

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **JUNE MONTHLY
MEETING** of the **Council** held at

7 p.m. in the **Council Offices**, Sedgefield, on **Monday
10th June 2019**

Present

Cllr. Mel Carr (Chairman)

Cllr. Gloria Wills (Vice-Chairman) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Alda Hummelinck,
Chris Lines, Leo McCormack, Julie Towler, Fiona Warrand and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alf Walton and Mavis Wayman.

2. Declaration of interest:

Cllr David Brown declared an interest in planning application number 3 of item 11. No other
Cllrs made a declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Annual General Meeting held Monday 13th May 2019:

These were accepted as a correct record. (CL / SW)

b. Minutes of the Monthly meeting held Monday 13th May 2019:

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

c. Minutes of the P&R committee held Monday 13th May 2019:

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

d. Minutes of the Personnel committee held Monday 20th May 2019:

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

e. Minutes of the Estates Working Group meeting held Monday 20th May 2019:

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

f. Minutes of the Environment committee meeting held Monday 20th May 2019:

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

**g. Minutes of the Community Development & Engagement committee meeting
held Monday 20th May 2019:**

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

RESOLVED: To accept all of the minutes as above and recommendations

contained therein.

4. Matters of Information:

4.1 Discussion with Police – Speeding:

Temporary Inspector Alex Clarke to liaise with Traffic Management colleagues regarding traffic flow along the Sedgfield to Fishburn road and request further investigation in this locality. TI Clarke to investigate how Sedgfield could be included as a future location in DCC's rotational programme of flashing speed signs. TI Clarke to provide feedback to the Town Council. The Clerk to seek an update and to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.2 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.

4.3 Public Participation – The Cornerhouse:

An outcome is now awaited regarding the two written appeals being considered by the Planning Inspectorate relating to The Cornerhouse. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

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

The Clerk has written to Mr Henry Jones of DCC in accordance with the Town Council's wishes. A response is now awaited. The Clerk to seek an update and keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.5 Proposed Diversion – Sedgefield Footpath 16:

The Clerk has written to Mr Owen Shaw, Rights of Way Officer, with a copy to Mr Mike Ogden, Access and Rights of Way Team Leader, both of DCC, requesting that before Officers agree to an extension of the closure order on the Taylor Wimpey section of the Right of Way that an alternative temporary footpath be agreed across this section of the site, joining up with the Story diversion point to ensure that residents are not deprived of their existing right of way for longer than necessary, having been closed now for two years. A response is now awaited.

The Clerk reported that earlier that day she had circulated to all DCC's roadworks reports within which Cllr Stephen Winter had noted reference to the temporary footpath closure in relation to Footpath 16 Sedgefield having been extended until 2022. The Clerk had contacted Mr Owen Shaw who confirmed that he is working on a response to the Town Council's recent letter regarding this footpath and also confirmed that no temporary closure extension has yet been agreed. The Clerk had asked Mr Owen Shaw to liaise with DCC colleagues regarding the recent highways report. Cllr Gloria Wills said that this was becoming a very frustrating matter. Cllr Allan Blakemore said that it was important to get clarification as to which DCC Section was taking the lead on matters relating to this footpath. Cllr Stephen Winter suggested that if several DCC Sections were involved in this matter that they all be asked to have an on-site meeting together. The Clerk confirmed that the Town Council has already suggested such a meeting take place. Cllr David Brown, in his County Cllr role, agreed to investigate this matter with urgency.

RESOLVED:

To receive the information.

4.6 S106 Monies:

The Town Council awaits further information regarding this matter. Cllrs to continue to monitor this situation.

RESOLVED:

To receive the information.

4.7 External Reports:

The Clerk has written to both County Cllrs thanking them for their recent reports

delivered at the Annual Town meeting and inviting them to attend Monthly Meetings of the Town Council with a reminder of how they can be added to the agenda.

RESOLVED:

To receive the information and to close this matter.

4.8 EM/19/00895/FPA – Planning application relating to Cherry Blossom Cottage:

The Clerk has informed Ms Lesley Dexter that the Town Council will not be withdrawing its objections to this planning application.

RESOLVED:

To receive the information and to close this matter.

4.9 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-2.

Planning applications DM/19/00136/OUT, DM/19/01279/LB, DM/19/01363/FPA, DM/19/01374/AD and DM/19/01380/FPA were discussed at the Environment Committee meeting held on 20th May 2019.

RESOLVED:

To receive the information and to close this matter.

4.10 Amended Proposals to Sedgefield Squash Club's Proposed Extension Planning Application:

This matter was discussed at the Environment Committee meeting held on 20th May 2019.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in June 2019 as well as Town Council and civic events until March 2020. The Clerk highlighted that the Personnel Committee meeting on 24th June 2019 would be taking place in the small meeting room in the Parish Hall and not in the Council Offices as stated.

RESOLVED:

To receive this information.

6. Public Participation:

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

Mrs Liz Mitchell said that Mrs Julia Bowles had asked her to remind Cllrs of her previous comments requesting public consultations in the Town in relation to Section 106 money and parking.

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

7. Internal Reports:

7.1 Chairman's Report:

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

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Mayor, Cllr Leo McCormack, reported he was delighted with his first month in his new role as he had met some interesting people and started to plan events for his civic year. Over the last month he had attended the investiture of the Mayor of Hartlepool, a St John's Ambulance dedication at Durham Cathedral and the official opening of the refurbished Sedgfield Cricket Club. Sedgfield Cricket Club have said they would support Cllr McCormack's civic year and the Town's Rugby Club have requested a table at his Civic Ball. Cllr McCormack reported that he had held a very productive meeting with Rev. Geoff Short to discuss arrangements for his civic service. Cllr McCormack, as a practicing Catholic, was keen to have a mixed service bringing together different faiths and community groups from within the Town and to hold this on a Saturday with a shared table afterwards in Ceddesfeld Hall to celebrate all that there is to be thankful for in Sedgfield. Cllr McCormack will keep Cllrs updated on this event once details are finalized.

RESOLVED:

To receive this information.

7.3 Draft Minutes From Annual Town Meeting Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Draft Minute From Annual Town Meeting Report which was accompanied by draft minutes from the Annual Town meeting held on Tuesday 7th May 2019. The Clerk reminded all that such minutes would not be approved until the 2020 Annual Town meeting but wishes to circulate now so as to remind all Cllrs of the discussions which had taken place.

RESOLVED:

To receive this information.

8. External Reports:

8.1 Report by County Cllrs John Robinson and David Brown (Note: report to be verbal as both County Cllrs said they would be in attendance):

Cllr David Brown said he was disappointed that fellow County Cllr John Robinson was not in attendance when he had been given an assurance that he would be. The Clerk and Cllr Ann Carr also confirmed that they had been informed County Cllr John Robinson would be attending the meeting.

Cllr Brown reported that May 2019, due to the number of bank holidays, had been a very quiet month and reiterated that he would continue his support to the Town Council by progressing matters with DCC as required. Cllrs thanked Cllr Brown for this on-going support.

RESOLVED:

To receive this information.

8.2 East Durham Rural Corridor Area Action Partnership Annual General Meeting and Board Meeting 20th May 2019 Key Messages:

Prior to the meeting the Clerk had circulated to all the Key Messages produced and circulated by the East Durham Rural Corridor Area Action Partnership following its AGM and Board Meeting held on 20th May 2019.

Cllr Chris Lines noted that within the key messages was reference to a defibrillator being funded by County Cllr David Brown. Cllr Lines asked where this defibrillator was

located. Cllr Brown replied at Sedgefield Community College.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 DM/19/00378/VOC The Impeccable Pig, Front Street, Sedgefield (letter from Ms Leanne Pratt, Padgett White: architects Ltd dated 24th May 2019):

Prior to the meeting the Clerk had circulated to all a letter from Ms Leanne Pratt of Padgett White: architects Ltd dated 24th May 2019 in which she confirmed that the tree which needed to be planted as part of a condition of The Impeccable Pig's planning application could be provided as part of the Squash Club's proposed planning application to extend their facilities. The Clerk confirmed that she had shared Ms Pratt's letter with Mr Steve Welton of the Squash Club and requested that from this point forward they liaise directly. Mr Welton had emailed the Clerk on 3rd June 2019 to convey the Squash Club's thanks for the Town Council's support. Mr Welton had again emailed the Clerk on 6th June 2019 to ask if the Town Council would take on the maintenance and liability for any trees once planted as part of the Squash Club's extension project.

RESOLVED:

i) To receive this information.

ii) The Clerk to inform Mr Steve Welton of Sedgefield Squash Club that Sedgefield Town Council will not accept liability or responsibility for maintenance of any trees planted as part of the Club's extension project.

10. The Sedgefield Plan:

10.1 The Sedgefield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report. Since the production of this Report the Clerk confirmed that she had received the Independent Examiner's Report which detailed his findings in relation to The Sedgefield Plan. The Clerk circulated copies of this Report to all. The Clerk confirmed that she had read the report and whilst wording changes were requested to fit in-line with correct terminology she did not feel that these changed the content or purpose of the neighbourhood plan. If the Town Council as Qualifying Body agreed to the requested changes then the Plan could proceed to Community Referendum. The Clerk reminded all that in her Update Report she had made suggestions regarding a "Vote Yes" campaign in the run up to a Community Referendum and wanted to hear

the views of Cllrs.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs to consider the content of the Independent Examiner's Report to discuss at the July 2019 Monthly meeting.**
- iii) The Clerk to update the "Latest News" section of The Sedgefield Plan's website with a link to the Independent Examiner's Report on the DCC website.**
- iv) The Clerk to email all Cllrs to seek their ideas regarding a "Vote Yes" campaign in the lead up to any Community Referendum. Such ideas will be collated and presented at the July 2019 Monthly Meeting.**

11. 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):

11.1 DM/19/01297/FPA - 1-1.2m boundary wall to the front of including vehicular and pedestrian gates (part retrospective), Manor House, Mordon, Sedgefield:

Cllrs did not have any objection to this application as it was outside of the Parish of Sedgefield.

11.2 DM/19/01336/FPA – conversion and use of byre as granny annexe, Hopper House Farm, Sedgefield:

Cllrs did not have any objection to this application.

11.3 DM/19/01494/FPA – change of use of land to clay pigeon shooting event space, The Grain Store, The Tilery, Bradbury:

Cllrs expressed concerns regarding potential noise disturbance from this application and its impact upon nearby properties. Cllrs requested assurance that noise monitoring would take place and any disturbance be dealt with appropriately. Cllrs also requested the Clerk to share details of this planning application with Mordon Parish Council and Bradbury & The Isle Parish to ensure they are aware and have the opportunity to comment to Planning Officers.

11.4 DM/19/01538/FPA – single storey rear extension, 28 Cragside, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-4 above to be submitted to DCC Planners.

The Chair thanked everyone for attending and closed the meeting at 7.34pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **JUNE POLICY & RESOURCES** of the Council held following the Monthly meeting in the Council Offices, Sedgefield, on **Monday 10th June 2019**

Present Cllr. Gloria Wills (Chairman)
Cllr. Mel Carr (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Chris Lines, Leo McCormack, Julie Towler and Stephen Winter

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Alf Walton, Fiona Warrand and Mavis Wayman.

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.

RESOLVED:

To receive the information.

3.2 Sedgefield 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.

RESOLVED:

To receive the information.

3.3 Legal Issues (Ceddesfeld Hall and Grounds):

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 was presented to members of the Estates Working Group at their meeting on 20th May 2019. Cllrs are now working their way through this documentation and will discuss at their next meeting on 4th July 2019 so 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

Work is now underway to make the old Council trailer usable within the agreed budget of £200. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Purchase of Land From DCC:

The Town Council's solicitor has confirmed that necessary documentation has now been received from DCC and the purchase of land owned by DCC near to Butterwick Road Cemetery is now progressing. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Parish Hall Sound System:

Clockwork AV have fully installed the new sound system. LR Electrics have been to view the electrical work and this will take place in June 2019. Once electrical work has been completed the cupboard will be dismantled. Discussions are ongoing with Swanflight the makers of the custom-made, secure, ventilated rack cabinet to house the necessary amps. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 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.

3.9 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.

3.10 North End Garage:

The matter of JR Theakston's request for a new lease with the Town Council was most recently discussed at the Estates Working Group's meeting on 20th May 2019. The Clerk has been asked to seek advice from the Town Council's solicitor regarding the best way forward regarding a lease or licence. The Estates Working Group to consider the response and keep the P&R Committee updated. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.11 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.

3.12 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 has featured in the latest Sedgefield Extra which includes a clear reminder that no items such as skips, containers, tables/benches etc can be located on areas of village green. .

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.13 Durham Records Office:

Representatives from Durham Records Office will attend the Town Council Offices on Thursday 7th February 2019 and a recommendation report was received and considered by the Policy & Records Management Working Group on 28th March 2019. The Clerk has also sought opinion from the Council's internal auditor. The Clerk is to seek exact costings from Durham Records Office in order that a recommendation report can 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.

3.14 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. Note: This work is reflected in the internal auditor's work programme for 2019/20. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 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.

3.16 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.

3.17 Delegation Scheme:

During the early part of 2019 the Policy & Records Management Working Group will review the Council's current delegations with particular emphasis upon the role of Community Development & Engagement Committee, Environment Committee and Working Groups. This work will involve the Council's Internal Auditor who has factored this work into his 2019/20 work plan. If deemed necessary, a further recommendation report will be brought to a future P&R Committee meeting for consideration in the latter part of 2019/20. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.18 Notice of Determination – The Pickled Parson, Sedgefield:

Ms Laura Cloney, DCC Licensing Enforcement Team Leader confirmed via email to the Clerk dated 16th April 2019 that The Pickled Parson's licence holders have indicated that they are in communication with the Courts about whether an appeal can be submitted that day due to them requesting further information from the Council. That will be a decision for the Courts and Ms Cloney will keep the Town Council updated once she knows what the outcome is. Further information is now awaited. The Clerk has issued a further reminder to Ms Cloney. The Clerk to keep Cllrs updated on this matter.

Note: The issue of unauthorized use of village green to be progressed once the outcome of the licensing issues are known.

RESOLVED:

To receive the information.

3.19 Emptying Recycling Bays – Butterwick Road Cemetery:

The Clerk has informed FJ Young & Partners of their successful quotation, issued a Purchase Order number and requested this work be undertaken as quickly as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.20 Debtors List

The Clerk has electronically circulated to all details of transaction number 5126.

RESOLVED:

To receive the information and to close this matter.

3.21 Internal Audit Plan 2019/20:

The Clerk has informed Mr Gordon Fletcher that his proposed internal audit plan for 2019/20 has been accepted.

RESOLVED:

To receive the information and to close this matter.

3.22 Plaque for Seat:

The Clerk has informed Ms Bainbridge that permission is granted for a commemorative plaque for her late mother to be fitted alongside the existing plaque for her father on their existing commemorative bench. Ms Bainbridge will make her own arrangements for this installation and has expressed her thanks to the Town Council.

RESOLVED:

To receive the information and to close this matter.

3.23 Sedgfield Racecourse 2019 Outdoor Events:

This matter was discussed at the Environment Committee meeting held on 20th May 2019.

RESOLVED:

To receive the information and to close this matter.

3.24 Councillor Training:

Only Cllr Ann Carr has requested a place on this CDALC training event. The Clerk has booked a place.

RESOLVED:

To receive the information and to close this matter.

3.25 Land Registry / Village Green:

The Clerk has shared with the Town Council's solicitor a copy of the letter received from the Land Registry dated 9th May 2019 regarding The Pickled Parson's failed adverse possession claim on village green outside the property. The Clerk has updated Mr Malcolm Clark and thanked him for his assistance.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give their views and comments. Members of the public present did not have views or comments to make. The meeting was then re-opened.

5. Reports:

5.1 Location of Youth Shelter Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Location of Youth Shelter Recommendation Report by the Estate Working Group.

Cllr Gloria Wills said she had noted people using the Youth Shelter as a Smoking Shelter. The Clerk confirmed that she had written to a local business regarding this matter and the situation had improved. The Clerk also reminded all Cllrs that the bin

which was situated near to the Shelter had been vandalized and the search continues for a contractor who could reinstate the bin. It was felt that if the bin was back in position this would help the situation regarding strewn rubbish. Cllr Stephen Winter suggested that for security purposes the Town Council give thought to the installation of CCTV around the Council Offices and Parish Hall. Cllrs agreed this was a good idea to consider and Cllr Wills reminded all that the Estates Group are currently about to embark upon exploring options for better use of the Town Council Offices footprint which includes the car park at the rear and the disused toilet block and Youth Shelter areas, however, the Council's priority is the expansion of Butterwick Road Cemetery. Cllr Mark Cant suggested that the Youth Shelter could be rotated towards the CCTV cameras operated by DCC on the village green and by doing so would mean the area was better illuminated by existing street lighting. Cllr Mel Carr reported that, on the instruction of the Estates Working Group, the Clerk had written to the doctors surgery asking them to cut back the hedge at the front of their property so as to improve visibility in this area. The doctors surgery have confirmed this does not belong to them. It was agreed that the area would benefit from the hedge being significantly pruned and self-seeded trees being removed. Cllr Cant suggested that once ownership of the land had been determined that the Town Council could offer to undertake this work via the use of a contractor on a rechargeable basis. Cllr Wills said that this work would not be the Town Council's responsibility.

RESOLVED:

- i) The Youth Shelter to remain in its existing location.**
- ii) The Clerk continue to seek the services of a contractor able to reinstate the bin near to the Youth Shelter.**
- iii) The Clerk to liaise with Land Registry to find out ownership of the hedges in front of the doctors surgery and then write to the owner(s) asking them to cut the hedges back and remove self-seeding trees.**
- iv) The Estates Working Group to consider the installation of CCTV at the exterior of the Town Council Offices and Parish Hall for security purposes**

5.2 Bins Storage Area on Village Green Recommendation Report by Estates

Working Group:

Prior to the meeting the Clerk had circulated to all a Bins Storage Area On Village Green Recommendation Report by the Estates Working Group in which it was clearly detailed the land in question is registered village green with a clear restriction in title

document regarding the use of such land.

Cllr Allan Blakemore asked who the Town Council would write to and the Clerk confirmed that it would be the owner of the property who has previously supplied his details to the Town Council via DCC's Environmental Health Officers. Cllr Blakemore proposed that within the letter sent to the property owner was clear reference that any future lease between the owner and anyone running a business from the property must state that no bins are permitted on the village green. Cllrs agreed this was a good idea and should be included. Cllr Leo McCormack asked if there was any space at the back of the property for bins to be re-housed? Cllr Wills replied that there is a yard at the rear of the Pizza Castle property which had been built over along with an alleyway providing direct access to that area without having to go over village green. Cllr Stephen Winter said that in his opinion this area was the biggest eyesore in the village and felt that due to the stance taken previously by the Town Council in relation to other properties adjoining village green where their actions have made an improvement to the appearance of Sedgfield that in this particular case he would like to see the Town Council taking a more aggressive approach as the entire building was an eyesore. Cllr Mel Carr pointed out that in the last two weeks repairs have been undertaken to improve the building in question, repairs which included improving the extractor fan at the side of the building and new windows. Cllr Mel Carr suggested that a more supportive stance was taken in any correspondence with clear acknowledgement to the improvements made and a wish that this continues. Cllrs Ann Carr and Chris Lines said they did not wish to have an immediate aggressive approach to this matter but instead to enter into a dialogue first, something which had been done with all other such instances of work on properties next to village green. All other Cllrs agreed.

RESOLVED:

- i) The Clerk to write to the owner of the Pizza Castle property informing him that all bins should be removed from the concrete ramp area adjacent to his property and explain that this is because the area is village green with reference to the restrictions in the land's title document. The letter to acknowledge recent work undertaken to improve the building and hope this is the start of further work. The owner to be given one month in which to remove bins but to request an update within 14 days of the letter.**
- ii) Once the bins have been removed the Estates Working Group to give**

consideration to this area of land being grassed and bring a recommendation to a future P&R Committee meeting.

iii) A letter be sent to the owner of adjacent Indian Takeaway once the premises have opened informing them that no bins can be placed on village green.

5.3 Hardwick Hall Hotel Licensing Meeting Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated a Hardwick Hall Hotel Licensing Meeting Update Report which provided Cllrs with a summary of the outcomes of a meeting organized by Mr Martin Haigh of DCC with representatives from DCC, the Town Council, Hardwick Hall Hotel's management and local residents from Milbourne Court.

RESOLVED:

To receive this information.

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 13th May 2019:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109503 to 109508. The Clerk circulated to all an updated list which featured cheques numbered 109509 to 109522.

The Clerk highlighted cheque number 109521 which related to urgent work required on a cherry tree on North End as a result of wind damage. The Clerk confirmed this work had been authorized under her emergency spending power due to the safety issues associated with this matter. Further work is required on this tree and the Clerk confirmed that she has obtained appropriate permissions from DCC's Tree Officer, Mr Simon McGinney. Cllrs thanked the Clerk for her work in this matter.

Cllr Gloria Wills requested further information regarding cheque number 109514 which the Clerk explained related to servicing and repair costs for both the Town Council's tractors. The Clerk read out both emails relating to this cheque. Several Cllrs expressed concern at the costs associated with the Town Council's recently purchased tractor and the Clerk was asked to seek alternative service providers for future work while still ensuring that such work would comply with manufacturer's warranty and parts.

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.
- iii) When future tractor repairs/servicing is required to seek alternative providers rather than Lloyds.

6.2 Financial Budget Comparison as at 3rd June 2019:

RESOLVED:

To receive the Financial Budget Comparison as at 3rd June 2019.

6.3 Debtors List as at 3rd June 2019:

RESOLVED:

To receive the Debtors List as at 3rd June 2019.

6.4 Direct Debits and BACS List for 1st – 31st May 2019:

RESOLVED:

To receive the Direct Debits and BACS List for 1st – 31st May 2019.

6.5 May 2019 Bank Reconciliations and April 2019 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive the 1st – 31st May 2019 Bank Reconciliations and 1st – 30th April 2019 Public Sector Deposit Fund Reconciliation.

7. Correspondence:

7.1 Message to Members about Revisions to Service Provision (email from Mr David Bell, CDALC dated 30th May 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr David Bell of CDALC dated 30th May 2019 in which he reported the new working arrangements for the job-shared position of CDALC's Chief Executive Officer.

RESOLVED:

To receive this information.

7.2 President and Vice President Elections at AGM (email from Mr Steve Ragg, CDALC dated 3rd June 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 3rd June 2019 in which he was seeking nominations for CDALC positions to be considered at their AGM in October 2019. Currently Cllr Allan Blakemore holds the positions of CDALC Vice President and Honorary Treasurer.

RESOLVED:

Sedgefield Town Council to re-nominate Cllr Allan Blakemore for Vice President and Honorary Treasurer of CDALC.

The Chair thanked everyone for attending and closed the meeting at 8.06pm.

APPROVED

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the P&R committee meeting in the **Council Offices**, Sedgefield, on **Monday 10th June 2019**

Present

Cllr. Allan Blakemore (Chairman)

Cllr. Chris Lines (Vice-Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Leo McCormack, Julie Towler, Gloria Wills and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Alf Walton, Fiona Warrand and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sports Hub Presentation:

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

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

RECOMMENDED:

To receive the information and to close this matter.

3.2 Sedgefield and Hammingeln Twinning Association:

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

RECOMMENDED:

To receive the information.

3.3 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.

RECOMMENDED:

To receive the information.

3.4 Sedgefield Youth Club Management Committee:

The Clerk has asked the Management Committee to provide quarterly reports to the Community Development & Engagement Committee regarding the Club's activities and plans. The Youth Club's Management Committee's AGM had been held earlier on 10th June 2019. Mr Wayne Gibson from Spennymoor Youth Association has taken over from Mr Parkin as the Council's contact person. A response has now 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. Cllrs Julie Towler and Chris Lines to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.5 Meeting with SCA Representative Regarding Potential Lighting/Signage Work:

The Clerk plus Cllr Allan Blakemore to meet with Mr Bryan Harris, DCC's Conservation Officer, plus Mr Tony Guest of the SCA at an on-site meeting to discuss options for potential lighting/signage work at Ceddesfeld Hall and Parish Hall at 10am

on Monday 17th June 2019. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.6 STC Summer Coach Trip:

The Town Council's summer coach trip to Keswick on 27th June 2019 has sold out. A report regarding this trip, including income and expenditure, will be presented to the July 2019 CE&E Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.7 The Manor House – Sedgefield Heritage Trail:

The Clerk has written to Mrs Alison Hodgson of the Local History Society asking if they can independently verify the facts now being stated by Mr Ean Parsons in relation to the blue heritage trail plaque outside The Manor House. The Local History Society have duly verified the information. As agreed at the May 2019 Committee meeting the Clerk has now forwarded the proposed wording to Cllr Mark Cant so he can review its flow. Once feedback has been received the Clerk will inform Mr Parsons of the Council's decision. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.8 Unauthorised Works:

The Clerk has written to the member of the public who is performing unauthorized ground works in the closed churchyard at St Edmund's in accordance with the Town Council's wishes.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. Members of the public present did not have views or comments to make. The

meeting was then re-opened.

5. Reports:

None.

6. Correspondence:

6.1 Letter of Thanks (Mrs Sarah Guest dated 23rd May 2019):

Prior to the meeting the Clerk had circulated to all a letter from Mrs Sarah Guest thanking everyone for her recent Citizen of the Year Award. The Clerk confirmed that copies of Mrs Guest's letter had been shared with Sedgefield Development Trust and the Rotary Club of Sedgefield.

RECOMMENDED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.10pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **JUNE ENVIRONMENT** of the
Council held following the Community Development and
Engagement committee meeting in the **Council Offices**, Sedgefield,
on **Monday 10th June 2019**

Present **Cllr. Stephen Winter (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr,
Chris Lines, Leo McCormack, Julie Towler and Gloria Wills

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Alf Walton, Fiona Warrand and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Bins outside the Pizza Castle:

A recommendation report from the Estates Working Group regarding this matter was taken to the earlier P&R Committee meeting.

RECOMMENDED:

To receive the information and close this matter.

3.2 Sedgefield In Bloom Minutes / Considerate Parking on Village Green:

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

RECOMMENDED:

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.

Cllr Stephen Winter said the state of this footpath is very poor and if nearby Footpath 16 is to be closed for a further period of time then the footpath along Stockton Road will be the only medium term alternative and therefore improvement was essential. Cllr Winter said he was already aware of one disabled person in a wheelchair living in the new housing development who was not able to use the Stockton Road footpath due to the lack of dropped kerbs. This individual is only able to independently access the Town centre and is totally reliant upon others to help him leaving him isolated. County Cllr David Brown offered to investigate this matter further. Cllr Gloria Wills said she hoped that the individual concerned was also able to report this matter directly to DCC as this would hopefully carry more weight. Cllr Mel Carr confirmed that local MP Phil Wilson has also been made aware of the matter. Cllr Winter said that he would also speak to Mr Wilson about this matter.

The Clerk, County Cllr David Brown and Cllr Stephen Winter to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.4 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.

RECOMMENDED:

To receive the information.

3.5 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. County Cllr David Brown agreed to seek a response regarding this matter.

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

RECOMMENDED:

To receive the information.

3.6 Bollards Along Front Street:

These have now been painted.

RECOMMENDED:

To receive the information and to close this matter.

3.7 Potential Replacement Tree Planting:

DCC have confirmed that it is acceptable for replacement trees as part of The Impeccable Pig's planning application to be donated towards the Squash Club's proposed planning application.

RECOMMENDED:

To receive the information and to close this matter.

3.8 Pizza Castle Bins Area:

A recommendation report from the Estates Working Group regarding this matter was taken to the earlier P&R Committee meeting.

RECOMMENDED:

To receive the information and to close this matter.

3.9 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 next Estates Working Group meeting is scheduled for 4th July 2019. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.10 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.

RECOMMENDED:

To receive the information.

3.11 Speeding Along The Fishburn Road:

Feedback is now awaited from Temporary Inspector Alex Clarke. The Clerk to request feedback and to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.12 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. This matter has now been added to the workload of Mr David Battensby of DCC and a response is now awaited from him. County Cllr David Brown agreed to seek a response regarding this matter.

RECOMMENDED:

To receive the information.

3.13 Bench on Front Street:

DCC have confirmed that this seat belongs to the Town Council. Cllr Alf Walton

suggests that the concrete bench remains in situ and that the existing woods are replaced. Quotes for this work are being sought. The Clerk to keep Cllrs updated on this matter.

Cllr Ann Carr expressed concern at the state of the wooden bench near to Sedgfield Methodist Church. The Clerk to investigate this matter.

RECOMMENDED:

To receive the information.

3.14 Allotments Inspections:

Several advisory letters have now been issued to allotment holders regarding the state of their plots. Cllr Alf Walton and the Projects & Media Co-ordinator to continue to monitor this in accordance with the Council's Allotments Policy.

RECOMMENDED:

To receive the information and to close this matter.

3.15 Dog Fouling:

Information encouraging residents to report such matters via DCC's Do It On-line system has been circulated via Twitter.

RECOMMENDED:

To receive the information and to close this matter.

3.16 Skip – 5 Church View:

The Clerk informed the owners of 5 Church View that the Town Council granted permission for a skip to be placed outside their property for a maximum of 7 days and that this was a one-off agreement. The owners have expressed their thanks to the Town Council. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.17 Current Planning Applications:

The Clerk forwarded to DCC Planning Officers comments in relation to planning

applications DM/19/01136/OUT, DM/19/01279/LB, DM/19/01363/FPA, DM/19/01374/AD and DM/19/01380/FPA.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Stephen Winter, closed the meeting whilst the public gave their views and comments.

Mr Howard Smith thanked the Town Council for the stance being taken with the area of land outside the Pizza Castle and asked if it was possible to ask the property owner to move the bins around the back of the property in preparation for the Northumbria In Bloom Judges walk around on 17th July 2019 if nothing else. Mr Smith said that he understood the currently vacant property next to the Pizza Castle will be reopening soon as another Indian Takeaway. Mr Smith wished to record his thanks to County Cllr David Brown for his assistance in dealing with DCC to get the “chopped off” lamp-post outside the convenience store removed prior to Bloom Judging. Mr Smith reported that Mr Mike Petty had received a very confusing communication from DCC regarding parking restrictions rather than the Stockton Road/Rectory Row junction which has been the basis of previous communications between them. It appeared that Mr Petty had been invited to attend a Highways Committee meeting on 5th July 2019 at County Hall but would not be allowed to speak. Mr Petty had objected to proposals relating to the junction along with others but was only aware of himself and one other getting such an invitation from DCC. Mr Smith had, on Mr Petty’s behalf, emailed County Cllr John Robinson requesting clarification. Mr Smith concluded by offering the Bloom Group’s assistance to Town Council gardening staff when they take delivery of their summer bedding later in the week. The Clerk thanked Mr Smith for this offer of assistance.

Mr Alan Pattison noted the Town Council’s earlier comments at the difficulty in finding joiners/odd-job people and suggested that Paul Theakston could be a potential contact.

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

Cllr Gloria Wills said that it was her understanding that DCC’s Highways Committee meetings were similar to those of Planning Committees in that if someone had commented on an proposal/application and requested to speak at a Committee meeting that they could

participate. The Clerk was asked to liaise with Mr Peter Broxton of DCC to seek clarification on this matter.

5. Reports:

None.

6. Correspondence:

6.1 Sedgefield In Bloom (minutes of meeting held on 27th May 2019):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield In Bloom group meeting held on 27th May 2019.

RESOLVED:

To receive this information.

6.2 The County Council of Durham Sedgefield (Parking and Waiting Restrictions) Order 2019 Consultation (email and attachment from Ms Sharon Renwick, DCC dated 28th May 2019):

Prior to the meeting the Clerk had circulated to all an email and attached Parking and Waiting Restrictions Order 2019 consultation documentation from Ms Sharon Renwick of DCC dated 28th May 2019.

RESOLVED:

To receive this information.

6.3 Parking Restrictions in Sedgefield (email from Mrs Julia Bowles dated 2nd June 2019):

Prior to the meeting the Clerk had circulated to all for information an email which Mrs Julia Bowles had sent on 2nd June 2019 to Ms Helen Lynch of DCC questioning the public consultation approach taken regarding the parking and waiting restrictions being proposed for Sedgefield. The Clerk circulated to all copies of a response from Ms Lynch received on 5th June 2019.

RESOLVED:

To receive this information.

6.4 Formal Consultation Sedgefield (email from Mr Peter Broxton, DCC dated 30th

May 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Peter Broxton of DCC dated 30th May 2019 in which he informed the Town Council and local County Cllrs of the timings of public consultation in relation to the parking and waiting restrictions being proposed for Sedgefield and the likelihood that comments in response to these will be heard by Highways Committee on 5th July 2019.

RESOLVED:

To receive this information.

6.5 Sedgefield Events (email from Ms Megan Shutt, Sedgefield Racecourse dated 4th June 2019):

The Clerk circulated to all an email from Ms Megan Shutt of Sedgefield Racecourse dated 4th June 2019 in which she informed the Town Council of outdoor events taking place at the Racecourse on Saturday 3rd August 2019 and Saturday 7th September 2019. The Clerk then provided a further update from Ms Shutt in which she informed the Town Council that their previously notified Butterwick Festival event scheduled for Saturday 29th June 2019 will no longer be going ahead, however, a party will be held in the marquee until 11pm on that day and noise monitoring arrangements will be in place. Cllr Mark Cant requested the Clerk seek assurance from the Racecourse that their event scheduled for Saturday 7th September 2019, an Abba tribute event, would also have noise monitoring arrangements in place.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Ms Shutt to clarify that noise monitoring arrangements will be in place for the Racecourse's event on Saturday 7th September 2019.

The Chair thanked everyone for attending and closed the meeting at 8.28pm.