those discussions.

Cllr Allan Blakemore congratulated the Clerk on the excellent level of transparency now achieved with the Town Council's finances.

**RESOLVED:**

- i) Cllrs approved the Annual Governance and Accountability Return for 2018/19.**
- ii) Cllr Mel Carr, Chair of the Council, and the Clerk signed the Accounting Statements 2018/19 in Section 2 of the Annual Governance and Accountability Return.**
- iii) The Clerk now to oversee the submission of the Annual Governance and Accountability Return to External Auditors Mazars by Friday 5<sup>th</sup> July 2019.**
- iv) The Clerk to remind all Cllrs of the percentage of interest which the Council pays on its Private Works Loan Board loan.**

The Chair thanked everyone for attending and closed the meeting at 6.51pm.