

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **SEPTEMBER**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
9th September 2019



Present **Cllr. Mel Carr (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, 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 Vanessa Carmichael and Gloria Wills.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Estates Working Group held Thursday 4th July 2019:

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

b. Minutes of the Estates Working Group held Monday 8th July 2019:

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

c. Minutes of Community Chest held Monday 8th July 2019:

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

d. Minutes of the Monthly Meeting held Monday 8th July 2019:

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

e. Minutes of the P&R Committee held Monday 8th July 2019:

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

f. Minutes of Fireworks Working Group held Thursday 11th July 2019:

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

g. Minutes of Butterwick Road Cemetery Working Group held Thursday 11th July 2019:

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

h. Minutes of Special Town Council Meeting held Monday 15th July 2019:

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

- i. Minutes of the Community Development & Engagement Committee meeting held Monday 15th July 2019:**
These were confirmed as a correct record. (AB / AW)
 - j. Minutes of the Environment Committee meeting held Monday 15th July 2019:**
These were confirmed as a correct record. (AW / AB)
 - k. Minutes of the Finance Working Group meeting held Thursday 18th July 2019:**
These were confirmed as a correct record. (AB / M Carr)
 - l. Minutes of the Policy & Resources Management Working Group meeting held Monday 22nd July 2019:**
These were confirmed as a correct record. (AB / M Carr)
 - m. Minutes of the Personnel Committee held Monday 22nd July 2019:**
These were confirmed as a correct record. (JT / AB)
- RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

4. Matters of Information:

4.1 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.

4.2 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. On 12th June 2019 Mr Jones reported that he had no further update regarding this application but was hopeful of drawing a conclusion to the work soon so that it could go before Members for determination. No specific Planning Committee date is yet known. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.3 S106 Monies:

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

RESOLVED:

To receive the information.

4.4 Chairman's Report:

The Clerk has written to DCC's Conservation Officer to ask whether he had been consulted in the design of build-outs at the Rectory Row/Stockton Road junction and to question whether new yellow lines within the Conservation Area would be narrower and paler in colour in accordance with Conservation Area guidance. DCC's Conservation Officer is now investigating this matter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.5 Removal of Telephone Box

The Clerk has informed Ms Hilary Sperring of DCC that the Town Council has no objection to the removal of the telephone box at The Square.

RESOLVED:

To receive the information and to close this matter.

4.6 Planning Application – 9 The Orchard, Sedgefield:

This planning application was discussed at the Environment Committee meeting held on Monday 15th July 2019.

RESOLVED:

To receive the information and to close this matter.

4.8 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-7.

Planning application 8 was discussed at the Environment Committee meeting held on Monday 15th July 2019.

RESOLVED:

To receive the information and to close this matter.

4.9 Additional Planning Applications:

Planning applications DM/19/01959/FPA and DM/19/01960/LB were discussed at the

Environment Committee meeting held on Monday 15th July 2019.

RESOLVED:

To receive the information and to close this matter.

4.10 Pending Planning Application:

No information has yet been received regarding a retrospective planning application from Sedgefield Racecourse. Cllrs to consider this application when published by DCC.

RESOLVED:

To receive the information.

5. Dates of Meetings:

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

RESOLVED:

To receive this information.

6. Public Participation:

The Chairman, Cllr Mel Carr, welcomed members of the public to the meeting and reminded all that if any member of the public wanted to have their name appear in the minutes they needed to state their name before speaking. Cllr Mel Carr then closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles said that she had lots of questions for the Town Council but appreciated the limitations of public participation so circulated copies of her questions which related to The Sedgefield Plan, the examination process for The County Durham Local Plan, parking changes in the Town, Section 106 monies and Hardwick Live/licensing and hoped that she could be given answers at/before the next Community Development & Engagement Committee meeting.

Ms Margaret Crompton told Cllrs of the potential implications and impacts from planning proposals relating to 5 Durham Road upon the local area. The Clerk confirmed that correspondence from Ms Crompton and another was to be considered under agenda items 9.5 and 9.6. Ms Crompton had requested a site visit with a DCC Planning Officer but due to long-standing personal commitment it was possible that she may not be able to attend

(depending upon the date) and if this was the case she wondered if a Town Cllr might be able to attend on her behalf. The Clerk was asked to investigate this request and liaise directly with Ms Crompton.

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

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report. In addition to this Cllr Mel Carr reported that on 26th August 2019 he had also attended Sedgefield Youth Club's fund raising coffee morning in the Parish Hall and congratulated the Club for an excellent event and he had won a raffle prize!

RESOLVED:

To receive this information.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a Mayor's Report which detailed Cllr Leo McCormack's activities as Mayor since the previous Monthly Meeting. Cllr McCormack reported that unfortunately due to lack of available dates in August 2019 his proposed wine and cheese event had not taken place. Cllr McCormack said he had been very busy over the summer and since the production of his report he had also attended the following events:

- Shildon Locomotion
- Britain in Bloom judging
- Sedgefield Show and by doing so was now supporting and assisting the local Rotary Club's efforts to install a defibrillator at Sainsbury's garage
- Barnard Castle Mayor's Challenge
- Ferryhill's Mayor at Home
- A river cruise at Stockton
- Sedgefield Folk Festival
- St John Fisher Catholic Church service on 8th September 2019

Cllr McCormack reminded all Cllrs that his Civic Service will take place in St Edmund's on Saturday 5th October 2019 and will be an opportunity to celebrate volunteers in the Town. Invitation letters to the Civic Service have been issued to all 54 groups in the Town which are run by volunteers as well as the event at the Social Club afterwards. Cllr McCormack expressed the wish that fellow Cllrs would also

attend and participate.

Cllr McCormack informed fellow Cllrs of his success in helping to get the ATM screen outside the Co-op replaced and has been assured that a new, more user friendly (and dementia friendly) machine will be installed in the future.

Cllr McCormack informed Cllrs that he will be hosting a Mayor's at Home event on 1st October 2019 from 2-4pm at Sedgefield Cricket Club. This event will include a performance by the Mayor's Band and a quiz. Tickets are now on sale for this event. Arrangements are underway for the Mayor's Ball and Cllr McCormack was pleased to report that the dance troupe who will be performing have recently won a prestigious award.

RESOLVED:

To receive this information.

7.3 Sedgefield Footpath 16 – Access Between Taylor Wimpey and Story Developments Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an update report in relation to the Town's footpath 16 which crosses the access between the Taylor Wimpey and Story developments. Accompanying this report were several items of correspondence relating to this matter which has been on-going for some time.

Cllr Mel Carr noted that in the letter sent from DCC to Mr Phil Wilson MP that DCC have incorrectly stated that when planning permission was granted on appeal the Planning Inspectorate's Inspector did not impose a planning condition requiring the route [footpath] to be open at any given stage and that DCC do not have the power to insist that the route [footpath] is made available for use. Cllr Mel Carr said the application of such a condition would be the responsibility of DCC as the Local Planning Authority. Cllr Mel Carr went on to inform Cllrs that he had been contacted by a resident at Eden Drive who had complained to the building site manager about the dust in the recent dry weather. The building site manager had refused to sweep the access road to the site as he said they were only required to sweep the highway. Cllr Mel Carr provided the resident with an appropriate contact at DCC and informed them that it had been a condition of the planning permission that such an issue had to be dealt with. Following the resident's complaint to DCC the building site manager was reminded of this condition and the expectation that it is fully complied with. The resident confirmed that sweeping/dust control was now being carried out as required.

Cllr David Brown said he noted that Mr Phil Wilson MP's response was to Cllr Stephen Winter and reminded Cllrs that they should not be undertaking action without the full support of the Council. The Clerk replied that all correspondence between the two had been in the role of local MP and Mr Stephen Winter private resident not Cllr and that this had been openly stated at numerous meetings when this matter has been considered. Cllr Winter confirmed that this had been the case.

Cllr Winter informed fellow Cllrs that the fence between both developments was opened for pedestrian access the week commencing 2nd September 2019. This path is now being well used by residents, including school children, providing all with a much safer walking route. Cllr Winter expressed his thanks to County Cllr John Robinson for his assistance in this matter and recognized the liaison work he had undertaken with various DCC Officers and Taylor Wimpey officials.

RESOLVED:

To receive this information.

7.4 County Durham Plan Examination Process Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a County Durham Plan Examination Process Report. No Town Councillors had made any requests for the Town Council to speak at any of the examination's hearings, however, the SVAG requested that they wished to be represented by Councillor Gloria Wills (with Mrs Julia Bowles assuming the role of substitute) to make further comments in addition to their written submission in relation to items 2b, 3c, 8b, 8e, 9c, 10d and 11a as detailed in the report.

The Clerk reported that earlier that day she had issued electronically to all Cllrs an email and accompanying note from Ms Annette Feeney, the Examiner's Programme Officer, which included the Examiner's detailed questions for the examination. Those who wish to amend their appearances at the hearings had until mid-day on Thursday 12th September 2019 to do so.

RESOLVED:

i) To receive this information.

ii) Cllrs to inform the Clerk by no later than 9am on Wednesday 11th September 2019 of their comments following consideration of Ms Feeney's latest information.

iii) The Clerk and Cllr Mel Carr to update the SVAG, and Cllr Gloria Wills,

following consideration of Cllrs comments received in response to ii) above.

7.5 Build Out at Rectory Row/Stockton Road Junction Update Report by Cllr Mel Carr:

Prior to the meeting the Clerk had circulated to all a Build Out at Rectory Row/Stockton Road Junction Update Report by Cllr Mel Carr in which he had reminded Cllrs of the background to this matter and the objections which the Town Council had submitted. Cllr Mel Carr said the evidence contained in this report clearly showed that the information given to Mrs Julia Bowles by a DCC Officer was incorrect and that the Town Council had not supported this build-out.

RESOLVED:

The Clerk to write to Mr Lee Mowbray and Mr Peter Broxton of DCC to reiterate that the Town Council had expressed concerns regarding the build out at Rectory Row/Stockton Road junction.

8. External Reports:

8.1 East Durham Rural Corridor AAP Board Meeting 18th July 2019 – Key Messages

Prior to the meeting the Clerk had circulated to all the Key Messages from the East Durham Rural Corridor AAP Board Meeting held on 18th July 2019.

RESOLVED:

To receive this information.

9. Correspondence:

9.1. Acknowledgement Letter for EN/19/00706 (email and letter from Ms Sally McDyer, DCC dated 19th July 2019):

Prior to the meeting the Clerk had circulated to all an email and letter from Ms Sally McDyer of DCC dated 19th July 2019 regarding the recent painting of the timberwork to window and shop at ground level of Aubergine Café. Cllr Alf Walton commented that he had tried to speak to Ms McDyer earlier that day to query the enforcement process and he felt that enforcement was targeted upon smaller businesses whilst he could not see any enforcement progress in relation to the external painting at The Cornerhouse despite retrospective planning applications and appeal being refused.

RESOLVED:

To receive this information.

9.2 Aubergine Café, Segefield (email from Mr Bryan Harris, DCC dated 7th August 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Byran Harris of DCC dated 7th August 2019 in relation to the painted frontage of Aubergine Café. This matter related to item 9.1.

RESOLVED:

To receive this information.

9.3 Land adjacent to 16 Mitford Court, Sedgefield (email and map from Ms Karen Easton, DCC dated 6th August 2019):

Prior to the meeting the Clerk had circulated to all an email and map from Ms Karen Easton of DCC in which the Town Council's views were sought about a request received by DCC to purchase land adjacent to 16 Mitford Court, Sedgefield.

Cllr Julie Towler showed Cllrs a series of images which showed that a large part of the green near to this property has already been claimed when a new boundary fence was erected several years ago and this has been reported by a private resident in the area for land encroachment. Cllr Towler expressed concern that if such land was sold it would restrict access to the nearby tarmac play area and cause problems for any maintenance of that play area and nearby trees. Cllrs agreed that an objection should be submitted to DCC.

RESOLVED:

The Clerk to submit an objection on behalf of the Town Council.

9.4 Painting To Timberwork To Window and Café Frontage at Ground Floor of Listed Building, Aubergine Café (email from Ms Sally McDyer, DCC dated 16th August 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Sally McDyer of DCC dated 16th August 2019 in relation to Aubergine Café. This correspondence provided an update to that considered under agenda item 9.1. Ms McDyer will keep the Town Council updated as to whether a planning application is submitted or consideration given to future formal enforcement proceedings.

RESOLVED:

To receive this information.

9.5 Town & Country Planning Act 1990 Reference DM/19/02507/FPA (letter from Mr Martin Lodge dated 23rd August 2019):

Prior to the meeting the Clerk had circulated to all a letter from Mr Martin Lodge dated 23rd August 2019 in respect of a planning application relating to 5 Durham Road, Sedgfield. The Clerk confirmed this planning application is to be considered by the Town Council under agenda item 11.

RESOLVED:

To receive this information.

9.6 Planning Application for 5 Durham Road (emails from Ms Margaret Crompton dated 27th August 2019):

Prior to the meeting the Clerk had circulated to all emails from Ms Margaret Crompton dated 27th August 2019 in respect of planning application relating to 5 Durham Road. The Clerk confirmed this planning application is to be considered under agenda item 11.

RESOLVED:

To receive this information.

10. The Sedgfield Plan:

10.1 The Sedgfield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgfield Plan Update Report. The Clerk expressed thanks to those Cllrs who had assisted in the preparations for the Vote Yes campaign and confirmed that all agreed activities were well underway and would continue up until the close of the polling station on Thursday 12th September 2019. The Clerk reminded all that she had recently emailed all Cllrs to make them aware of the opportunity for the Town Council to nominate two Cllrs to witness the vote count which will take place at the Methodist Church immediately following the polling station's closure. Cllrs Mel Carr and Chris Lines had volunteered to attend. Fellow Cllrs agreed and expressed thanks. Cllr Mel Carr reported that Radio Tees have requested an interview to promote the referendum and explain the purpose of a neighbourhood plan. It was agreed that Cllr Chris Lines would participate in this interview.

RESOLVED:

i) To receive this information.

ii) Cllrs Mel Carr and Chris Lines to represent the Town Council at The

Sedgefield Plan's referendum vote count on the evening of Thursday 12th September 2019.

iii) Cllr Chris Lines to represent the Town Council and be interviewed by Radio Tees prior to The Sedgefield Plan's referendum.

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/19/01884/FPA – erection of one dwelling, 3 Durham Road, Sedgefield:

Cllrs objected to this application as it is considered to be over-development of the site and will increase the volume of traffic in a pinch point between traffic calming measures thereby negatively impacting upon highway safety.

11.2 DM/19/02122/FPA – two storey side extension and roof alterations to existing rear/side extension, 19 Heatherdene Road, Fishburn:

Cllrs did not have any objection to this application.

11.3 DM/19/02143/FPA – part two storey, part single storey side extension, 2 Spring Lane, Sedgefield:

Cllrs did not have any objection to this application.

11.4 DM/19/02156/VOC – variation of condition no 2 of approval DM/17/00277/FPA to reduce proposal to single storey side extension and erection of replacement outbuilding of reduced length, 22 Whitehouse Drive, Sedgefield:

Cllrs did not have any objection to this application.

11.5 DM/19/02306/FPA – ground floor and first floor extensions to provide link extensions between existing buildings and various alterations for existing C3 dwelling, Bread and Beer House, Mordon, Sedgefield:

Cllrs did not have any objection to this application.

11.6 DM/19/02404/FPA – single/two storey rear extension, loft conversion including 2 no rear dormer windows and 3 no rooflights to front, replacement timber front windows and door, and detached garage to rear, 5 Church View, Sedgefield:

Cllrs did not have any objection to this application.

11.7 DM/19/02416/FPA – erection of light aircraft hanger, land at rear of Airfield Cotta, Bishop Middleham:

Cllrs did not have any objection to this application.

11.8 DM/19/02435/FPA – replacement timber windows, 16 East Parade, Sedgefield:

Cllrs did not have any objection to this application.

- 11.9 DM/19/02503/FPA – replacement of existing timber windows to front elevation with 7 timber double glazing sliding sash windows, 21 Front Street, Sedgefield:**
Cllrs did not have any objection to this application.
- 11.10 DM/19/02507/FPA – demolition of existing bungalow and construction of 4 no dwellings, 5 Durham Road, Sedgefield:**
Cllrs objected to this application as it is considered to be gross over-development of the site which will spoil the character of other properties in the area as well as negatively impacting upon the local environment by the loss of established trees and significantly increase traffic volume in this area of the Town and heighten the associated risks which will come from such an increase. Cllrs are aware that several residents have objected to this planning application and that County Cllr John Robinson has called this application in to be considered by Planning Committee. Cllrs support this application being called in for consideration by Planning Committee.
- 11.11 DM/19/02575/FPA – single storey side/rear extension to form replacement annex, detached garage to front including new vehicular access, hardstanding patio to front, solar panels, external render and fenestration alterations, Green Lane Cottage, Embleton:**
Cllrs did not have any objection to this application.
- 11.12 DM/19/02670/FPA – detached timber shed and flagstone hardstanding to side, 20 Wykes Close, Sedgefield:**
Cllrs did not have any objection to this application.
- 11.13 DM/19/02682/FPA – single storey side extension, 3 Heley Mews, Spring Lane, Sedgefield:**
Cllrs did not have any objection to this application.
- 11.14 DM/19/02688/FPA – construction of a detached split level dwelling on part of the garden of 1A The Lane, Sedgefield:**
Cllrs objected to this application as it is considered to be over-development of the site in an area which is already very congested and any further increase in the volume of traffic will negatively impacting upon highway safety.

RESOLVED:

The comments on planning applications 1-14 above to be submitted to DCC Planners.

Cllr Chris Lines commented that whilst he had been looking at DCC's Planning Portal in order to view the latest planning applications for consideration he had been pleased to note that within some of the comments submitted by others that The Sedgefield Plan is now being cited as having some weight, something which has not been commented on before.

ADDITIONAL PLANNING APPLICATION:

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

DM/19/02411/FPA – amended access road, change of use of land to form garden, proposed single storey extension, detached 4 block garage block, stable to the South West of the site, South Hallgate, Mordon

RESOLVED:

CLLrs to consider the above planning application and to delegate discussion of this to the Environment Committee meeting on Monday 16th September 2019.

The Chair thanked everyone for attending and closed the meeting at 7.58pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 9th September 2019**

Present

Cllr. Mel Carr (Chairman) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann 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. Vanessa Carmichael and Gloria Wills.

2. Declaration of interest:

Cllrs Ann Carr and Mel Carr declared a non-pecuniary interest in item 8.5. No other Cllrs made any declaration of interest.

3. Matters of Information:

3.1 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 on this matter.

RESOLVED:

To receive the information.

3.2 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.

3.3 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 have now worked through this documentation and there is no conclusive evidence regarding this matter. The Clerk has written to Rev Short of St Edmund's Church requesting that he liaises with the Privy Council to obtain a copy of the official documentation relating to the closure of St Edmund's Churchyard. A response is now waited and when received will be considered by the Estates Working Group and 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.

3.4 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 on Monday 9th September 2019. Once electrical work has been completed the cupboard will be dismantled (quote received). Information is awaited from 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.

3.5 Proposed 2019 Treeworks – Grounds of Ceddesfeld Hall:

This work has now been successfully completed. See agenda item 8.8 for 2020/21 recommendation.

RESOLVED:

To receive the information.

3.6 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. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.7 Durham Records Office:

The Clerk is in discussions with Durham Records Officer to seek exact costings in order that a recommendation report can be brought to a future P&R Committee meeting. In addition, the Clerk is also in discussions with DCC's Head of Estates regarding potential relocation of Town Council regalia. 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 these matters.

RESOLVED:

To receive the information.

3.8 Payment by BACS:

The Clerk has liaised with Barclays regarding the necessary arrangements needed to put such a payment system in place. This will require change to the Council's bank mandate and involvement of another STC Officer. This matter is to be discussed at the next Finance Working Group meeting in the first instance. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 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. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Youth Shelter:

Work continues to find a contractor who would be able to reinstate the bin near to the Youth Shelter.

The owner of the hedge between the doctors surgery and the shops has been identified and requested the hedge to be cut back and self-seeded trees removed. The owner has confirmed that they have undertaken this work to their satisfaction. Cllr Alf Walton expressed his disappointment at the work which had been undertaken and his concerns that the self-seeded trees have not been removed. The Clerk suggested that in relation to the trees a further letter is sent with accompanying photographs. Cllrs agreed.

The Estates Working Group are to consider the installation of CCTV at the exterior of the Town Council Offices and the Parish Hall for security purposes and if necessary bring a recommendation report to a future P&R Committee meeting. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

- i) To receive the information.**
- ii) The Clerk to write to the owner of the hedge area and request that self-seeded trees be removed before they grow any further and cause problems.**

3.11 Hardwick Hall Hotel Licensing Matters:

Mr Martin Haigh of DCC to keep the Clerk updated regarding the review of Hardwick Hall Hotel's Premises Licence. The Clerk to keep Cllrs updated on this matter.

The Clerk reported that further to a comment made during the earlier meeting's public

participation, only one complaint regarding noise at the recent Hardwick Live event had been made to the Town Council. This complaint had been duly forwarded to Mr Haigh at DCC. Mr Haigh confirmed that this year's event had been very successful, very well ran and not received any noise complaints. Mr Haigh would respond directly to the complainant who had contacted the Town Council.

RESOLVED:

To receive the information.

3.12 Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy:

This policy has been shared with all staff.

RESOLVED:

To receive the information and to close this matter.

3.13 Staff Working Time Policy:

This policy has been shared with all staff.

RESOLVED:

To receive the information and to close this matter.

3.14 Leave of Absence Policy:

This policy has been shared with all staff.

RESOLVED:

To receive the information and to close this matter.

3.15 Adverse Weather Policy:

This policy has been shared with all staff.

RESOLVED:

To receive the information and to close this matter.

3.16 Expansion of Butterwick Road Cemetery:

Butterwick Road Cemetery Working Group preparing recommendations for recycling bays and treeworks at the new area of the cemetery in order that costings and recommendation can be brought to a future P&R Committee meeting. Once agreed then a Section 106 funding application and planning application can be submitted to

DCC. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.17 Invoices for Payment:

The Clerk has circulated to all Cllrs information details of the Council's Pest Control annual agreement with DCC.

Cheques for payment in August 2019 were scrutinized and authorized by Cllrs Mel Carr and Gloria Wills plus the Clerk. See agenda item 6.1.

RESOLVED:

To receive the information and to close this matter.

3.18 Sedgefield Community College – Academy Status:

The Clerk has written to Ms Penny Walmsley in accordance with the Council's wishes.

County Cllr David Brown was asked to investigate the implications upon DCC in relation to retained/lost land as a result of any such conversion. Mr Stephen Grundy of DCC emailed on 24th July 2019 to confirm that as part of the Academy Conversion process, the school would retain any land that is currently held for educational purposes. DCC would still own the freehold of the land with it being leased to the academy trust for a period of 125 years. Any land that has previously been declared surplus to the school's requirements would be retained by DCC. Cllr Mel Carr said that he would like further clarification regarding the specific location of land and said that he would seek this directly and update the Town Council.

RESOLVED:

To receive the information.

3.19 Sedgefield Bowling Club:

The Clerk has written to Mrs Sheila Sutherland in accordance with the Town Council's wishes. Mrs Sutherland confirmed on 26th July 2019 that she had submitted a letter to the Sedgefield News explaining the situation and appealing for someone to come forward to progress the project, however, she was not anticipating any such volunteer. Terrace Hill funding to be considered under agenda item 8.7.

RESOLVED:

To receive the information and to close this matter.

3.20 Sedgefield Youth Club Summer Sessions:

Sedgefield Youth Club ran a programme of summer sessions. An update will be given by Cllr Julie Towler at the September 2019 Community Development & Engagement Committee meeting.

The Sedgefield Youth Club's Management Committee are considering at their September 2019 meeting as a matter of urgency the financial questions posed some time ago by the Clerk. Cllr Julie Towler to keep Cllrs updated on this matter.

RESOLVED:

To receive the information and to close this matter.

3.21 Evolve Data Centre:

The Town Council's IT system have now migrated to Evolve's Data Centre. Updates regarding this matter will be given to the Policy & Records Management Working Group as part of their on-going work towards GDPR compliance.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mel Carr, closed the meeting for the public to give views and comments. No members of the public were present. The meeting was then re-opened.

5. Reports:

5.1 Estates Working Group Terms of Reference 2019/20 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Terms of Reference For Estates Working Group 2019/20 Report.

RESOLVED:

To receive this information and accept the Estates Working Group's Terms of Reference for 2019/20.

5.2 Butterwick Road Cemetery Working Group Terms of Reference 2019/20 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Terms of Reference For Butterwick Road Cemetery Working Group 2019/20 Report.

RESOLVED:

To receive this information and accept the Butterwick Road Cemetery Working Group's Terms of Reference for 2019/20.

5.3 Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Compliments, Comments and Complaints Policy Recommendation Report by the Personnel & Records Management Working Group

RESOLVED:

To adopt the Compliments, Comments and Complaints Policy with immediate effect.

5.4 Delegation Scheme Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Delegation Scheme Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

When the Delegation Scheme is reviewed at the end of 2019/20 in preparation for presentation to the next Council AGM that reference be incorporated to the role and purpose of Working Groups.

5.5 Land Purchase From Durham County Council Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Land Purchase From Durham County Council Report confirming that land adjacent to Butterwick Road Cemetery had now been purchased from DCC and legal proceedings were underway to register this appropriately. The Clerk confirmed that a meeting with DCC's Tree Officer had taken place in August 2019 and a further meeting was scheduled for later this week in order to start to prepare costings so that a Section 106 application and planning application could be submitted as a matter of urgency. The Butterwick Road Cemetery Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

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

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 8th July 2019:

Prior to the meeting the Clerk had circulated to all for information details of invoices which had been authorized in August 2019 as previously resolved by the P&R Committee at its meeting in July 2019. The Clerk had also circulated to all Cllrs prior to the meeting details of cheques for approval after 12th August 2019 numbered 109570 to 109582. In addition, the Clerk distributed to all an updated cheques for approval list which added cheques numbered 109583 to 109588.

In relation to cheque number 109585, Cllr Alf Walton expressed dissatisfaction with the cost of painting the bollards long Front Street and his view that the work had not been completed satisfactorily as the bollards had not been stippled. Cllr Mel Carr disputed this and said that stippling had taken place at the time of the painting and that soil pushed up by recent rain had distorted this.

RESOLVED:

- i) To ratify the cheques authorized in August 2019.**
- ii) All cheques and invoices were approved for payment.**
- iii) Cllrs Mel Carr and Allan Blakemore plus the Town Clerk to duly sign the cheques.**

6.2 Financial Budget Comparison as at 30th August 2019:

RESOLVED:

To receive the Financial Budget Comparison as at 30th August 2019.

6.3 Debtors List as at 30th August 2019:

RESOLVED:

To receive the Debtors List as at 30th August 2019.

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

RESOLVED:

To receive Direct Debits and BACS List for 1st – 31st July 2019 and 1st – 31st August 2019.

6.5 July and August 2019 Bank Reconciliations and June and July 2019 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive the 1st July 2019 – 31st July 2019 and 1st August 2019 – 31st August 2019 Bank Reconciliations and the 1st June 2019 – 30th June 2019 and 1st July 2019 – 31st July 2019 Public Sector Deposit Fund Reconciliations.

6.6 Notice of Appointment of Date for the Exercise of Public Rights Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Notice of Appointment of Date for the Exercise of Public Rights Update Report confirming the Town Council's period for exercising public rights had ran from 10th June 2019 – 19th July 2019 without any requests from the public to access the Council's information.

RESOLVED:

To receive this information.

6.7 Conclusion of External Audit 2018/19 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Conclusion of External Audit 2018/19 Report. Cllrs were pleased to see the successful conclusion of the 2018/19 year end audit and that no issues had been identified or suggestions made for improvement in 2019/20. A "Conclusion of Audit" notice will be displayed in the Town Council's noticeboards and website from 10th September 2019 – 22nd October 2019.

RESOLVED:

- i) To receive this information.**
- ii) To approve and accept the External Auditor's findings for the year ended 31st March 2019.**
- iii) To display "Conclusion of Audit" notices from 10th September 2019 – 22nd October 2019.**

6.8 Medium Term Financial Plan Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Medium Term Financial Plan Recommendation Report by the Finance Working Group which included a series of minor additions to strengthen the Plan as part of the Council's on-going work to continuously improve its financial reporting and budget planning work.

RESOLVED:

To incorporate the stated additional points when the Finance Working Group review the financial (i.e. numerical) aspects of the Medium Term Financial Plan later in 2019/20 in order to prepare the Council's 2020/21 budget.

7. Correspondence:

7.1 Planning Gain and Section 106 Agreements (email and attachment from Ms Audrey Christie, CDALC dated 5th July 2019):

Prior to the meeting the Clerk had circulated to all an email and attachment from Ms Audrey Christie of CDALC which reiterated the content of a recent presentation by DCC's Planning Development Manager explaining Section 106 monies.

Cllr Stephen Winter said he had found this information very useful and he requested further background to the recent Section 106 agreements relating to Sedgefield. Cllrs Allan Blakemore and Chris Lines duly provided background information with additional information regarding the need for primary school funding and explanation of Community Infrastructure Levy (CIL).

RESOLVED:

To receive this information.

7.2 Commonwealth War Graves Commission Signage – Butterwick Road Cemetery (email and attachments from Ms Sophia Mika, Commonwealth War Graves Commission dated 17th July 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Sophia Mika of the Commonwealth War Graves Commission dated 17th July 2019 in which she was seeking the Town Council's permission to install a CWGC sign at the entrance to Butterwick Road Cemetery. The Clerk confirmed that she had discussed this matter with the Head Gardener & Cemetery Superintendent. The Clerk proposed that such signage be installed and indeed a resident has queried why it is not already in existence.

RESOLVED:

To have a Commonwealth War Graves Commission entrance sign installed at Butterwick Road Cemetery and to delegate the siting of this sign and completion of all necessary paperwork to the Town Clerk and Head Gardener & Cemetery Superintendent.

7.3 Long Term Empty Property Council Tax Premium Consultation (email from CDALC dated 2nd August 2019):

Prior to the meeting the Clerk had circulated to all detailed of DCC's long-term empty property Council Tax premium consultation which is open until 5pm on 6th October 2019.

RESOLVED:

To receive this information and Cllrs to complete the consultation as individuals should they wish.

The Clerk 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 or press been present they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

8. Consideration of Reports Exempt from Public:

8.1. Parish Hall Security Officers Update Report by Personnel Committee:

Cllrs considered a report from the Personnel Committee regarding the appointment of a permanent Parish Hall Security Officer.

8.2 Butterwick Road Cemetery Update Report by Cllrs Mel Carr and Chris Lines and Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Update Report produced by Cllrs Mel Carr and Chris Lines following their recent meetings with several families who had concerns regarding memorials.

8.3 The Pickled Parson / Village Green Usage Update Report:

Prior to the meeting the Clerk had circulated to all a Pickled Parson / Village Green Usage Update Report detailing the current situation regarding this matter and the options for progression.

8.4 Pizza Castle / Village Green Usage Update Report:

Prior to the meeting the Clerk had circulated to all a Pizza Castle / Village Green Update Report detailing the current situation regarding this matter and the options for progression.

8.5 North End Garage Lease Update Report:

Prior to the meeting the Clerk circulated to all a North End Garage Lease Update Report.

8.6 Operation Bridge Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Operation Bridge Report and a proposed way to progress this matter.

8.7 Terrace Hill Funding Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Terrace Hill Funding Report which gave Cllrs the background to the Terrace Hill funding received by the Town Council, the means used to allocate such to various community groups and their projects and concluded with the current situation, i.e. that Sedgefield Harriers have an outstanding allocation of £40,000 and Sedgefield Bowling Club £22,500. Whilst the Bowling Club have said they are no longer in a position to pursue their aspiration of an outdoor bowling green in the Town, Mrs Sheila Sutherland has confirmed that a plea for volunteers was to be placed in the Sedgefield News and it was agreed that a further month be given to them to enable them to seek such volunteers before any further decision is made.

8.8 Tree Works In Ceddesfeld Hall Grounds Recommendation Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Tree Works In Ceddesfeld Hall Grounds Recommendation Report. Treeworks to take place during 2020/21 were agreed as part of the Council's on-going programme of works in the grounds at Ceddesfeld Hall.

8.9 Sedgefield In Bloom / Parish Hall (letter from Mr Howard Smith, Sedgefield in Bloom dated 14th August 2019):

Prior to the meeting the Clerk had circulated to all a letter from Mr Howard Smith on behalf of the Sedgefield In Bloom Group relating to their usage of the Parish Hall and this was duly considered.

8.10 Service Level Agreement Between Spennymoor Youth & Community Centre and Sedgefield Town Council:

Prior to the meeting the Clerk had circulated to all the SLA being proposed between Spennymoor Youth & Community Centre and Sedgefield Town Council for the academic year September 2019 – July 2020. This was considered and approved.

8.11 B13 Notice of An Application To Register Easements or Other Rights (letter and attachment from Ms Kay McAvinnie, HM Land Registry (dated 25th August 2019):

Prior to the meeting the Clerk had circulated to all a letter and attachment from Ms Kay McAvinne of HM Land Registry regarding a B13 Notice of an Application to Register Easements or Other Rights in relation to Elm House, 23-25 Front Street, Sedgefield. This was considered.

The Chair thanked everyone for attending and closed the meeting at 9.14pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **SEPTEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held

At 7 pm in the **Council Offices**, Sedgefield, on

Monday 16th September 2019

Present

Cllr. Allan Blakemore (Chairman)

Cllr Chris Lines (Vice Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

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

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sedgefield and Hamminkeln Twinning Association:

Cllr Chris Lines reported that on Friday 13th September 2019 he and Cllr Mel Carr had met with Burgermeister Romanski and members of the Sedgefield Twinning Association. This had been a very useful initial meeting looking at the future of the twinning arrangements and a report will be prepared and presented at the October 2019 Community Development & Engagement Committee meeting.

RECOMMENDED:

To receive the information.

3.2 Potential Lighting/Signage Work Meeting Update:

A further meeting took place between the Clerk and Mr Tony Guest of the SCA on

Monday 19th August 2019 in order to discuss this matter further. Work is now underway to collate quotes. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.3 VE Day 2019 :

An initial brainstorming meeting took place on Tuesday 3rd September 2019 which was well attended by representatives from a range of groups/organisations from the Town. Unfortunately the veterans had not been represented, however, they had indicated they wanted to be involved and it is hoped that this will be the case. Individuals are now going back to their respective groups to share information. The next meeting will take place on 5th November 2019 and after that a more detailed report will be presented to the December 2019 Community Development & Engagement Committee meeting.

RECOMMENDED:

To receive the information.

3.4 November 2019 Fireworks Display:

The Fireworks Working Group continue to progress the delivery of this year's Display and their next meeting is on 26th September 2019. The Fireworks Working Group will present a report to the October 2019 Community Development & Engagement Committee meeting.

RECOMMENDED:

To receive the information.

4. Public Participation:

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

Mrs Julia Bowles reminded Cllrs that she had submitted a list of questions at the previous week's Monthly Meeting and asked for answers. The Clerk confirmed that answers to her questions had been emailed to her earlier that afternoon. Mrs Bowles said that she looked forward to reading those responses and would ask further questions/make comments if necessary. Mrs Bowles reported that she had recently been speaking to representatives from a Town Council in Yorkshire and they have a GIS system which they use to plot their

land, trees etc. Cllr Allan Blakemore replied that in his experience such system are very expensive and are potentially not financially feasible for the Town Council. The Clerk commented that in some instances for certain projects the Town Council has used the services of DCC's GIS section to produce maps detailing certain Town Council assets/information. Mrs Bowles thanked Chris Lines for the comments which he had recently sent through to the SVAG for consideration as part of the County Durham Plan examination process. Mrs Bowles said that the SVAG had already identified the issues which he highlighted in his comments.

Mrs Liz Mitchell said that she had seen the Monitoring Officer's Declaration of Result of Poll from the recent Sedgefield Plan Referendum and queried the number of electorate stated in the Parish as 3966 as she thought this seemed very low. The Clerk replied that such information is provided by DCC's Electoral Services who oversee the electoral roll.

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

5. Reports:

5.1 Sedgefield Youth Club Summer Sessions Feedback Verbal Report by Cllr Julie Towler:

Cllr Julie Towler was pleased to report that the additional sessions held over the school summer holidays had proved to be very popular with attendance figures at each session ranging from 7 – 18. A range of activities had been held ranging from crafts to games, baking and an escape room. The most popular activity had been baking and from these sessions a coffee morning was held which raised £218 equating to a profit of £150 once ingredient costs had been deducted.

RECOMMENDED:

To receive this information.

5.2 Sedgefield Youth Club Management Committee Update Verbal Report by Cllr Julie Towler:

Cllr Julie Towler reported that earlier that evening she had Chaired the Sedgefield Youth Club's Committee meeting. The Youth Club current has in its petty cash £276.60 and it was agreed by the Committee that £200 of that should be banked for safe-keeping until needed. An application for grant funding from the AAP equating to £2500 has been applied for to cover 4 weeks of youth sessions in summer 2020 which will include 1 trip per week. The Youth Club have confirmed that they would like to be involved with the Snow Party this year by hosting a bake sale and selling advent

calendars from the Parish Hall and also making a decorated Christmas Tree for display in the Hall for the duration of the festive period. In addition, the Club will also be involved at this year's Fireworks Display by selling Halloween themed baking. The Youth Club have confirmed that due to the number of resources that they now have that they no longer wish to proceed with purchasing a tennis table and will instead consider other ways in which remaining County Cllr funding can be used.

RECOMMENDED:

To receive this information.

5.3 Sedgefield Youth Club Grant Funding Applications Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Grant Funding Applications Update Report by the Projects & Media Co-ordinator. The Projects & Media Co-ordinator will continue to keep Cllrs updated regarding the Co-op Local Causes Fund and AAP Youth Fund Small Grants. With regard to the latter grant, Cllrs agreed that the success of additional youth sessions held over the summer of 2019 provided evidence of need for more during summer 2020.

RECOMMENDED:

To receive this information.

5.4 Town Council Coach Trip Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trip Report. Since the production of this report the Clerk confirmed that the second coach for this trip has been increased from a 24 seater to a 49 seater due to the demand for tickets.

RECOMMENDED:

To receive this information.

5.5 Snow Party Update Report by Town Clerk and Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report. The Clerk highlighted that due to the lack of volunteers to participate on the day that as many activities as possible would take place in doors at the Parish Hall, Ceddesfeld Hall and St Edmund's Church. There would not be a Snowman Parade but hopefully the incorporation of the Community College's into the Church service would provide an alternative festive feature.

Cllr Stephen Winter asked why the real Christmas tree in the churchyard at St Edmund's was not going to be used as the village's actual Christmas tree. Cllrs Mel Carr and Allan Blakemore outlined the historical problems with getting electricity/lighting to this area. The Clerk confirmed that the Rotary Club of Sedgefield have once again kindly offered to provide, install and decorate a Christmas tree for the Town.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Guides Bench (email from Mrs Julie Towler, Guide Leader dated 9th September 2019):

The Clerk read out an email from Mrs Julie Towler, Guide Leader dated 9th September 2019 in which she requested the Town Council's permission to decorate the Guide's bench with poppies ready for this year's Remembrance events. The bench would be decorated at the beginning of November and poppies removed the week after the 11th.

Cllr Allan Blakemore suggested that poppies could feature in the Town's VE Day 2020 commemorations and requested this matter be placed onto the agenda for the next meeting to consider this event.

RECOMMENDED:

i) To approve the Guide's request.

ii) Poppies as part of the 2020 VE Day celebrations to be considered at the next VE Day meeting on 5th November 2019.

The Chair thanked everyone for attending and closed the meeting at 7.16pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **SEPTEMBER ENVIRONMENT** of the **Council** held following the Community Development and Engagement meeting in the **Council Offices**, Sedgefield, on **Monday 16th September 2019**

Present

Cllr. Alf Walton (Chairman)

Cllr. Stephen Winter (Vice-Chairman) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Chris Lines, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

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

2. Declaration of interest:

None.

3. Matters of Information:

3.1 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.

RECOMMENDED:

To receive the information.

3.2 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 and the Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.3 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 19th September 2019. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.4 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.

3.5 Bench on Front Street:

Arrangements are in place to remove the wooden bench near to Sedgefield Methodist Church.

RECOMMENDED:

To receive the information and to close this matter.

3.6 Public Participation:

Concerns regarding the colour of Aubergine Café's frontage have been reported to DCC's Conservation Officer. This matter is being investigated and this matter will now be considered under the Monthly Meeting's agenda.

RECOMMENDED:

To receive the information and to close this matter.

3.7 Parking Restrictions in Sedgefield:

The Clerk informed Mr Peter Broxton of DCC that the Town Council does not have any funds and will not be providing any planters or benches for the build out at Stockton Road/Rectory Row. Further to this Mr Howard Smith has intimated that local residents may have funding for such and the Clerk has put him in direct contact with Mr Broxton.

The Clerk has informed Mr Broxton that the Town Council does not have any comment to make regarding parking around Durham House.

RECOMMENDED:

To receive the information and to close this matter.

3.8 County Durham Environment Awards 2019:

The Clerk submitted nominations in accordance with the Town Council's wishes.

RECOMMENDED:

To receive the information and to close this matter.

3.9 Malton Terrace Footpath:

The Town Council's gardening staff have been requested to repair the concreted area of footpath at this location under the supervision of Cllr Alf Walton. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.10 Request for consideration of Environment Committee:

The Clerk has liaised with Ms Throstle who has confirmed she was suggesting additional play equipment for KS3 children and above. This suggestion has been

forwarded to Mr Barrie Alderson of DCC for consideration.

The Estates Working Group will consider the current usage and potential future usage of Station Road Playing field at its next meeting and when ready bring recommendations back to Council.

The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.11 Planning Applications:

The Clerk has forwarded to DCC Planners comments in relation to planning applications DM/19/01959/FPA, DM/19/01960/LB and DM/19/01970/FPA

RECOMMENDED:

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 Julia Bowles said that she had noted the Town Council's response to her previously submitted question relating to the recent Hardwick Live event, i.e. that only one noise complaint had been received from a member of the public and this had been forwarded to DCC. Mrs Bowles expressed her concern that no telephone number was being publicised to the public through which they could have submitted their noise complaints and said that she knew Hardwick Hall Hotel were not recording noise complaints as she knew a lot of people who had complained and not heard anything further. Mrs Bowles said she had directly spoken to a Hardwick sound monitoring officer who had said that noise from the event had been above and beyond what was permitted on a couple of occasions. Mrs Bowles also expressed concern at the way in which people left the event and also the number of vehicles which had been broken into at the event's car parking area. Mrs Bowles said she would be contacting Mr Martin Haigh, DCC's Licensing Enforcement Officer, directly regarding these matters.

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

5. Reports:

5.1 Northumbria In Bloom Awards Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom Awards Update which informed Cllrs of the date, time and venue for the presentation of this year's and that Cllr Mel Carr will attend to represent the Town Council.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 B1278/A177 Salters Lane, Sedgefield – Request for Junction Improvements (letter from Mr David Battensby, DCC dated 17th July 2019):

Prior to the meeting the Clerk had circulated to all a letter from Mr David Battensby of DCC dated 17th July 2019 in which he provided his response as to why DCC would not be able to support Cllr Leo McCormack's suggestions for improving the junction at the B1278/A177. Cllr Alf Walton commented that whilst DCC could not support this proposal they did seem to have been able to find funding for the build-out of Rectory Row/Stockton Road junction which he felt was unnecessary work.

RECOMMENDED:

To receive this information.

6.2 Trees on Sedgefield Town Council Owned Land (email from Mr Simon McGinnety, DCC dated 23rd July 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Simon McGinnety, DCC's Tree Officer dated 23rd July 2019. It was noted that Mr McGinnety would be discussing with his manager the Town Council's request that he undertake a survey of all trees on Town Council owned land.

Cllr Mark Cant suggested that if Mr McGinnety was not able to undertake an entire tree survey in one go that a possible option could be for this to be completed over several years. Cllr Mel Carr commented that Front Street should be an initial area of focus for investigation. Cllr Allan Blakemore said reminded all that the purpose of such an exercise was to be able to link this to the Council's future budget setting so that appropriate allocations were made for treeworks and felt that such could have significant costs. It was agreed to await the response from Mr McGinnety following his discussions with his manager and at that point then consider the way forward.

Cllr Julie Towler expressed concerns regarding the state of an oak tree at Mitford Court which could require work within the next couple of years. The Clerk requested Cllr Towler to forward details of this tree and its exact location so that this could be investigated further.

RECOMMENDED:

- i) To receive this information.**
- ii) The Clerk to keep Cllrs updated following Mr McGinney's response.**
- iii) Cllr Towler to forward to the Clerk details of the tree at Mitford Court.**

6.3 Pledge to Reduce Single Use Plastics (email from Mr Steve Ragg, CDALC dated 16th July 2019):

Prior to the meeting the Clerk had forwarded to all an email from CDALC dated 16th July 2019 which was encouraging Town and Parish Councils to sign up to DCC's County Durham Single Use Plastics Pledge.

Cllr Chris Lines proposed Sedgefield Town Council sign up to this pledge and send a message showing that we are trying to reduce single use plastics. All Cllrs agreed with this proposal. The Clerk confirmed that staff try to undertake recycling wherever possible.

RECOMMENDED:

A recommendation to sign up to the County Durham Single Use Plastics Pledge be taken to the October 2019 P&R Committee meeting.

6.4 2019 [Playground Safety] Inspections (email and attachments from Mr Barrie Alderson, DCC dated 26th July 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Barrie Alderson of DCC dated 26th July 2019 which was accompanied by details of playground inspections undertaken via the Town Council's SLA with DCC during 2019. The Clerk confirmed that at this time there are no concerns regarding the play equipment at Eden Drive play area.

RECOMMENDED:

To receive this information.

6.5 Thank You (letter from Mrs Norma Neal, Sedgefield In Bloom dated 9th August 2019):

Prior to the meeting the Clerk had circulated to all a letter of thanks from the Sedgefield In Bloom Group dated 9th August 2019 for support received during the recent Northumbria and Britain In Bloom judging dates.

RECOMMENDED:

To receive this information.

6.6 Information For Changes To Environment Agency Water Resource Licensing (email from Ms Andrea Emsley, Environment Agency dated 20th August 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Andrea Emsley of the Environment Agency dated 20th August 2019 detailing changes to the Environment Agency's Water Resource Licensing process. The Clerk confirmed that all attachments which had accompanied this email had been issued electronically to all Cllrs for their prior consideration.

RECOMMENDED:

To receive this information.

6.7 Town and Country Planning Act 1990 (as amended) (letter from Ms Sally McDyer, DCC Enforcement Officer dated 11th September 2019):

The Clerk informed Cllrs that the Town Council had recently been made aware that a boundary fence at the back of 8 Elm Avenue, Sedgefield had been re-sited and that concerns had been raised regarding possible land encroachment as a result. The Clerk showed Cllrs photographs of this locality. This matter had been reported to DCC and read out Ms McDyer's subsequent letter in which she confirmed that this matter was being investigated. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

6.8 Skip (email from Ms Kate Stanley dated 16th September 2019):

The Clerk read out an email which she had received earlier that day from Ms Kate Stanley in which, following a telephone conversation with DCC, she was now questioning why Town Council permission was needed to place a skip outside her property on village green. The ongoing renovation of this property is being

hampered by lack of accessible skip. The Clerk had informed Ms Stanley that the land in question is village green owned by the Town Council and therefore not a matter for DCC to comment upon.

Cllrs agreed that it was important to protect the village green and its usage whilst also acknowledging that it is to the Town's benefit for properties to be well maintained and in the case of older properties refurbished in accordance with the requirements of the Conservation Area. It was acknowledged that whilst there may be access to the back of this property that it might not be the most accessible or suitable means to assist with the property's refurbishment. Cllrs Mark Cant and Chris Lines proposed that Ms Stanley be asked to make a formal request to the Town Council stating the definitive timescales for the siting and removal of the skip and to make it clear that the Town Council is not being obstructive but abiding by its duty to respect and protect areas of village green. On the basis that Ms Stanley can assure a skip would be located outside her property for no more than one month then Cllrs give the Clerk permission to grant this request upon receipt of written assurance. Cllrs agreed.

RECOMMENDED:

The Clerk to liaise with Ms Stanley to determine how long a skip is required for and, if within a one month maximum, then permission be granted with clear understanding that should any further skip be required the Town Council's permission must be sought.

ADDITIONAL INFORMATION:

The Clerk reminded all that at the previous week's Monthly Meeting it had been agreed to delegate consideration of the following planning application:

DM/19/02411/FPA – amended access road, change of use of land to form garden, proposed single storey extension, detached 4 block garage block, stable to the south west of the site, South Hallgate, Mordon:

Cllrs did not have any objection to this application.

RESOLVED:

The Clerk to duly inform DCC Planners.

The Chair thanked everyone for attending and closed the meeting at 7.55pm.