

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **OCTOBER**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
14th October 2019



Present	Cllr. Mel Carr (Chairman) Cllr Gloria Wills (Vice Chairman) and Cllrs. David Brown, Mark Cant, Ann Carr, Chris Lines, Alfred Walton, Mavis Wayman and Stephen Winter
Officer	Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Vanessa Carmichael, Leo McCormack and Julie Towler.

2. Declaration of interest:

None.

Cllr David Brown informed fellow Cllrs of the recent death of former Cllr and Mayor of Sedgefield, Mrs Linda Byrne. A minutes silence was held to remember Mrs Byrne.

3. STC Minutes / Committee Reports:

a. Minutes of the Personnel Committee held Monday 2nd September 2019:

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

b. Minutes of the Monthly Meeting held Monday 9th September 2019:

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

c. Minutes of P&R Committee held Monday 9th September 2019:

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

d. Minutes of the Community Development & Engagement Committee meeting held Monday 16th September 2019:

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

e. Minutes of the Environment Committee meeting held Monday 16th September 2019:

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

- f. **Minutes of the Estates Working Group meeting held Thursday 19th September 2019:**

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

- g. **Minutes of the Finance Working Group meeting held Thursday 26th September 2019:**

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

- h. **Minutes of the Fireworks Working Group meeting held on Thursday 26th September 2019:**

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

- i. **Minutes of the Policy & Records Management Working Group meeting held on Monday 30th September 2019:**

These were confirmed as a correct record (AC / GW)

- j. **Minutes of the Personnel Committee held Monday 30th September 2019:**

These were confirmed as a correct record (GW / AC)

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 (Build Outs):

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 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.

4.6 Public Participation:

Answers to Mrs Julia Bowles questions were emailed to her prior to the Community Development & Engagement Committee meeting held on Monday 16th September 2019.

The planning application relating to 5 Durham Road has been withdrawn. Ms Crompton does not require any attendance to an on-site meeting.

RESOLVED:

To receive this information and to close this matter.

- 4.7 County Durham Plan Examination Process:**
Cllrs did not submit any comments to the Clerk by the agreed deadline of 9am on Wednesday 11th September 2019 in response to their consideration of the Inspector's questions as circulated by Ms Feeney. The Clerk duly updated the SVAG and Cllr Wills of this outcome.

RESOLVED:

To receive this information and to close this matter.

- 4.8 Build Out at Rectory Row/Stockton Road Junction:**

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

RESOLVED:

To receive this information and to close this matter.

- 4.9 Aubergine Café:**

No further information has been received regarding the investigation by DCC of recent painting to the front of this property. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

- 4.10 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-4.

RESOLVED:

To receive this information and to close this matter.

- 4.11 Additional Planning Application:**

Planning application DM/19/02411/FPA was discussed at the Environment Committee meeting held on Monday 16th September 2019.

RESOLVED:

To receive this 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 October 2019 as well as Town Council and civic events until March 2020. The Clerk reported the Butterwick Road Cemetery Working Group meeting originally scheduled for Monday 21st October 2019 was now being rescheduled to November.

RESOLVED:

To receive this information.

6. Public Participation:

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

Mr Howard Smith reported that he along with Mr Alan Patterson, Mr Mike Petty and Mrs Liz Mitchell had attended a meeting at County Hall, Durham on Monday 30th September 2019 with Mr Adrian White of DCC and County Cllr John Robinson. This meeting had been to discuss the proposed buildout at Rectory Row/Stockton Road now that full costings are known and have been shared with the public as well as a statement of intention from a member of the public to share this with the Ombudsman. Following this meeting it has been confirmed that the originally planned large build-out at this junction will no longer go ahead but instead some minor work including the installation of a dropped kerb. DCC will draw up a new plan and will notify residents in the surrounding area once this had been done, however, it is likely that it will take 2-3 weeks for they can schedule an on-site visit to commence this work. Mr Smith said he had expressly asked for the Town Council to be included at that stage and DCC agreed. DCC acknowledged that the Town Council had submitted objections relating to the original build-out proposal. The Clerk confirmed that no information has been received from DCC regarding this matter as yet. Mr Smith concluded that during this meeting a passing comment had been made that a further meeting was taking place to discuss a A689, however, Mr Smith did not know anything further regarding that.

Mr Alan Patterson said that several months ago he had made the Town Council aware that a sandwich board advertising board was located outside the Dun Cow on village green land and noted that it still remained in the place. The Clerk replied that Cllrs were considering a number of village green issues as on-going work via the Policy & Resources Committee's agenda. Mr Patterson also expressed concerns at the ragged appearance of the area as a result of excessive advertising signage on the corner of the Jewsons site and asked the Town Council what powers it had in relation to this matter. The Clerk confirmed the Town Council had no powers for this, however, a number of other similar complaints had been

received and all had been forwarded to DCC asking them to investigate. The Clerk will forward Mr Patterson's complaint to DCC.

Cllr Mel Carr thanked the public for their comments and re-opened the meeting. Cllr Alf Walton expressed on behalf of the Town Council thanks for Mr Smith's work in relation to the proposed build-out of the junction at Rectory Row/Stockton Road.

7. Internal Reports:

7.1 Chairman's Report:

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

RESOLVED:

To receive this information.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a Mayor's Report.

RESOLVED:

To receive this information.

7.3 Town Councillor Resignation Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Town Councillor Resignation Report which detailed the procedure the Town Council is now following as a result of the recent resignation of Cllr Alda Hummelinck. The Clerk confirmed that DCC notices regarding this matter had been displayed around the Town and on the Council's website from 8th October 2019 and will remain until their deadline of 28th October 2019. At this point DCC will inform the Town Clerk as to whether an election is required or the vacancy can be filled by co-option. The Clerk proposed a further update report be brought to the November 2019 Monthly Meeting and that if appointment by co-option was to the way forward that a lengthy deadline date for volunteers be issued to make allowance for the forthcoming festive period. Cllrs agreed with the Clerk's proposal.

RESOLVED:

To receive this information.

8. External Reports:

8.1 East Durham Rural Corridor AAP Board Meeting 23rd September 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 23rd September 2019.

RESOLVED:

To receive this information.

9. Correspondence:

9.1. Land Adjacent To 16 Mitford Court (emails from Ms Rachel Lewis dated 24th September 2019):

Prior to the meeting the Clerk had circulated to all emails from Ms Rachel Lewis dated 24th September 2019 in which she provided further explanation regarding her wish to purchase land adjacent to 16 Mitford Court, a matter which had been considered by the Town Council at its September 2019 Monthly Meeting. Ms Lewis gave assurance that any such purchase would not affect the pathway or access to the nearby tarmaced area and trees.

RESOLVED:

The Clerk to inform Pani Herodotou of DCC that following consideration of the latest information by Ms Lewis, and providing there is definite confirmation that the existing pathway will remain in place allowing direct access to the tarmaced play area and trees for future maintenance purposes that the Town Council does not have any objections to the purchase of the land now being sought adjacent to 16 Mitford Court.

10. The Sedgefield Plan:

10.1 The Sedgefield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which detailed the successful outcome of the Plan's Community Referendum held on Thursday 12th September 2019 and the excellent turnout of 25.8%, considered to be a significant amount when bearing in mind the average turnout for such elsewhere in the County has been around 13%. The report went on to explain that DCC still need to officially 'make' The Sedgefield Plan by formally acknowledging the referendum's result. A report is going to Full DCC on 23rd October 2019 and after this Mr Stuart Carter will publish a Regulation 19 Decision Statement which will confirm The Sedgefield Plan has been made. This Statement will be displayed on both authorities

websites as well as a copy issued directly to everyone who has commented on the Plan during its statutory consultation processes. At this point the Plan will be updated from stating “Referendum Draft September 2019” to “Made (Adopted) by Durham County Council 23rd October 2019”. Following this work will commence to review the Plan’s dedicated website and to migrate key information to the Town Council’s website. Once done the Plan’s dedicated website can be closed and a redirection put in place.

With regards to the County Durham Local Plan, Cllr Gloria Wills reported the Examination In Public process would commence on 22nd October 2019 with all hearings taking place at the Glebe Centre in Murton. She reminded all that these hearings are open to the public so that they can attend and listen. Cllr Wills said that in her opinion the Inspector overseeing this examination was very methodical and had a different approach to the previous Inspector. Cllr Wills reminded all that if the Local Plan is achieved then The Sedgefield Plan will need to be aligned to it. Cllr Wills to keep Cllrs updated regarding the Examination In Public process and will table reports at future Council meetings if required.

RESOLVED:

To receive this information.

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/19/02781/TPO – T1 – Ash Tree – crown lift to 2.5m. T2 – Lime tree. Remove lower epicormics growth up to 2m. T3 – Sycamore tree. Prune lateral branches to clear the building by 2.5m. T4 – Horse Chestnut tree. Crown lift to 2.5m and prune lateral branches touching the roof back by 2.5m. T5 – Horse Chestnut tree. Prune low lateral branches back from the building by 2.5m, Willowdene Care Home, Lizard Lane, Sedgefield:

Cllrs did not have any objection to this application.

11.2 DM/19/02801/TPO – Crown lift to give 2m clearance to wall of Sycamore (T12), crown reduce by 4/6m reducing side weight to reduce chance of wind throw of Lime (T2), remove large hanger and if necessary reduce tree if stem is compromised from point of failure to Oak (T3) and removal of Chestnut (T4), Hardwick Hall Hotel, Sedgefield:

Cllrs did not have any objection to this application.

11.3 DM/19/02831/OUT – 12 dwellings (outline with details of access only), Land east of Community College, Hawthorn Road, Sedgefield:

Cllrs noted that in DCC's housing allocations documentation this particular site was showing as having 35 dwellings yet the planning application presented was for 12 self-build dwellings effectively meaning the loss of 23 potential dwellings in the Town's Built Up Area Boundary. Strong concerns were expressed regarding the proposal to remove the existing roundabout in this area and to replace it with a junction. This area of the Town already experiences significant congestion problems at peak times of the day from traffic and pedestrian accessing/leaving the Community College and the existing roundabout does at least play a part in trying to keep traffic flowing. A junction would not assist in this way and the extra mixed traffic, pedestrian and vehicles, from a housing development would exacerbate this further. In addition, it was noted that the planning application included the installation of a range of road safety items such as altering kerb lines and installing traffic calming measures all of which would add to congestion problems for the Community College and existing residents in this area of the Town. The existing pond within the area of land relating to this application already takes all rain water from the Community College and it is felt that it would not be able to cope with taking additional water from the development and therefore increasing the likelihood of flooding. Cllrs were concerned that development of this land for dwellings would take away any future opportunity for the Community College to expand. It was agreed to request this application be called in for determination by Planning Committee rather than by Delegated Officer. It was also agreed that Cllr Gloria Wills and the Clerk would jointly prepare a letter of objection to this application on behalf of the Town Council.

11.4 DM/19/02834/FPA – replacement of timber windows to front, 14 The Square, Sedgefield:

Cllrs did not have any objection to this application.

11.5 DM/19/02839/FPA – demolition of 2 no single storey garage buildings and construction of a two storey dwelling with associated parking and landscaping, 46 West End, Sedgefield:

Whilst it was acknowledged that this application would tidy up an unsightly area of the Town, Cllrs expressed concerns about the siting of the proposed dwelling within the plot as the gable end of the property would face the street/main road. Cllrs felt that it would be more appropriate for the proposed dwelling to face the street/main road to be a more natural fit with the line of the street. As this property falls within the Town's Conservation Area Cllrs would also like assurance that DCC's Conservation Officer is aware of these concerns and asked to investigate and give opinion.

- 11.6 **DM/19/03010/FPA – single storey side/rear extension and replacement garage, 12 Claremont Grove, Sedgefield:**
Cllrs did not have any objection to this application.
- 11.7 **DM/19/03074/FPA – first floor side extension and pitched tiled roof to front, 4 Orchard Close, Sedgefield:**
Cllrs did not have any objection to this application.
- 11.8 **DM/19/03104/TPO – T8 Pine – prune to cut back limb over property by up to 3m, T9 Sycamore – remove stem nearest house and lift crown to a height of 4m. T10 Pine – remove two lowest branches overhanging house and prune smaller branches overhanging house to clear by 2m, 16 The Gables, Sedgefield:**
Cllrs did not have any objection to this application.

RESOLVED:

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

ADDITIONAL PLANNING APPLICATION:

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

DM/19/02883/FPA – change of use from retail (A1) to personal training unit (D2), 14 Maughan Terrace, Fishburn

RESOLVED:

Cllrs to consider the above planning application and to delegate discussion of this to the Environment Committee meeting on Monday 21st October 2019.

The Chair thanked everyone for attending and closed the meeting at 7.41pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 14th October 2019**

Present **Cllr. Gloria Wills (Chairman)**
Cllr Mel Carr (Vice Chairman) and
Cllrs. David Brown, Mark Cant, Ann Carr, Chris Lines, Alfred Walton and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Vanessa Carmichael, Leo McCormack, Julie Towler and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sedgefield Town Council Corporate Plan:

This matter has also been discussed at a 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. The Clerk reported that information had been received in recent days and that this will be presented for consideration at the next Estates Working Group meeting in order that a recommendation can be brought to a future P&R Committee meeting regarding the ownership / maintenance of St Edmund's Churchyard. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Parish Hall Sound System:

Clockwork AV have fully installed the new sound system. LR Electrics have completed all electrical work. A joiner has been appointed to dismantle the cupboard on the stage. Discussions with Swanflight to create a new custom-made, secure, ventilated rack cabinet to house the necessary amps cabinet are on-going and hoped to be resolved soon so that this new system becomes fully operational. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 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.

3.6 Durham Records Office:

The Clerk has obtained the required costings from Durham Records Office for the binding of historic minutes and transfer costs to County Hall, Durham. Arrangements have been made for historic paper records to be transferred to the Durham Records Office in November 2019 as part of the Town Council's on-going work towards GDPR compliance. Discussions are on-going with DCC Officers regarding civic regalia held by the Town Council and its potential transfer to DCC. The Policy & Records Management Working Group to oversee this work as part of its remit towards GDPR compliance. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.7 Payment by BACS:

The Clerk is liaising with Barclays to make necessary changes to the Council's banking mandate to enable payment by BACS. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 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.

Cllr Alf Walton reported that a specific area of the willows at Station Road Playing field have been pruned down to approximately 2ft in height. It was agreed that this matter be considered at the next Estates Working Group meeting to decide whether to issue letters to residents whose properties border the willows. Cllr Mel Carr reported that a resident had expressed dismay at the state of the field following grass cutting which had left it looking like a ploughed field. The Clerk reminded all that the matter of grass cutting was on the next Estates Working Group meeting agenda.

RESOLVED:

To receive the information.

3.9 Youth Shelter:

A contractor has now been found who will reinstate the bin near to the Youth Shelter. Cllr Alf Walton reported that he had witnessed staff from The Impeccable Pig throwing cigarette butts over the wall to the Youth Shelter area. The Clerk was asked to write to Mr John Adamson to make him aware of this situation and request that it does not continue.

The owner of the hedge between the doctors surgery and the shops has been asked to remove the self-seeded trees. An email was received from Yuill Group on 27th September 2019 confirming that their Maintenance Supervisor will investigate this matter and work out a plan going forward.

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 Mr John Adamson in accordance with the Town Council's wishes.**

3.10 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.

RESOLVED:

To receive the information.

3.11 Expansion of Butterwick Road Cemetery:

Butterwick Road Cemetery Working Group are 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.

3.12 Sedgefield Community College – Academy Status:

Cllr Mel Carr to seek further clarification regarding the specific location of land being transferred from DCC to the Academy. Cllr Mel Carr to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Conclusion of External Audit 2018/19:

The “Conclusion of Audit” notice has been displayed from 10th September 2019 and will remain on display until 22nd October 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.14 Commonwealth War Graves Commission Signage:

The Town Clerk and Head Gardener & Cemetery Superintendent have submitted completed documentation to the Commonwealth War Graves Commission in order to have appropriate signage supplied for Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.15 The Pizza Castle / Village Green:

No reply has yet been received from DCC's legal department regarding the possibility of screening being erected without breaching the covenant imposed in and by the transfer of land of 14th November 2000. The Clerk has written to the owner of the property expressing thanks for the recent external painting and asked him to investigate the condition of the flue at the said of the Pizza Castle and to consider its safety/removal. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 North End Garage:

The Clerk has written to Mr and Mrs Theakston informing them that the Town Council is happy to renew its lease with them for North End Garage as is with the only exception being the increase in annual rent from £50 to £100. This was providing the lease was produced by the Town Council's solicitor with Mr and Mrs Theakston paying all costs. Mr and Mrs Theakston have accepted the Council's terms and to pay all costs. The Clerk has now issued an appropriate instruction to the Town Council's solicitor accordingly. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.17 Operation Bridge:

The Clerk has requested a meeting with a member of DCC's Civil Contingencies Unit and following such this matter will be progressed via the Policy & Records Management Working Group. The Policy & Records Management Working Group to bring to a future P&R Committee a recommendation report if required.

RESOLVED:

To receive this information and to close this matter.

3.18 Terrace Hill Funding:

The Clerk has liaised with Mrs Sheila Sutherland who has confirmed that despite two request to the local news no article has been published looking for volunteers to take over the outdoor bowling green project. Mrs Sutherland has forwarded the proposed article to the Clerk and this is to be included in the November 2019 edition of the

Sedgefield Extra. It is possible that volunteers could come forward as a result of this . The matter of Terrace Hill funding to be deferred until January 2020 to allow time for volunteers to come forward. The Clerk and Mrs Sutherland to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.19 Treeworks in Ceddesfeld Hall Grounds:

The Clerk has informed AW Treecare of the agreed treework to perform in the grounds of Ceddesfeld Hall in 2020.

RESOLVED:

To receive this information and to close this matter.

3.20 Sedgefield In Bloom / Parish Hall:

The Clerk has written to Mr Smith of the Sedgefield In Bloom Group in accordance with the Town Council's wishes.

RESOLVED:

To receive this information and to close this matter.

3.21 SLA – Town Council and Spennymoor Youth & Community Association:

Cllr Mel Carr has signed the SLA for the academic year 2019/20 with Spennymoor Youth & Community Association on behalf of the Town Council. The Clerk has forwarded this to the Association who have counter-signed and returned a copy for future reference.

RESOLVED:

To receive this information and to close this matter.

3.22 B13 Notice of Application To Register Easements or Other Rights:

The Town Council's solicitor has submitted an objection to this application and subsequently been requested by the Land Registry to provide further information. The Town Council's solicitor visited the site on Thursday 10th October 2019 and as a result has submitted further clarification stating that whilst the Town Council has no objection to the owners having a right to park outside their property and having access through the entire area of village green there will be no easement or other rights permitted as

this area is village green owned by the Town Council.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation:

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

5. Reports:

5.1 County Durham Single Use Plastics Pledge Recommendation Report by Environment Committee:

Prior to the meeting the Clerk had circulated to all County Durham Single Use Plastics Pledge Recommendation Report by the Environment Committee. It was agreed that the Town Council should sign up to this and play its part by reviewing its use of such plastic and seeking to reduce its use on a day to day basis as well as during community events. The Town Council would also encourage Parish Hall users to look at ways in which they could reduce their usage of single use plastic. Cllr Chris Lines suggested that Sedgefield Youth Club may wish to get involved in this initiative.

RESOLVED:

- i) Sedgefield Town Council to sign up to the County Durham Single Use Plastics Pledge and to promote this.**
- ii) Signing up to this Pledge will be promoted via the website, Twitter and the Sedgefield Extra.**
- iii) Sedgefield Youth Club's Management Committee be requested to consider this matter.**
- iv) Parish Hall Users to be requested to consider this matter.**

5.2 Publication Scheme Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Publication Scheme Recommendation Report by the Policy & Records Management Working Group. This Report detailed the suggested amendments to the Scheme identified during its annual review.

RESOLVED:

To adopt the reviewed Publication Scheme with immediate effect.

5.3 Code of Conduct Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Code of Conduct Recommendation Report by the Policy & Records Management Working Group. The report explained that following review no amendments were necessary.

RESOLVED:

To adopt the reviewed Code of Conduct with immediate effect.

5.4 Social Media Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Social Media Policy Recommendation Report by the Policy & Records Management Working Group. The report explained that following review the only minor amendment necessary was in relation to Section 8.5 to more accurately reflect the frequency of the Town Council's Twitter account. The Policy & Records Management Working Group respectfully reminded all Cllrs of the guidance in Section 8.6 of this Policy in relation to their own personal usage of social media.

Cllr Gloria Wills noted that in Section 8.1. reference is made to a Deputy Moderator for the Town Council's Twitter account and asked if this role had already been allocated. The Clerk confirmed that no allocation had been made and proposed that this be considered by the Personnel Committee.

RESOLVED:

- i) **To adopted the reviewed Social Media Policy with immediate effect.**
- ii) **The designation of a Deputy Moderator for the Town Council's Twitter account be considered by the Personnel Committee.**

5.5 Durham Local Councils Charter Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Durham Local Councils Charter Update Report to which was attached a copy of the recently updated Charter. Whilst it was positively recognized that the Charter had at long last been reviewed and reissued Cllrs were disappointed that no reference is made within the Charter to how this will be embedded and operated in practice within DCC and the Town/Parish Council sector nor any reference to future training or review. The Clerk reminded all that Cllr Allan Blakemore has previously spoken about CDALC Executive's Committee's desire for Town/Parish Council involvement in the distribution of Section

106 monies to be mandatory, however, this has not been reflected in the Charter. Cllr Gloria Wills questioned how effective the Local Councils Working Group was as a mechanism to reach all Town/Parish Councils.

RESOLVED:

To receive this information.

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

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 9th September 2019:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 9th September 2019 numbered 109589 to 109561. In addition, the Clerk distributed to all an updated cheques for approval list which added cheques numbered 109602 to 109613.

With regards to cheque number 109611 the Clerk explained this was to reimburse the Youth Club's Youth Worker for the purchase of materials to run a session.

RESOLVED:

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

6.2 Financial Budget Comparison as at 3rd October 2019:

RESOLVED:

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

6.3 Debtors List as at 3rd October 2019:

RESOLVED:

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

6.4 Direct Debits and BACS List for 1st – 30th September 2019:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th October 2019.

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

Prior to the meeting the Clerk had circulated to all a report presenting bank reconciliations for September 2019 and a Public Sector Deposit Fund reconciliation for August 2019. The Clerk circulated the Public Sector Deposit Fund reconciliation for September 2019 which had been undertaken in order to be able to lock all accounts in order to submit a six monthly VAT reclaim.

RESOLVED:

To receive the 1st September 2019 – 30th September 2019 bank reconciliations and the 1st August 2019 – 31st August 2019 and 1st September 2019 – 30th September 2019 Public Sector Deposit Fund Reconciliations.

6.6 External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all an External Grant Funding Policy & Procedures Recommendation Report by the Policy & Records Management Working Group. This report confirmed that a review of this Policy and procedures had taken place and that no content amendments were required at this time other than to update the footer to reflect the annual review.

RESOLVED:

To adopt the reviewed External Grant Funding Policy & Procedures with immediate effect.

7. Correspondence:

7.1 Trustee Nomination – Sedgefield Charities (email from Mr John Hannon, Sedgefield Charities dated 10th October 2019):

The read out an email from Mr John Hannon of Sedgefield Charities requesting the Town Council nominate an alternative Trustee following the recent resignation of Alda Humelinck. Whilst there is a Charities meeting taking place on Wednesday 16th October 2019 it was recognized that this would be too short notice to brief someone so Mr Hannon suggested an alternative Trustee be identified before the Charities next meeting in March. Due to the number of Cllrs missing from the P&R Committee meeting, Cllr Chris Lines proposed that this matter be discussed at the November 2019 Monthly Meeting in order to allow all Cllrs the opportunity to be nominated.

RESOLVED:

This matter to be considered at the November 2019 Monthly Meeting.

8. Training:

8.1 Durham Community Action Training Brochure:

Prior to the meeting the Clerk had circulated to all for their information a copy of Durham Community Action's latest Training Brochure.

RESOLVED:

To receive this information.

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

9. Consideration of Reports Exempt from Public:

9.1. Parish Hall Security Officer Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Parish Hall Security Officer Update Report by the Personnel Committee.

RESOLVED:

To receive this information.

9.2 Butterwick Road Cemetery – Amended Rules and Regulations Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Update Report which reminded Cllrs of the background to this issue and the resolutions made at the September 2019 P&R Committee meeting and proposed actions as a result of those resolutions.

9.3 The Pickled Parson / Village Green Usage Update Report by Cllrs Mel Carr and Gloria Wills plus Town Clerk:

A report was considered which gave Cllrs the latest information regarding the area of village green next to The Pickled Parson in order that a way forward could be

agreed.

The Chair thanked everyone for attending and closed the meeting at 9.11pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment Committee Meeting in the **Council Offices**, Sedgefield, on **Monday 21st October 2019**

Present	Cllr Chris Lines (Chairman) and Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Alfred Walton, Mavis Wayman and Stephen Winter
Officer	Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Leo McCormack, Julie Towler and Gloria Wills.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 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.

3.2 VE Day 2019 :

The next meeting to consider this event in the Town will take place on Tuesday 5th November 2019. Cllr Allan Blakemore to bring a report on this matter to the November 2019 CD&E Committee meeting.

RECOMMENDED:

To receive the information.

3.3 Sedgefield Youth Club Grant Funding Applications:

No further information has yet been received regarding the Youth Club's funding application to the AAP Youth Fund Small Grants. The Clerk reported that earlier on 21st October 2019 an email had been received from the Co-op Community Team stating that Sedgefield Youth Club had been chosen to benefit from the next round of the Co-op Local Community Fund. The funding round will open on 27th October 2019 and close on 24th October 2020. During that time Co-op members will be able to choose Sedgefield Youth Club as one of their local causes. Promotional materials will be produced and circulated around the Town to highlight this initiative. The Projects & Media Co-ordinator to keep Cllrs updated on these matters. Cllr Chris Lines congratulated the Projects & Media Co-ordinator for her work in this matter and said it provided an excellent opportunity for the Youth Club.

RECOMMENDED:

To receive the information.

3.4 Town Council Coach Trip:

The Clerk reported that 4 tickets remain unsold for the Town Council's forthcoming coach trip to York. A report regarding this trip will be brought to the December 2019 CD&E Committee for consideration.

RECOMMENDED:

To receive the information.

3.5 Guides Bench:

The Clerk has informed Sedgefield Guides that they have the Town Council's permission to place poppies on their bench from the beginning of November until the week after the 11th.

The issue of poppies as part of the 2020 VE Day celebrations to be considered at the next VE Day meeting on 5th November 2019.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Chris Lines, closed the meeting for the public to give their views and comments. The member of the public present did not wish to make any comment. Cllr

Lines re-opened the meeting.

5. Reports:

5.1 Twinning Partnership with Hamminkeln Report by Cllrs Mel Carr and Chris Lines:

Prior to the meeting the Clerk had circulated to all a Twinning Partnership with Hamminkeln Report by Cllrs Mel Carr and Chris Lines.

RECOMMENDED:

- i) The Town Council to appoint a Sedgefield Twinning Association representative to replace former Cllr Alda Hummelinck and this matter to be discussed at the November 2019 Monthly Meeting.**
- ii) The Town Clerk to assign a member of staff to be the official contact for the Burgermeister of Hamminkeln's Office.**
- iii) Cllr Chris Lines to work with a nominated member of Town Council staff and offer appropriate support to Sedgefield Twinning Association in developing a programme for the official visit from Hamminkeln in May 2020.**
- iv) Cllr Chris Lines to update the Sedgefield Twinning Association.**

5.2 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group:

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council's Annual Fireworks Display Update Report by the Fireworks Working Group. Since the production of this report the Clerk explained that the Town Council's appointed stewarding contractors, whose services have been used for several years, recently went into administration. The Clerk has spent considerable time over the last fortnight seeking an alternative stewarding company and checking their insurance cover. The Clerk confirmed that an alternative stewarding company has now been appointed and that she has met on-site with representatives. The Clerk also confirmed that, as a result of the Bloom Group's woodland walk in the grounds of Ceddesfeld Hall that additional fencing is going to be required around the bed area next to the archway onto the Hall's grassed terrace to try to deter attendees from walking over the planted area. Finally, the Clerk reported that with regret the Scouts, due to lack of volunteers, have had to pull out of this year's event and therefore there would not be any provision of hot dogs and hot chocolate. Cllrs were disappointed but understood that the Scouts hoped to participate in future years. Cllrs made several suggestions for potential alternative supplies of hot food, however, it was agreed that due to timings and logistics, coupled with other Town Council commitments between

now and the date of the Display and the relatively small duration of the actual Display that this year's event would proceed without any food provision. Sedgefield Youth Club will be in attendance selling baked items and there are a wide array of eating establishments within the Town's centre for attendees to visit before or after the Display should they wish.

RECOMMENDED:

To receive the information.

5.3 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. With regards to the provision of catering as part of the Craft Fayre at Ceddesfeld Hall the Clerk reported that as yet no community group has been found who is able to provide this service. A small number of groups are still to be approached, however, if no volunteer is found then the Fayre will go ahead without catering but it is hoped that the bar at Ceddesfeld Hall could be open for cold drinks.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Poppies Request (from Mrs Jean Easson dated 20th September 2019):

Prior to the meeting the Clerk had circulated to all an email from Mrs Jean Easson dated 20th September 2019 seeking the Town Council's permission for the local craft group to display knitted poppies around the war memorial fencing similar to the display of 2018. The Clerk confirmed that this year instead of the poppies being individually tied to the railings they would instead be stitched onto invisible netting. Cllrs agreed to this request and for the poppies to be displayed from 31st October 2019 – 15th November 2019. The Clerk to inform Mrs Easson.

RECOMMENDED:

To receive this information.

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

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the
Council held at 7pm in the **Council Offices**, Sedgefield, on
Monday 21st October 2019

Present	Cllr. Alf Walton (Chairman) Cllr. Stephen Winter (Vice-Chairman) and Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Chris Lines, and Mavis Wayman
Officer	Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Leo McCormack, Julie Towler 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 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 Malton Terrace Footpath:

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

RECOMMENDED:

To receive the information.

3.6 Request for consideration of Environment Committee:

The Estates Working Group are considering the current usage and potential future usage of Station Road Playing field and when ready will bring a recommendation back

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

RECOMMENDED:

To receive the information.

3.7 Public Participation:

A member of the public asked why the re-installation of lighting between Sedgefield and Fishburn as part of the development of the old Community Hospital had not yet taken place. The Clerk referred this matter to County Cllr David Brown for investigation. Ms Susan Gettings of DCC emailed on 30th September 2019 to confirm that whilst there is a confirmation that the works are to be done there is unfortunately at present no timescale for this scheme.

RECOMMENDED:

To receive the information and to close this matter.

3.8 Trees on Sedgefield Town Council Owned Land:

The Clerk is awaiting a response from Mr Simon McGinnety of DCC regarding the Town Council's request for a survey on all trees on Town Council owned land.

Cllr Julie Towler has forwarded to the Clerk details and photographs of an oak tree at Mitford Court which could require work within the next couple of years. The Clerk has forwarded this information to Mr McGinnety who has confirmed that he will investigate and advise the Town Council accordingly.

The Clerk to keep Cllrs updated on these matters.

RECOMMENDED:

To receive the information.

3.9 Pledge To Reduce Single Use Plastics:

A report recommending that the Town Council signs up to this pledge was considered and approved at the October 2019 P&R Committee meeting.

RECOMMENDED:

To receive the information and to close this matter.

3.10 Town and Country Planning Act 1990:

The Clerk read out an email received from Ms Sally McDyer of DCC dated 15th October 2019 informing the Town Council that an investigation is underway regarding land encroachment at the rear of 8 Elm Avenue, Sedgefield. Ms McDyer to keep the Town Council updated regarding this matter.

RECOMMENDED:

To receive the information.

3.11 Skip at 5 Church View, Sedgefield:

The Clerk had liaised with the property owners and determined that a skip was required for a period of 4 weeks. The property owners are very grateful for the Town Council's understanding as their property is entirely landlocked at this point in time. A skip was sited on 26th September 2019 and will be removed by 23rd October 2019. If a further skip is required then a formal request will be made with clear explanation.

RECOMMENDED:

To receive the information and to close this matter.

3.12 Planning Application:

The Clerk has forwarded to DCC Planners comments in relation to planning application DM/19/02411/FPA.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Alf Walton said that before closing the meeting for the public to give their views and comments he wished to record his and the Town Council's thanks to the Sedgefield In Bloom Group for their success in the recent Northumbria In Bloom competition. Cllr Walton then closed the meeting.

Mr Howard Smith thanked the Town Council for all the support which it gives to the Sedgefield In Bloom Group. Mr Smith also expressed thanks to Mr Stephen Young and Mr Ben Gray of the Town Council's staff for their hard work in this year's Bloom competitions and noted that they were already now working on spring planting. Mr Smith said that once again the Town Council and Bloom Group had worked well together. Mr Smith reported that further to the update he had given at the previous week's Monthly Meeting, no further information

had yet been received from DCC regarding the junction at Stockton Road/Rectory Row. The Clerk confirmed that the Town Council had also not received any further information. Mr Smith said that he would continue to keep the Town Council updated. Mr Smith reported that Bloom Group members had seen a number of holes appearing on the Church Bank from the takeaway leading to the 3 tiered planter as well as by the convenience store. Cllr Alf Walton said that he would investigate these and monitor. Mr Smith confirmed that the Bloom Group have already plugged these with wire.

Cllr Walton thanked the member of 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 Report which detailed the impressive results achieved by Sedgefield in the 2019 competition. Cllrs congratulated Town Council gardening staff and the Bloom Group for their sterling work.

Cllr Mel Carr noted that within the Northumbria In Bloom Judges Marking Sheet attached to the report was a reference to the 3 large beds on the village green potentially benefitting from having taller plants within them. The Clerk acknowledged this comment and said that whilst similar references have been made in previous years, historically such plants have been included and been vandalized/damaged. The Clerk reminded all that the central village greens are working areas used throughout the year for several events and such usage does have an impact upon what type of plants work for the surroundings. The Clerk said that this matter would be discussed at the next Joint Town Council/Bloom Group meeting on 31st October 2019. Cllr Mel Carr also noted that within the environmental responsibility section of the Judges Report was reference to the Bloom Group's on-going development of a woodland walk through the grounds of Ceddesfeld Hall and suggested that the Bloom Group may wish to explore funding to assist them in the form of Section 106 money or from local County Cllrs. The Clerk will forward these suggestions to the Chair of the Bloom Group.

RECOMMENDED:

To receive this information.

5.2 Britain In Bloom Awards Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Britain In Bloom Awards Report

confirming that the announcement of this year's winners would take place on Friday 25th October 2019 at a ceremony in London. The Clerk confirmed that several members of the Sedgefield In Bloom Group would be attending the ceremony. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Take Climate Action In Your Community (email from Mr Simon Bowens, Friends of the Earth dated 2nd September 2019):

Prior to the meeting the Clerk had circulated to all a Take Climate Action In Your Community email from Mr Simon Bowens of Friends of the Earth dated 2nd September 2019. Cllr Chris Lines proposed that this information be shared with the Town's Greener Sedgefield Group along with details of the County Durham Single Use Plastics Pledge. All Cllrs agreed.

Cllr Stephen Winter said that he was a great supporter of environmental initiatives and welcomed activities being joined together. Cllr Winter said that he would like to see the Town Council reduce its paper usage.

RECOMMENDED:

Cllr Chris Lines to forward to the Clerk contact details for the Greener Sedgefield Group in order that information can be shared.

6.2 Flooding Investigations In Sedgefield (email from Loren Jennings, Northumbrian Water dated 17th October 2019):

The Clerk read out an email received from Loren Jennings of Northumbrian Water dated 17th October 2019 informing the Town Council that NWL are to begin a strategic study within the Sedgefield drainage area to identify flood risk reduction projects which can be implemented jointly by NWL, Durham County Council and the Environment Agency. As a courtesy a briefing meeting was being offered to the Town Council to inform them of the proposed work.

RECOMMENDED:

- i) **To receive the information.**
- ii) **Cllrs Alf Walton and Mavis Wayman to represent the Town Council and to attend a meeting with Loren Jennings.**

- iii) Cllrs Alf Walton and Mavis Wayman to keep other Cllrs updated on this matter.

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/19/02883/FPA – change of use from retail (A1) to personal training unit (D2), 14 Maughan Terrace, Fishburn:

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 7.18pm.

APPROVED