

SEDGEFIELD TOWN COUNCIL



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

Present **Cllr. Chris Lines (Chairman) and:**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Alfred Walton, Mavis Wayman
and Stephen Winter

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, Leo McCormack, Julie Towler and Gloria Wills.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

**a. Minutes of the Policy & Records Management Working Group meeting held
Thursday 7th November 2019:**

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

**b. Minutes of Butterwick Road Cemetery Working Group meeting held Thursday
7th November 2019:**

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

c. Minutes of the Personnel committee meeting held Monday 11th November 2019:

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

d. Minutes of the Monthly meeting held Monday 11th November 2019:

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

e. Minutes of the P&R committee held Monday 11th November 2019:

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

**f. Minutes of the Community Development & Engagement committee meeting
held Monday 18th November 2019:**

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

g. Minutes of the Environment committee meeting held Monday 18th November

2019:

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

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 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 the information.

4.7 Public Participation:

No information has been received from DCC regarding the proposed/amended/cancelled plans for the junction at Stockton Road/Rectory Row. However, following comments made by public at November 2019 Environment Committee meeting, DCC have confirmed that an amended proposal is with Mr Adrian White (DCC's Head of Transport & Contract Services). Mr White has met with objectors to the original proposal and is arranging to meet with those in favour of the original plans with County Cllr John Robinson in attendance. DCC have confirmed that when appropriate they will share a copy of the amended proposal with the Town Council. The amended proposal will be a similar layout but with an extension to the footway rather than a full buildout. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.8 Public Participation:

The owner of the Post Office had contacted the Town Clerk who had in turn directed his correspondence to DCC Parking Officers.

RESOLVED:

To receive the information and to close this matter.

4.9 Mayor's Report:

A letter of thanks has been sent to Mr David Hillerby.

RESOLVED:

To receive the information and to close this matter.

4.10 Town Cllr Vacancy:

Notices of Casual Vacancy has been displayed on the Town Council's website, noticeboard and offices from 13th November 2019 and will remain there until the closing date of 31st January 2020. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.11 STC Representative Vacancies:

The Clerk has informed the Sedgefield Charities that Cllr David Brown is the Town Council's new representative on "The Sedgefield District Relief In Need Charity" and "The Howle Hope Estates". The Clerk has informed Sedgefield Twinning Association that the town Council's new representative is Cllr Stephen Winter.

RESOLVED:

To receive the information and to close this matter.

4.12 DCC Policy on New Housing Development Speed Limits:

The Clerk has written to Mr Adrian White of DCC in accordance with the Town Council's wishes. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

The Clerk has circulated to all electronically a copy of the House of Commons Briefing Paper "Speed Limits In England" (September 2017).

Cllr Stephen Winter to liaise with residents living in the new development near Eden Drive. Cllr Stephen Winter to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.13 Sedgefield Community College – Grant Funding Novation:

The Clerk has made Ms Jane Merritt of DCC aware of the Town Council's meeting date in December and deadline date for inclusion of information in Committee packs. No information has been received, however, the Clerk has made Ms Merritt aware of the Council's meeting date in January and deadline date for inclusion of information in packs. See associated agenda item 9.2 with enquiry from Sedgefield Tennis Club.

The Clerk contacted ADP Architect and requested a meeting with someone from the Community College to explain the Academy proposals now being considered and their implications. See agenda item 9.1.

RESOLVED:

To receive the information.

4.14 Current Planning Applications:

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

RESOLVED:

To receive the information and to close this matter.

4.15 Additional Planning Application:

Planning applications DM/19/02736/FPA , DM/19/03470/TPO and DM/19/03499/FPA were discussed at the Environment Committee meeting held on Monday 18th November 2019.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

5.1 Dates of December 2019 Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in December 2019 and civic events until October 2020.

RESOLVED:

To receive the information.

5.2 Dates & Times of Meetings of the Council 2020/21:

Prior to the meeting the Clerk had circulated to all a programme of Council Committee meetings from May 2020 until April 2021.

RESOLVED:

To receive the information.

6. Public Participation:

The Chairman, Cllr Chris Lines closed the meeting whilst the public gave their views and comments.

A member of the public said that she did not believe that the public consultation relating to the proposed academization of Sedgefield Community College had been done correctly. She understood that for such consultation an allocation of £25,000 was given by central government with clear guidance and criteria which she read out. Such consultation should include staff members, parents, pupils and the wider local community as well as feeder schools. She confirmed that she had raised her concerns with County Cllr John Robinson who had replied stating that Cllr Mel Carr had said this approach was an excellent model and the Town Council supported it. This member of the public had attempted on several occasions to speak to the architect overseeing this matter but had not any success. She had then telephoned the architect's head office in London and been advised that someone would return her calls, however, as yet that has not happened. The member of the public asked the Town Council to contact the Department of Education stating the College's consultation had not been done correctly and request the move to academy status be put on hold. The Chair informed the member of the public that this matter is to be discussed later in the meeting's agenda. The member of the public then asked who was responsible for putting up new lights in the Town along North End and how was this being paid for? The Clerk replied that this work was being undertaken by DCC as part of their scheduled work and was being funded by them. The member of the public advised that she would submit to DCC an FOI to

determine the cost of this work as she was surprised that such lighting was being replaced when it had not been in place for very long when compared to other lighting columns in the Town. The member of the public asked if the Town Council had received any further information regarding a potential new premises licence for Hardwick Hall as she had not received any responses to several emails she had submitted to DCC regarding this matter. The Clerk replied that no further update had yet been received from DCC.

A member of the public said he was aware of several residents living in the St Edmund's Green area of the Town who had not known about the College's proposed academization even though they could be impacted by those plans. With regards to the replacement lamp posts, he understood that DCC were doing this work in Conservation Areas but expressed his disappointment that instead of one contractor being able to install, connect then remove obsolete columns that multiple contractors had been used.

A member of the public asked if DCC were statutorily obliged to notify the Town Council whenever they were performing work in the Town. The Clerk said that DCC were not statutorily obliged.

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

Cllr Alf Walton pointed out that whilst DCC were replacing relatively new lights along North End that nothing seemed to be done about the lights along Station Road which had been out for several weeks or other lights in the Town which were far older.

Cllr Allan Blakemore pointed out that Mel Carr is a Governor at Sedgefield Community College in a personal capacity and not as a Town Council representative. The Clerk confirmed that this was correct.

7. Internal Reports:

7.1 Chairman's Report:

The Clerk reported that no Chairman's Report had been produced since the last meeting, however, Cllr Gloria Wills had performed the role of Chair of the Council in the absence of Cllr Mel Carr. Cllr Wills had sent a message wishing all Cllrs a Merry Christmas and Happy New Year as well as thanking them for their work over 2019.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Clerk reported that since the production of Committee packs a Mayor's report had been received in which Cllr Leo McCormack detailed his activities since the Monthly Meeting.

RESOLVED:

The Clerk to circulate electronically to all Cllrs a copy of the Mayor's Report.

8. External Reports:

8.1 DCC County Cllr Report by County Cllr John Robinson:

Prior to the meeting the Clerk had circulated to all a DCC County Cllr Report by County Cllr John Robinson.

In relation to item 11 in this report, Cllr Allan Blakemore noted that both local County Cllrs were willing to support the Town's VE 75th anniversary commemorations. Cllr Blakemore confirmed that he has liaised with the local AAP in order to find out how such financial assistance can be obtained. The AAP have confirmed that such funding would be from 2019/20 revenue grants which would then be allocated for use in 2020/21. Cllr Blakemore to keep Cllrs updated on this matter via future Community Development & Engagement Committee agendas.

Cllr Stephen Winter commented in relation to item 7 of this report that Mr Geoff Robinson, with effect from 27th November 2019, is the new Head Teacher at Sedgefield Community College following Mr Davies recent resignation and appointment as new Secondary Education Adviser to the Laidlaw Trust. Cllr Winter said that he was also pleased to note that County Cllr Robinson had requested the recent hot food takeaway planning application in the Town had been called in for consideration by Planning Committee.

Cllr Alf Walton disagreed with the comments made in item 8 the Community College had completed their due diligence and consultation process in regard to becoming an academy.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Sedgefield Community College (email from Mr D Davies, Head Teacher dated 26th November 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr David Davies of Sedgefield Community College dated 26th November 2019. The Clerk explained that several dates/times had been offered in order to hold a Special Town Council meeting at which representatives from the College and their architects could attend to explain the proposed academization process and answer Cllr questions. Members of the public could also attend to observe. Unfortunately, none of the dates/times offered had been suitable and, as the Clerk advised all Cllrs via email on 5th December 2019, Mr Davies had now requested that any comments/questions from the Town Council be submitted to the College's architect by 13th December 2019. The Clerk had asked all Cllrs to forward to her by the morning of 9th December 2019 their comments in order that these could be considered at the Monthly Meeting that evening. The Clerk confirmed that Cllr Stephen Winter had submitted comments which he had also shared with fellow Cllrs for their consideration. All Cllrs agreed with the questions posted by Cllr Winter. Cllr Mavis Wayman expressed her concerns regarding increased traffic and its associated problems as well as seeking clarification regarding the authority of the College's Head Teacher when in part of a wider academy trust. The Clerk reminded all Cllrs of Cllr Gloria Wills previously stated concerns regarding the potential implications of land transfer and loss of facilities from the Town as well as matters relating to the creation of a Teacher Training hub.

Cllr Chris Lines said that whilst the Town Council cannot compel the Community College or the architect to attend a meeting, it did have the opportunity to submit its questions. The Clerk was asked to submit those comments raised by Cllrs. The Clerk also suggested that a reference also be made to concerns raised by members of the public regarding the College's consultation process with the wider community. Cllrs agreed but also advised concerned members of the public to directly submit their concerns to Mr David Davies at the Community College.

RESOLVED:

The Clerk to write to Mr David Davies and the College's architect.

9.2 Sedgefield Tennis Club and the Community College (email from Mr Ian Taylor dated 28th November 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Ian Taylor of Sedgefield Tennis Club dated 28th November 2019 in which he offered to share his knowledge of the Tennis Club at its Sedgefield Community College location with associated grant funding history. Cllrs were very grateful to Mr Taylor for his offer and requested that the Clerk schedule a meeting and invite Cllrs.

RESOLVED:

The Clerk to schedule a meeting with Mr Taylor and invite Cllrs.

9.3 Eden Gardens Sedgefield Public Right of Way (email from Mr David Abercrombie, Taylor Wimpey dated 9th December 2019):

The Clerk read out an email received from Mr David Abercrombie of Taylor Wimpey received 9th December 2019 in which he requested the opportunity to meet with the Town Council to explain some changes to a right of way diversion before it is submitted to DCC. The Clerk confirmed that she is now in discussions with Mr Abercrombie to schedule a Special Town Council meeting and will keep Cllrs updated on this matter.

Cllr Allan Blakemore said that it was disappointing that such a matter had not been dealt with prior to any building work starting on the site.

RESOLVED:

To receive this information.

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 presented a proposed page for the Plan on the Town Council's website enabling the Plan's dedicated website to be closed down from the end of December 2019. The Clerk confirmed the closure of the Plan's current website and its new location would be promoted through Twitter and the next edition of the Sedgefield Extra.

Cllr Allan Blakemore asked how much creating an additional page on the Town Council's website would cost. The Clerk replied that a page was already in place and the content and design to populate that could be done in-house. The Clerk also made

Cllrs aware of the cost savings by not renewing the domain names linked previously to The Sedgefield Plan.

Cllr Chris Lines expressed thanks to the Projects & Media Co-ordinator for her work in this matter.

RESOLVED:

- i) The new Sedgefield Plan page to be created on the Town Council's website.**
- ii) The Clerk to issue instruction to not renew domain names linked previously to The Sedgefield Plan and the existing website to be closed down at the end of December 2019.**
- iii) The Plan's new location to be promoted via Twitter and the Sedgefield Extra.**

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/19/03582/FPA – replacement of timber conservatory with PVCu conservatory to front, 2 Hardwick Mews, West Park Lane, Sedgefield:

Cllrs did not have any objection to this application.

11.2 DM/19/03637/FPA – erection of aircraft hanger, land at rear of Airfield Cottage, Bishop Middleham:

Cllrs did not have any objection to this application.

11.3 DM/19/03646/FPA – erection of aircraft hanger, land at rear of Airfield Cottage, Bishop Middleham:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-3 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 by DCC since the production of Committee packs:

Dm/19/03735/TPO – T1 Lime – 15% 1m crown reduction to east side. T2 Sycamore – Tidy up poor pruning cuts to achieve the BS3998 standard. T3 Cherry – Fell. T4 Sweet Chestnut – 15% 1m crown reduction on north-east side, pruning cuts of soft growth up to 75mm at point of attachment, 7 Durham Road, Sedgefield.

RESOLVED:

Cllrs to forward any comments regarding the above planning application to the Clerk by no later than Monday 16th December 2019.

The Chair thanked everyone for attending and wished all Cllrs a Merry Christmas and a Happy New Year before closing the meeting at 7.33pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



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

Present

Cllr. Chris Lines (Chairman) and:

Cllrs. Allan Blakemore, David Brown, Mark Cant, Alfred Walton, Mavis Wayman and Stephen Winter.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, Leo McCormack, Julie Towler and Gloria Wills.

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 recognized 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, however, it has previously been agreed that this would not occur whilst the Council was operating with any Cllr vacancy. 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:

The Estates Working Group have requested further information from the Church. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Parish Hall Sound System:

This matter is now finalized.

RESOLVED:

To receive the information and to close this matter.

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 Policy & Records Management Working Group continue to oversee the Council's work towards GDPR compliance. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.7 Payment by BACS:

Discussions continue with Barclays to amend the Council's banking mandate to permit payment by BACS. The Clerk 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.

RESOLVED:

To receive the information.

3.9 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 informed Cllrs that she had been contacted earlier that day by a resident who had experienced noise disturbances over several days recently which she believed was from the temporary marquee used to host Christmas evening events. The Clerk has now put this resident into direct contact with Mr Martin Haigh for his investigation with a request that the Town Council be kept updated. Cllr Chris Lines confirmed that a member of the public had also contacted him over the weekend and he had advised them to follow the procedure for reporting noise disturbance as

detailed on the back page of the Sedgefield Extra to ensure that it is logged appropriately for investigation. Cllr Alf Walton confirmed that a temporary marquee had been erected at the old stables/courtyard area of Hardwick Hall. Cllr Allan Blakemore said that it seemed like the Hardwick Hall are increasing their number of events and he was concerned that the impact of this could result in a wider range of problems for the local area, e.g. increased traffic, increased pedestrian movement, anti-social behavior issues. Cllr Mark Cant suggested that in the next edition of the Sedgefield Extra a more prominent reminder is shown detailing how noise disturbance should be reported. Cllrs agreed.

RESOLVED:

To receive the information.



3.10 Expansion of Butterwick Road Cemetery:

A planning application has been submitted to DCC. A Section 106 application form has been requested from Mr Stephen Reed of DCC and will be completed upon receipt and submitted for consideration. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.



3.11 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 DCC's Conservation Officer asking him if he can find out the likely timescale for getting a response on this matter and had received confirmation earlier that day that a DCC legal representative had been allocated for investigating this matter. The Clerk to keep Cllrs updated on this matter.

The Clerk has also made DCC's Conservation Officer aware of the Town Council's concerns regarding the condition of the flue at the side of the Pizza Castle and that no responses have been received from the property owner. The Conservation Officer had requested Building Control colleagues inspect the building and confirmation had been received from the Conservation Officer on 4th December 2019 that an inspection

had found the flue was not considered to be dangerous, however, the inspector was going to write to the owner and ask for it to be removed before it became dangerous. Cllr Alf Walton said that he did not agree with the inspector's findings.

RESOLVED:

To receive the information.

3.12 North End Garage:

The Town Council's solicitor is progressing the matter of a new lease between the Town Council and Mr and Mrs Theakston. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Terrace Hill Funding:

It was agreed to defer the matter of Terrace Hill funding until January 2020 to enable the Sedgefield Bowling Club time to find volunteers to take their project forward.

RESOLVED:

To receive the information.

3.14 Invoices for Payment:

Cheque number 109619 has been issued.

RESOLVED:

To receive the information and to close this matter.

3.15 Royal Garden Party 2020:

The Clerk has informed CDALC of Cllr Allan and Mrs Susan Blakemore's nomination to represent Sedgefield Town Council in the ballot for the 2020 Royal Garden party. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Car Park Flooding – Ceddesfeld Hall:

The Clerk has written to Mr Tony Guest of the SCA thanking him for making the Town Council aware of this matter and how the SCA wish to proceed to resolve this situation. See agenda item 7.1.

RESOLVED:

To receive the information.

3.17 The Pickled Parson / Village Green:

The unauthorized items on the village green remained in-situe beyond the Town Council's deadline of 12 noon on Friday 15th November 2019. As a result of this the Clerk issued instructions to the Town Council's solicitor to commence legal proceedings. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.



3.18 Sedgefield In Bloom:

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

RESOLVED:

To receive the information and to close this matter.

3.19 First Aid Training:

The Clerk has scheduled Emergency First Aid At Work for Wednesday 8th January 2020.

The Personnel Committee to review first aid training and then prepare a proposal for a future P&R Committee meeting regarding a possible community group first aid training session.

RESOLVED:

To receive the information.

3.20 Treeworks:

The Clerk has informed AW Treecare of their successful quotations on work to trees

near to the Town Council Offices and Butterwick Road allotment site. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Chris Lines, closed the meeting for the public to give views and comments.

A member of the public commented that at the same time as one of Hardwick Hall's evening events taking place several flower tubs on the village green had been overturned and lights vandalized on the Town's Christmas tree. He questioned if this was a coincidence and said that he had reported this matter to the Police.

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

5. Reports:

5.1 Northumbria In Bloom and Britain In Bloom Competitions 2020

Recommendation Report by Environment Committee:

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom and Britain In Bloom Competitions 2020 Recommendation Report by the Environment Committee in which it was recommended that the Town Council enters the Northumbria In Bloom competition for 2020 and accepts the RHS invitation to be entered into the Britain In Bloom 2020 competition.

RESOLVED:

Sedgefield Town Council to enter the Britain and Northumbria In Bloom competitions in 2020.

5.2 Code of Our Values, Behaviours and Conduct Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Code of Our Values, Behaviours and Conduct Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the Code of Our Values, Behaviours and Conduct with immediate effect.

5.3 Disciplinary Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Disciplinary Policy Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the Disciplinary Policy with immediate effect.

5.4 Resolution Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Resolution Policy Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the Resolution Policy with immediate effect.

5.5 Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Councillor and Staff Working Protocol Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

To adopt the Councillor and Staff Working Protocol with immediate effect.

5.6 Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Corporate Risk Management Schedule Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

To adopt the Corporate Risk Management Schedule with immediate effect.

The Clerk proposed that agenda item 8 be deferred until after the conclusion of the Community Development & Engagement Committee meeting in order that members of the public did not need to leave the room for the consideration of this agenda item and then return for the following two Council Committee meetings. All Cllrs agreed.

RESOLVED:

Agenda item 8 to be deferred until after the conclusion of the Community Development & Engagement Committee meeting.

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 11th November 2019:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11th November 2019 numbered 109648 to 109663. In addition, the Clerk distributed to all an updated cheques for approval list which added cheques numbered 109664 to 109669.

RESOLVED:

i) All cheques and invoices were approved for payment.

ii) Cllrs Allan Blakemore and Alf Walton plus the Town Clerk to duly sign the cheques.

6.2 Financial Budget Comparison as at 28th November 2019:

RESOLVED:

To receive the Financial Budget Comparison as at 28th November 2019.

6.3 Debtors List as at 28th November 2019:

RESOLVED:

To receive the Debtors List as at 28th November 2019.

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

RESOLVED:

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

6.5 November 2019 Bank Reconciliations and October 2019 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive the 1st-30th November 2019 Bank Reconciliations and 1st – 31st October Public Sector Deposit Fund Reconciliation.

6.6 Internal Audit Outcomes Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Outcomes Report which was accompanied by three reports produced by the Council's Internal Auditor following his most recent inspections on 28th – 29th October 2019 in relation to income and banking arrangements for 2019/20, allotments and events. The Clerk confirmed that these reports had been considered in detail at the recent Finance Working Group meeting. Cllr Chris Lines thanked Town Council staff for their work.

RESOLVED:

To receive this information.

6.7 Pocket Park Plus Grant Funding / Sedgefield In Bloom Verbal Report by Town Clerk:

The Clerk reported that the Sedgefield In Bloom Group had become aware of central government's Pocket Park Plus grant funding which is to help communities to create new pocket parks or to revive rundown green spaces in their area. Applications can be made by community groups working in partnership with their local authority. The Bloom Group had expressed a wish to submit an application to be used to extend their work in the grounds of Ceddesfeld Hall. As the deadline for submission of applications is 31st December 2019 there is an urgency regarding this matter. The Clerk proposed the Town Council support the Bloom Group submitting an application but with a clear proviso that the Town Council must be given clear details of the work they propose to do and that no work go ahead until full Town Council permission is given. Cllrs agreed.

RESOLVED:

The Clerk to inform Mr Howard Smith, Chair of Sedgefield In Bloom Group, of the Town Council's decision.

7. Correspondence:

7.1 Car Park Flooding (email from Mr Tony Guest, SCA dated 22nd November 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Tony Guest updating the Town Council regarding the options being considered by the SCA to resolve the cause of recent flooding in the car park area at Ceddesfeld Hall. Within Mr Guest's email was an option for which quotations are being sought. It was noted that this option could impact upon the large Horse Chestnut Tree and Cllrs agreed that before any such work be undertaken, should that turn out to be the preferred option, the Town Council's appointed tree specialist be asked to give his comment. The Clerk reported that since Mr Guest's email of 22nd November 2019 a further email had been received on 9th December 2019 saying that a further option had been identified to potentially create a larger soakaway where the existing one is. Quotations will be sought for this additional option and Mr Guest would continue to keep the Town Council updated. Cllr Alf Walton expressed his concern that a soakaway would not cope, however, it was agreed that this would be part of the SCA's investigation work.

RESOLVED:

The Clerk to thank Mr Guest for his update and to give clear instruction about the need to seek the expert opinion of the Town Council's appointed tree specialist before any work is undertaken that could affect the large Horse Chestnut tree in the grounds of Ceddesfeld Hall.

At 8.05pm the Chair, Cllr Chris Lines, closed the meeting so that the following Environment Committee and Community Development & Engagement Committee meetings could take place.

At 8.37pm, following the conclusion of the Community Development & Engagement Committee meeting, Cllr Chris Lines re-opened the Policy & Resources Committee in order agenda item 8 could be considered. Cllr Lines explained that due to the confidential nature of the following items these would be discussed under Exempt Information and had any members of the public or press been present would have asked them 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 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 – Amended Rules and Regulations Update Report.

RESOLVED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.40pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **DECEMBER ENVIRONMENT** of
the **Council** held following the P & R committee in the **Council**
Offices, Sedgefield, on **Monday 9th December 2019**

Present **Cllr. Alf Walton (Chairman)**
Cllr. Stephen Winter (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Chris Lines and Mavis
Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, 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:

A letter has been sent to Ms Kitching seeking additional evidence in order to be able to progress this matter. 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 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. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.8 Town and Country Planning Act 1990:

The Clerk reported that since the production of Committee Packs an email had been received from Ms Sally McDyer of DCC confirming that no enforcement action would be taken as the fence at the rear of 8 Elm Avenue, Sedgefield had now been repositioned so that the unregistered land to the rear of the dwelling house was no longer enclosed within the rear garden of the property.

RECOMMENDED:

To receive the information and to close this matter.

3.9 Public Participation – Holes:

Cllr Alf Walton continues to monitor holes on the Church Bank from the takeaway leading to the 3-tiered planter as well as by the convenience store. Cllr Alf Walton to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.10 Public Participation – S106 monies / Crispin Court junction:

The Clerk had written to Mr Stephen Reed of DCC plus both local County Cllrs

regarding Mrs Bowles's understanding that £5000 of Section 106 monies from the development of Thurlow Grange was given to Fishburn for the installation of a miner's wheel as a loan and it was unclear where this money now was. The Clerk read out an email received from Mr Reed dated 3rd December 2019 in which he stated the allocation of Section 106 monies for the Fishburn project had been considered an appropriate allocation through DCC's normal Section 106 process, having regard to their normal Electoral Division approach. There is no reference as part of the application to any discussion on the money being awarded on a loan basis. Mr Reed confirmed there are no further monies from this development available for allocation.

The Clerk has liaised with DCC regarding the revised plans for the junction at Crispin Court/Rectory Row/Stockton Road. DCC have confirmed that an amended proposal is with Mr Adrian White (DCC's Head of Transport & Contract Services). Mr White has met with objectors to the original proposal and is arranging to meet with those in favour of the original plans with County Cllr John Robinson in attendance. DCC have confirmed that when appropriate they will share a copy of the amended proposal with the Town Council. The amended proposal will be a similar layout but with an extension to the footway rather than a full buildout. The Clerk to keep Cllrs updated on this matter.

Cllr Alf Walton to take Mr Alan Nicholson's car park idea to the next Estates Working Group. Cllr Walton reported that he intended to measure out the area in question so as to clarify whether or not Mr Nicholson's proposed car parking spaces were correct.

Cllr Mark Cant expressed concern that the black railings which had recently be installed at the build outs at Rectory Row near to Sedgefield Primary School were very difficult to see at night and requested this be raised with DCC Parking Officers to determine if there was some way the railings could be highlighted so drivers were fully aware of them.

RECOMMENDED:

To receive the information.

3.11 Tree near 19 North End:

The Clerk has written to the resident concerned informing them that following advice from DCC's Tree Officer no work will be undertaken to the London Plane tree near 19

North End, Sedgefield.

RECOMMENDED:

To receive the information and to close this matter.

3.12 Greener Sedgefield:

The Clerk has informed Ms McGill that the Town Council is happy for the Greener Sedgefield Group to register with the Friends of the Earth.

RECOMMENDED:

To receive the information and to close this matter.

3.13 Northumbria and Britain In Bloom Competitions:

A recommendation report proposing entry into the Bloom competitions for 2020 will be considered at the December 2019 P&R Committee meeting.

RECOMMENDED:

To receive the information and to close this matter.

3.14 Parking In Front of The Herd and Herb:

The Clerk has updated Mr Rigden regarding this matter which will be considered by the Estates Working Group as part of their wider review of village green usage throughout the Town.

RECOMMENDED:

To receive the information and to close this matter.

3.15 Redesign of Bloom Group's Agricultural Heritage Display:

The Clerk has informed Mr Ian Sutherland that the Town Council is happy with the changes being proposed by the Bloom Group.

RECOMMENDED:

To receive the information and to close this matter.

3.16 Planning Applications:

The Clerk has forwarded to DCC Planners the Town Council's comments regarding

planning applications DM/19/02736/FPA, DM/19/03470/TPO and DM/19/03499/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 views and comments.

Mr Howard Smith reported that at the most recent Sedgefield In Bloom Group meeting the matter of potentially applying for Pocket Park Grant funding from central government, as referenced by the Clerk in the earlier P&R Committee meeting, had been discussed further. The Group had agreed that they have too much work going on at the moment to progress such an application but recognize that it appears to be a rolling programme so they may consider it at a later date. The Bloom Group have previously obtained funding from the DCC Civic Trust and it is anticipated that they will seek to make a further application to them in the future. On behalf of the Bloom Group, Mr Smith wished everyone a Merry Christmas and thanked the Town Council for the opportunity to work with Council staff in the Bloom competitions.

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

5. Reports:

None.

6. Correspondence:

6.1 [Eden Drive Playarea] Inspections (received from Mr Barrie Alderson, DCC 11th November 2019):

Prior to the meeting the Clerk had circulated to all copies of Eden Drive Playarea Inspections performed by DCC as received from Mr Barrie Alderson of DCC on 11th November 2019.

RECOMMENDED:

To receive this information.

6.2 RCEF Summary (email and attachment from Mr Steve Ragg, CDALC dated 19th

November 2019):

Prior to the meeting the Clerk had circulated to all an email and attachment from CDALC regarding the Rural Community Energy Fund.

Cllr Mark Cant suggested the possibility of solar panels for the roof of the Council Offices be explored. The Clerk suggested this be taken to the Estates Working Group as they are currently looking at options for refurbishing the Offices in order to present a recommendation to a future P&R Committee. Cllrs agreed.

RECOMMENDED:

The Estates Working Group to consider the Rural Community Energy Fund when discussing potential refurbishing of the Town Council Offices.

6.3 Parking Complaint – Kerr Crescent (email from Ms Carla Mould and Mr Michael Wainwright dated 29th November 2019 and subsequent response from DCC’s Strategic Traffic Section dated 6th December 2019):

The Clerk circulated to all an email received from Ms Carla Mould and Mr Michael Wainwright dated 29th November 2019 in which they expressed their concerns regarding car parking at Kerr Crescent in the Town. The Clerk had duly, with their permission, forwarded this to DCC for investigation and a response had been received on 6th December 2019.

RECOMMENDED:

To receive this information.

6.4 Sedgfield In Bloom (minutes of meeting held on 4th December 2019):

The Clerk circulated to all the minutes of the Sedgfield In Bloom Group meeting held on Wednesday 4th December 2019.

RECOMMENDED:

To receive this information.

6.5 [Eden Drive Playarea] Inspections (received from Mr Barrie Alderson, DCC 9th December 2019):

The Clerk circulated to all November 2019 Eden Drive Playarea Inspection reports received earlier that day from Mr Barrie Alderson of DCC.

RECOMMENDED:

i) To receive this information.

ii) Future Inspection Reports to be circulated by the Town Clerk only if areas of concern are identified by DCC Inspections.

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

APPROVED

SEDGEFIELD TOWN COUNCIL



COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 9th December 2019**

Present

Cllr. Allan Blakemore (Chairman)

Cllr. Chris Lines (Vice-Chairman) and

Cllrs. David Brown, Mark Cant, Alfred Walton, Mavis Wayman, and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr, Leo McCormack, Julie Towler and Gloria Wills.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Potential Lighting/Signage Work Meeting Update:

The Clerk reported that unfortunately the initial contact suggested by DCC's Conservation Officer was unable to assist, however, several alternative sign designers have now been contacted and it is hoped to schedule on-site meetings in the early New Year so that quotations can start to be obtained. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.2 Annual Fireworks Display:

The Clerk had informed G2 Fireworks and TWS of their re-appointment as next year's fireworks provider and stewarding contractor respectively. The Clerk has also written to the Chair of the SCA informing them of the date for next year's display.

The Clerk to appoint a first aid provider in early 2020 and keep Cllrs updated.

Event ticket prices to be considered in 2020 as part of the work of the Fireworks Working Group.

RECOMMENDED:

To receive the information.

3.3 VE Day:

The next VE Day meeting will take place at 10am on Wednesday 15th January 2020. Discussions are now underway between Cllr Blakemore, Rev Short and the Projects & Media Co-ordinator to schedule a meeting early in the New Year to discuss the ecumenical church services as part of 2020's 75th VE day commemorations. Work continues to encourage the Sedgefield Village Veterans and British Legion to participate in next year's commemorative events in the Town. Cllr Allan Blakemore to keep Cllrs updated on this matter.

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. No public were in attendance. The meeting was then re-opened.

5. Reports:

5.1 Sedgefield Youth Club Funding Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Funding Update Report by the Projects & Media Co-ordinator. Cllrs were pleased to note that the Youth Club had been chosen as one of Sedgefield Co-op's Local Causes for 2019/20. The Clerk said that she hoped the Youth Club would now actively promote

this and also accept the Town Council's offer to have an article in each edition of the Sedgefield Extra. With regards to the AAP Youth Fund Small Grants the Clerk confirmed that the Projects & Media Co-ordinator would continue to keep the Committee updated and it was hoped that further information would be known soon after the current purdah period.

RECOMMENDED:

To receive this information.

5.2 Sedgefield Town Council Coach Trip Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council Coach Trip Update Report. The Clerk thanked Cllr Mavis Wayman who had attended the trip to York on Thursday 21st November 2019. Cllrs were delighted that the latest Council coach trip have been successful. The Clerk confirmed that the next trip would take place in June 2020.

RECOMMENDED:

To receive this information.

5.3 Snow Party 2019 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Snow Party 2019 Report which detailed the background to this year's event held on Saturday 30th November 2019, the key facts, the feedback received following the event and the event's income and expenditure. Since the production of this report the Clerk confirmed that a donation of £50 had been received from the operators of the fairground rides. The Clerk expressed her thanks to all Cllrs and staff who had participated in this event which once again had been very successful. Cllr Mark Cant praised the inclusion of the Community College's silver band in the carol service at St Edmund's and the Clerk confirmed that the band are keen to be involved in next year's event. The Pop-in have also confirmed they would also like to be involved next year.

RECOMMENDED:

The Town Council to host its next Snow Party on Saturday 28th November 2020.

5.4 Young Citizen of the Year Report by Cllrs Chris Lines and Leo McCormack:

Prior to the meeting the Clerk had circulated to all a Young Citizen of the Year Report

by Cllrs Chris Lines and Leo McCormack. Cllrs agreed with all recommendations contained in this report and felt that this award in its inaugural year had been very well received.

RECOMMENDED:

- i) To launch the Young Citizen of the Year Award alongside the existing Citizen of the Year.**
- ii) Nomination criteria for the new award should mirror the Citizen of the Year Award criteria (other than the category of length of time of community contribution).**
- iii) Organise judging to take place at the same time as – or as close as possible to – the Citizen of the Year judging, with a representative of Sedgfield Youth Club on the panel.**

6. Correspondence:

6.1 Armed Forces Covenant and Outreach Service (email from CDALC dated 26th November 2019):

Prior to the meeting the Clerk had circulated to all an email from CDALC detailing the Armed Forces Covenant and Outreach Service. Whilst it was agreed that the Town Council could not add any additional resources to this service, it could share details of the service. Cllr Stephen Winter asked whether this was something which could be promoted through a link from the Town Council's website. The Clerk explained why the Council has a policy of no third party links from its website.

RECOMMENDED:

- i) To receive this information.**
- ii) To disseminate information regarding the Armed Forces Covenant and Outreach Service through the residents database as well as keep a paper copy on display in the Town Council's reception area.**

The Chair thanked everyone for attending and closed the meeting at 8.36pm.