

Minutes of the proceedings of the **JULY MONTHLY  
MEETING** of the **Council** held at  
**6 p.m.** via Microsoft Teams, on  
**Monday 13<sup>th</sup> July 2020**

- Present**                    **Cllr. Gloria Wills (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Chris  
Lines, Leo McCormack, Julie Towler, Alfred Walton, Kathrine Winter and  
Stephen Winter
- Officers**                    Dr Jane Ayre (Town Clerk)  
Ms Natalie Chowns-Smith (Meeting Moderator)

The Clerk welcomed Cllrs and public to the meeting and reminded everyone that meeting participation would be in accordance with the Council's Virtual Meeting Protocol. The meeting would be video recorded with the recording being destroyed once the minutes of the meeting were approved. All present agreed with this action. The Clerk explained that Ms Natalie Chowns-Smith was in attendance as Meeting Moderator to assist with the technical aspects of this virtual meeting.

1.    **Apologies:**  
Cllrs. Ann Carr, Mel Carr and Mavis Wayman.
  
2.    **Declaration of interest:**  
Cllr David Brown declared an interest in planning application number 3 to be considered under agenda item 10. No other Cllrs made any declaration of interest.
  
3.    **STC Minutes / Committee Reports**
  - a.    **Minutes of Community Chest held Monday 9<sup>th</sup> March 2020:**  
These were confirmed as a correct record. ( M Cant / VC )
  - b.    **Minutes of Monthly meeting held Monday 9<sup>th</sup> March 2020:**  
These were confirmed as a correct record. ( GW / M Cant )
  - c.    **Minutes of P&R committee meeting held Monday 9<sup>th</sup> March 2020:**  
These were confirmed as a correct record. ( GW / CL )
  - d.    **Minutes of the virtual Finance Working Group meeting held Wednesday 6<sup>th</sup> May 2020:**  
These were confirmed as a correct record. ( GW / LM )

- e. **Minutes of virtual Special Town Council Meeting held Monday 1<sup>st</sup> June 2020:**  
These were confirmed as a correct record. ( GW / CL )
- f. **Minutes of virtual Estates Working Group meeting held Monday 22<sup>nd</sup> June 2020:**  
These were confirmed as a correct record. ( GW / JT )
- g. **Minutes of virtual Finance Working Group held Thursday 25<sup>th</sup> June 2020:**  
These were confirmed as a correct record. ( GW / LM )

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

**4. Matters of Information:**

**4.1 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 12<sup>th</sup> 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.**

**4.2 S106 Monies:**

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

**RESOLVED:**  
**To receive the information.**

**4.3 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.**

#### **4.4 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-3.

#### **RESOLVED:**

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

#### **5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings in July 2020. Since the production of this information the Clerk confirmed that a virtual Personnel Committee meeting has been scheduled for 9.30am on Monday 20<sup>th</sup> July 2020 and a virtual Estates Working Group meeting for 9.30am on Thursday 23<sup>rd</sup> July 2020.

#### **RESOLVED:**

**To receive this information.**

#### **6. Public Participation**

The Chairman, Cllr Gloria Wills, closed the meeting whilst the public gave their views and comments.

Mrs Lynne Dentith said that she had noted in the Council's January 2020 minutes a proposal to link together Section 106 funding and Terrace Hill money. Mrs Dentith had noted that the Town Council was holding £40,000 of Terrace Hill money on behalf of Sedgefield Harriers and £22,500 of Terrace Hill money on behalf of Sedgefield Bowling Club and had done for a number of years. Mrs Dentith asked if this money could not be reused elsewhere by other community groups? Cllr Wills and the Clerk replied that Terrace Hill money was held by the Town Council in accordance with criteria which was given to the Council at the time it was received. In March 2020 the Terrace Hill money held on behalf of Sedgefield Harriers was released and the Bowling Club have now obtained full planning permission for their project and have recently identified a new person to lead this project to its next phase of development. Whilst no further update had been received from the Bowling Club this was understandable due to the coronavirus. Section 106 funding is held by DCC. The Clerk said she would look back at the minutes of the Council's January 2020 meeting to get the context of the statement and reply directly to Mrs Dentith.

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

**7. Internal Reports:**

**7.1 Chairman's Report:**

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

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

There was no Mayor's Report.

**7.3 Building Back Communities Update By Cllrs Mel Carr and Gloria Wills and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Building Back Communities Report by Cllrs Mel Carr and Gloria Wills plus herself. This report summarized the content of a recent virtual meeting held with DCC Officers the purpose of which was to explore ways in which the authorities could work together to support the local economy and business in response to the pandemic as well as future ways of working. The Clerk confirmed that no subsequent information regarding the Town Centre Safety Fund and association programme had yet been received and requested Cllr Brown in his County Cllr role to investigate. Cllr Brown agreed to do so.

Cllr Gloria Wills said that it was disappointing that whilst some community groups had been aware of such a Fund many others, including the Town Council, had not.

Cllr Chris Lines commended the Town Clerk, Chair and Vice Chair for their action in this matter. It was important that Sedgefield Town Council shows such leadership and requests to work with DCC at a time when lots of local businesses are worried about the future. Currently other groups are undertaking work which could support such work, e.g. Sedgefield Development Trust looking at a cycling access project and the Business Network promoting the need to buy locally, so it was essential that all move forward together for the same cause. Cllrs expressed their support and agreement welcoming further information through the AAP as to how this can be progressed.

Cllr Vanessa Carmichael expressed her disappointment in County Cllr John Robinson who she believed was only interested in the GP's surgery and health workers rather than the wider community.

**RESOLVED:**

**To receive this information and County Cllr David Brown to keep the Town Council updated regarding the Town Centre Safety Fund and association programme so that the Town Council can play an integral part in this work with DCC to support local businesses and economy.**

(Cllr Allan Blakemore joined the meeting at this point).

**8. External Reports:**

The Clerk reported that earlier that morning she had received a DCC County Cllrs Report from County Cllr John Robinson. This had been circulated to all Cllrs electronically for their consideration with a request that if they had any questions or comments to inform the Clerk by no later than Friday 17<sup>th</sup> July 2020 in order that the Clerk could seek appropriate responses from local County Cllrs.

**RESOLVED:**

**To receive this information.**

(Cllr Kathrine Winter joined the meeting at this point)

**9. Correspondence:**

**9.1 Proposed Diversion of Public Footpath No 16 Sedgfield Parish (email and attachments from Ms Filomena Solan, DCC dated 11<sup>th</sup> June 2020):**

Prior to the meeting the Clerk had circulated to all details of a proposed diversion to public footpath no 16 in Sedgfield Parish. Cllrs agreed unanimously that they were happy with the diversion now being proposed and that this was in-line with the requests made recently by Cllrs to Mr David Abercrombie.

Cllr Gloria Wills raised concerns about the safety aspect of the right of way coming out at the corner of the proposed diversion onto the main road and invited comments from Cllr Stephen Winter specifically. Cllr Stephen Winter said that he was very happy with the proposed diversion but questioned what type of feature would be put into the corner point of the proposed footpath to stop anyone from running directly onto the main road. He suggested an access gate of some form. Cllr Allan Blakemore asked who would then become responsible for the care and maintenance of such a feature. Cllr Gloria Wills said that such responsibility would not come to the Town Council as this was not upon Town Council owned land. Cllr Alf Walton suggested that some form of staggered

entrance/exit at that point would be better and whilst still providing a safety feature would not have the associated maintenance implications. Cllr Mark Cant suggested a barrier in the form of vertical rails as had recently been installed by DCC at Rectory Row near to the primary school. Cllr Vanessa Carmichael suggested something similar to those found in woodland parks. It was agreed by all that a feature should be incorporated at the end of the footpath before the road in order to slow down users to ensure no-one ran out onto the main road. The Clerk suggested a virtual meeting might be best with Ms Solan and Cllrs Stephen Winter, Gloria Wills and Mel Carr were suggested as volunteer attendees to put across the Town Council's suggestions. Cllr Allan Blakemore said he would be happy to attend should Cllr Stephen Winter be unable.

**RESOLVED:**

- i) The Clerk to inform Ms Filomena Solan of the Council's agreement to the proposed diversion of public footpath no 16 in Sedgefield Parish.**
- ii) The Clerk to request a virtual meeting with Ms Solan and Cllrs Stephen Winter (or Allan Blakemore), Gloria Wills and Mel Carr in order to discuss the inclusion of a safety feature at the corner point of the proposed footpath near to the main road to stop anyone from running out onto the road.**

- 9.2 Town and Country Planning Act 1990 – Land to the East of Sedgefield Community College (letter from Mr Stuart Timmiss, DCC dated 19<sup>th</sup> June 2020):**  
Prior to the meeting the Clerk had circulated to all a letter from Mr Stuart Timmiss of DCC dated 19<sup>th</sup> June 2020 informing the Town Council of a planning application on land to the East of Sedgefield Community College. The Clerk confirmed that this application would be considered under agenda item 10.

**RESOLVED:**

**To receive this information.**

- 9.3 Winterton Cottages (email from Ms Christine Lee and Mr John Walton dated 26<sup>th</sup> June 2020):**  
Prior to the meeting the Clerk had circulated to all an email from Ms Christine Lee and Mr John Walton relating to Winterton Cottages and their suggestion that the Town Council builds garages for sale or rent on the car park adjacent to these properties and allotments.

Cllrs discussed this request. It was agreed that this was an unrealistic request as the

land in question had been gifted to the Town Council but was not to be used to build upon. Even if building was permitted it was agreed that the size of the land would not provide the number of garages likely to be needed and would result in vehicles being permanently parked along the road creating a significant safety problem. This car park is well used showing there is a need for such a facility in this area.

**RESOLVED:**

**The Clerk to write to Ms Lee and Mr Walton to inform them of the Council's decision.**

**9.4 Cowley House Solar Farm Update (email from Mr Richard Turner, Lightsource BP dated 30<sup>th</sup> June 2020):**

Prior to the meeting the Clerk had circulated to all an email from Mr Richard Turner of Lightsource BP in which he provided an update on the soon to be submitted planning application proposing a solar farm at Cowley House. The Clerk confirmed that earlier that day she had issued to all Cllrs electronically copies of update documentation which Mr Turner was going to share with 200 local properties which he had previously consulted.

Cllr Gloria Wills reminded all Cllrs that once a planning application had been submitted to DCC the Town Council would get the opportunity to comment specifically upon that plan and its associated detail, however, in the meantime she said that from the limited information received to date the proposal looked impressive and sounded environmentally good in her opinion. Cllr Wills felt that it would be a very good idea to take up Mr Turner's offer to have a meeting to find out if they had any form of community fund. Cllr David Brown agreed and said that he would like to see any such fund being controlled locally. Cllr Allan Blakemore agreed and said he would like to see this rather than such funding being controlled by the County Durham Community Foundation. Cllr Chris Lines highlighted a specific reference in Mr Turner's email to this matter and his offer to have a further meeting with the Council and urged fellow Cllrs to accept this offer.

Cllr Alf Walton noted that the area of land relating to this proposed application is entirely arable and felt it was a very environmentally friendly project. He would like further details regarding access to the site and potential screening, however, he understood these would be matters that would be known and considered once a planning application had been submitted.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to schedule a virtual meeting with Mr Turner and to issue an invitation to all Cllrs.**

**10. 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):

**10.1 DM/20/01252/FPA – change of use of open space to residential to rear and enclosure with 1.8m timber fence, 25 North Park Road, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2 DM/20/01351/OUT – outline planning application for the erection of up to 18 dwellings, including means of access (all other matters reserved), land to the East of Sedgefield Community College, Hawthorn Road, Sedgefield:**

This planning application is not in keeping with the policies in the formally adopted Sedgefield Plan, i.e. in the type of housing proposed, the density of housing proposed and the quality of housing proposed. This planning application does not acknowledge that The Sedgefield Plan is now a “made” document. The significant volume of additional traffic generated by this proposal would exacerbate an existing problem along Butterwick Road, a concern also raised by DCC Highways Officers. Of particular concern are the turning area and junction associated with this application. The latest Draft County Durham Plan has identified that there is no need for more housing in Sedgefield yet several applications have been submitted in recent years relating to this area of land with the proposed number of dwellings increasing each time. Within the application there is no indication as to how footpaths and access to the Town centre would be effectively achieved in ways other than via vehicular traffic.

**10.3 DM/20/01465/FPA – erection of general purpose agricultural building (for storage and processing of grain and other agricultural produce), Weterton House Farm, Sedgefield:**

Cllrs did not have any objection to this application.

**10.4 DM/20/01641/FPA – conversion of garage to habitable room, 16 Brockwell Close, Fishburn:**

Cllrs did not have any objection to this application.

**RESOLVED:**

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



The Clerk reported that on Thursday 9<sup>th</sup> July 2020 details of the following planning application had been circulated to all Cllrs in order that this could now be considered:

**DM/20/01692/VOC – variation of Condition 4 (feedstocks) of planning permission**

**DM/14/03460/FPA, Anaerobic Digestion Site, Hope House, Mordon:**

Cllrs understood that when this application was originally granted permission that all materials produced were to be from on-site matter with no outside materials being brought in.

Clarification is now required as it appears from this application that materials are now to be brought on-site in the form of 10 additional deliveries per week. Further information is needed as to how such deliveries will access this site as thought needs to be given to any impact upon the local infrastructure, particularly bridges. It was understood that the material produced on the site in accordance with the original application was to be used on-site. Is this still the case? If not, where will the end material go and what are the transport implications?

**RESOLVED:**

**The Clerk to forward Cllrs concerns to DCC Planning and request clarification. Upon receipt of further information the Clerk will share electronically with all Cllrs for their further consideration.**

**33 Front Street, Sedgefield:**

The Clerk reported that on 7<sup>th</sup> July 2020 she had circulated to all further information provided by Mr Mark Sandford of DCC's Planning Department in relation to a planning application relating to 33 Front Street, Sedgefield requesting a dropped kerb. Cllr Gloria Wills reported that she had compared the application's plan with the Town Council's Village Green Land Registry Registration Form and does not think that the path in question belongs to DCC. It appears from the Town Council's title that on the side of Front Street concerned there is no path from the Parish Hall down to the Dun Cow shown on our Title Deeds and therefore this is incorporated as part of registered village green. The Town Council would like to see evidence from DCC that this path belongs to them before the Town Council makes any further comments on this application.

**RESOLVED:**

**The Clerk to write to DCC Planning Officers in accordance with the Town Council's wishes.**

The Clerk proposed that during August 2020 planning applications would revert to being considered electronically as had been the case during the earlier stages of lockdown, i.e. weekly planning application lists would be circulated electronically to all Cllrs with a deadline

for them to submit any comments/objections to the Clerk in order that a subsequent letter could be submitted to DCC's Planning Department. Cllrs agreed to this approach.

**RESOLVED:**

**During August 2020 planning applications to be considered electronically.**

The Chair thanked everyone for attending and closed the meeting at 7.38pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JULY POLICY & RESOURCES** of the Council held following the Monthly meeting, via Microsoft Teams on **Monday 13<sup>th</sup> July 2020**

- Present**                    **Cllr. Gloria Wills (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Chris Lines, Leo McCormack, Julie Towler, Alfred Walton, Kathrine Winter and Stephen Winter
- Officer**                    Dr Jane Ayre (Town Clerk)  
Ms Natalie Chowns-Smith (Meeting Moderator)
- 1. Apologies:**  
Cllrs. Vanessa Carmichael, Ann Carr, Mel Carr and Mavis Wayman.
- 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. Note: This had been previously delayed due to the want to have a full complement of Cllrs. One Cllr is now away from their duties until 1<sup>st</sup> December 2020). 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 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.**

**3.5 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.**

**3.6 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.**

**3.7 Expansion of Butterwick Road Cemetery:**

A Section 106 application form is now being prepared and once completed a meeting will be scheduled with Mr Stephen Reed of DCC and both local County Cllrs prior to submission. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 The Pizza Castle / Village Green:**

Ms Joanne Fife of DCC has requested further information. The Clerk is investigating this matter and will also request that ownership of the land surrounding the adjacent property also be considered so that if necessary screening could also be put in place. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 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 has requested an update on this matter and envisaged completion date. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Treeworks:**

The tree near to the Council Offices has now been successfully removed.

**RESOLVED:**

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

**3.11 Butterwick Road Cemetery – Amended Rules and Regulations:**

Letters were not issued due to the lockdown situation. Cllrs Mel Carr and Chris Lines plus Clerk to review this matter and keep Cllrs updated.

**RESOLVED:**

**To receive the information.**

**3.12 Terrace Hill Funding:**

No further update has yet been received from Sedgefield Bowling Club. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.13 PRS/PPL:**

Information has now been received from all Parish Hall users and as a result documentation has been completed and submitted relating to future PRS/ fees. A response is now awaited and once received will be considered by the Estates Working Group for consideration. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Pedestrian Safety Review:**

The Clerk has written to both local County Cllrs requesting they give their support to lobbying DCC for Sedgefield to be included as one of the venues for mobile flashing speed signs. An email was received from County Cllr John Robinson dated 18<sup>th</sup>

February 2020 stating that he had asked how much 3 cameras would cost for all entrances with a view to applying for Section 106 funding towards them or paying via Neighbourhood Budget. Cllr Robinson said he would keep the Town Council updated. No further information has been received.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Ceddesfeld Hall Car Park:**

The SCA have now completed the drainage work in the car park at Ceddesfeld Hall.

**RESOLVED:**

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

**3.16 Health Centre Car Pak:**

The Clerk informed Mr Peter Broxton of DCC of the Town Council's comments regarding the Health Centre Car Park markings. See agenda item 7.2 for his response.

**RESOLVED:**

**To receive the information.**

**3.17 Guides Bench:**

The Clerk has informed Mrs Towler of the Town Council's permission to place a plaque in memory of Mrs Jackie Postgate on the Guide Bench in the Town.

**RESOLVED:**

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

**3.18 Speed Watch Findings:**

The Clerk has asked PCSO Jorgeson if a full traffic survey could be undertaken in Sedgfield. Due to the coronavirus lockdown period the Clerk has sent a follow-up request. A response has now been received confirming that for such a survey to take place would be determined by traffic management at highways at Cleveland and Durham Specialist Operations Unit. The Clerk had liaised with Mr Paul Emerson of

the Unit who had stated that commissioning such a survey would be the responsibility of DCC and he had duly forwarded our request to them. The Clerk asked if Cllr Brown in his County Cllr role would also progress this matter. County Cllr Brown agreed and will keep the Town Council updated. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.19 Athletics Track – Terrace Hill Funding Request:**

The Town Council has now released to the Friends of Sedgefield Harriers their £40,000 allocation of Terrace Hill funding.

**RESOLVED:**

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

**3.20 Sedgefield Twinning Association:**

A donation of £200 was given to Sedgefield Twinning Association towards supporting the cost of visitors from Hamminkeln attending Sedgefield in May 2020. The Twinning Association have expressed their thanks for this donation and made the Town Council aware that due to coronavirus the intended visit in May 2020 did not happen, but a new visit will be scheduled as quickly as possible using the donation received.

**RESOLVED:**

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

**3.21 Re-covering Town Council Polytunnel:**

Materials have now been ordered for this work which will be undertaken by the Town Council's gardening staff as time permits. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**



### **3.22 Parish Hall Bar Cooler:**

A purchase order has been issued to purchase the bar cooler agreed for the Parish Hall. Due to coronavirus restrictions this item has not been delivered, however, arrangements are now in place for this to be delivered and installed before the Parish Hall re-opens. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.23 Proposed Treeworks – Butterwick Road Cemetery:**

All treework has been successfully undertaken with the exception of two trees near to the highway and a section of beech hedging in the existing area of the cemetery. These will be rescheduled when it is possible to have an on-site meeting.

Large tree stumps and roots which remained as a result of the above work were removed from site on 8<sup>th</sup> July 2020. Cllr Alf Walton commented that lots of smaller tree roots remained. Cllr Wills and the Clerk confirmed that this was the case but this had been advised by contractors.

Quotations for yew hedging have been requested but will not be received until August/September 2020 due to growing season and suppliers being available. The Clerk to keep Cllrs updated on this matter.

An on-site meeting had taken place with a Tree Officer on 9<sup>th</sup> July 2020 in order to commission a tree survey to accompany the Town Council's planning application for the expansion of the cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.24 Village Green Parking:**

The Clerk issued to residents at 19, 23, 25 and 27 North End, Sedgfield the letter agreed by the Town Council.

The Clerk informed the agents dealing with the sale of the Post Office/Corner Shop of the inaccuracy in their publicity material regarding the village green at the front of

the property. The agent accepted this error and amended accordingly.

**RESOLVED:**

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

**3.25 Proposed Groundworks Opposite Pizza Castle:**

The Council's appointed contractor had indicated that this work will be completed in late June 2020, however, this has not been the case. The Clerk has requested an update from the contractor. Once the work has been undertaken, a new quotation for the cost of the memorial bench will be obtained so the Clerk can liaise with Ms Stubings. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.26 First Aid Provider – Fireworks Display:**

The Clerk has informed Lunar Training Solutions of their appointment as the Town Council's first aid provider at this year's annual fireworks display.

See agenda item 8.5.

**RESOLVED:**

**To receive the information.**

**3.27 Ash Tree Within Grounds of Ceddesfeld Hall:**

Cllrs Gloria Wills and Mel Carr to discuss this matter as agreed with Sedgefield Squash Club's Management Committee and report back to the Town Council.

Cllrs Gloria Wills and Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

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

**5. Reports:**

**5.1 Matters Of Information From Environment Committee and Community Development & Engagement Committee Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Matters of Information From Environment Committee and Community Development & Engagement Committee Report. The Clerk made Cllrs aware that several matters had progressed further since the production of the report as follows:

Community Development & Engagement:

- Potential Lighting/Signage Work Meeting Update – a virtual meeting between the Clerk, Cllr Allan Blakemore plus Mr Tony Guest and Mr Ian Sutherland of the SCA has now been scheduled for Thursday 16<sup>th</sup> July 2020 in order to resume this work. The Clerk will keep Cllrs updated on this matter.
- St Edmund's Christmas Tree Festive – the Clerk understands that a decision regarding this event will be made in September 2020. The Clerk will keep Cllrs updated on this matter.

The Clerk confirmed that she would be holding discussions with the Chairs of both the Environment Committee and Community Development & Engagement Committee over the Summer recess period to consider their preferred option for the Council's virtual September 2020 meetings, i.e. to hold virtual Environment/Community Development & Engagement Committee meetings or to continue to incorporate their issues into the P&R Committee's agenda.

**RESOLVED:**

**To receive this information.**

(Cllr Allan Blakemore left the meeting)

**5.2 Annual Headstone Safety Testing 2019/20 Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2019/20 Update report produced by herself and the Head Gardener & Cemetery Superintendent. Within this report it was confirmed that the identified Class 1 headstones would be laid flat when social distancing measures were further

relaxed permitting the Town Council's gardening staff to undertake this work. In the meantime such headstones remained visibly marked. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.3 Town Council Offices Refurbishment Update Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Town Council Offices Refurbishment Update Report by the Estates Working Group. The Clerk was pleased to add that since the production of this report considerable progress had been made with the offices having been cleared and lighting dropped so that plastering work can commence later in the week. New windows will be fitted on 20<sup>th</sup>-21<sup>st</sup> July 2020 with new external doors in early August 2020. The Clerk confirmed that office based staff had been involved and consulted at each stage of the refurbishment project and she expressed her thanks to Cllrs Mel Carr and Gloria Wills for their involvement and support over recent weeks in relation to this matter. The Clerk informed Cllrs that new blinds would need to be purchased for windows and these had not been included in the report nor originally considered costings. The Clerk also highlighted that within the report from the Estates Working Group were details of further additional future work which could be considered by the Town Council. Cllr Gloria Wills reminded Cllrs that when the Parish Hall had been refurbished several years ago the Council had agreed to use an allocation of money from reserves for such a project. Through careful handling of this project the work to redesign the Fletcher Room and other work in the Hall had been achieved under budget and Cllr Wills suggested that the remaining £10,000 from that work be used to fund the additional work identified for the Town Council offices.

With regards to the plastering in the Council Offices, Cllr Alf Walton noted that this would be taking place before the new windows and doors were being installed and asked how any touch-up plastering would be undertaken. Cllr Wills confirmed that the appointed plastering contractor was happy to come back after the windows had been installed if required.

**RESOLVED:**

- i) **The Estates Working Group to continue to oversee the refurbishment of the Town Council Offices as per the work previously agreed by the Town Council at its Special Meeting on 1<sup>st</sup> June 2020.**
- ii) **The Estates Working Group to explore quotations and costings for the additional work contained in this report and present a report to the P&R Committee meeting in September 2020 for further consideration.**

**5.4 Gypsy/Traveller Encampments Update Report by Cllr Mrs Gloria Wills:**

Prior to the meeting the Clerk had circulated to all a Gypsy/Traveller Encampments Update Report by Cllr Gloria Wills. Cllr Wills confirmed that the content of this report was for Cllrs information only and she was awaiting further feedback from DCC. Upon receipt of such feedback Cllr Wills would duly update fellow Cllrs. Cllr Mark Cant thanked Cllr Wills for her work in this matter. Cllr Leo McCormack said he found this situation regarding unauthorized encampments and lack of action by DCC frustrating. He also noted that three large mounds of stones had been left at the site and asked why. Cllr Wills believed these may have been left by DCC. The Clerk suggested that Cllr Brown in his County Cllr role could investigate this. Cllr Brown agreed.

Cllr Alf Walton said that he understood the police had been given new powers regarding unauthorized encampments. Cllr Wills replied stating that a public consultation exercise regarding this matter had taken place last year but no subsequent feedback or outcome had been released. The Clerk confirmed that Sedgfield Town Council had participated in that consultation exercise.

**RESOLVED:**

**To receive this information and Cllrs Wills and Brown to keep the Town Council updated.**

**5.5 Cycle Trail at NETPark Report by Cllr Chris Lines:**

Prior to the meeting the Clerk had circulated to all a Cycle Trail at NETPark Report by Cllr Chris Lines. Cllr Lines confirmed that since the production of his report there had been no further developments in relation to this matter.

Cllr Leo McCormack said he would like to see progress in this matter as such a cycle

trail would be a good feature for the area.

Cllr David Brown thanked Cllr Lines for his report. Cllr Brown said that he did not see why there had been a problem with the trail when it was near to NETPark and could not understand why it had been cleared away. Indeed, once it had been cleared away the problem had then moved into the centre of the Town causing residents to have concerns. Cllr Brown said that he wanted to know why the trail had been cleared away and questioned if this was to do with planning permission? Cllr Brown said that his fellow County Cllr John Robinson had held a meeting earlier that day regarding this matter but he did not know who this was with or what the outcome had been. Cllr Brown said that he was trying to get the trail reinstated at its original location at NETPark.

Cllr Lines understood that the problem had been because no-one had sought permission for such a feature that it had been classed as an unauthorized site. Ms Janet Todd from NETPark had wanted to get in touch with whoever had built this trail to explain the situation and to consider a way forward to ensure that the correct process was followed.

The Clerk reminded all that the report produced by Cllr Lines contained a number of recommendations and she requested Cllrs to consider those and also requested Cllr Brown in his County Cllr role to ensure an integrated approach between the Town Council and DCC.

**RESOLVED:**

- i) The Town Council supports, in principle, a project to install an authorized cycle trail at NETPark.**
- ii) Cllr Chris Lines, as the Town Council's NETPark Ambassador, to liaise/meet with Ms Janet Todd and Mr Colin Carter, and represent the Town Council in discussions about the project.**
- iii) Cllr Chris Lines to report back to the Town Council with updates on discussions about the project.**
- iv) The Town Clerk to write to Durham County Councillors John Robinson and David Brown to update them about the Town Council's position and actions.**

## **5.6 Timing Of Future Council Committee Meetings Request From Cllr Stephen Winter:**

Prior to the meeting the Clerk had circulated to all a Timing Of Future Council Committee Meetings Request Report from Cllr Stephen Winter. The Clerk explained that new emergency legislation permitted the Council to alter timings of meetings and as these were the first virtual Committee meetings with public participation and lengthy agendas for both Monthly and P&R Committee a slightly earlier start time had been identified in order to ensure sufficient time for discussion of all matters. It was agreed that a 6pm start had been appropriate for July 2020. Cllrs agreed that the timing of future meetings should be determined by the Clerk dependent upon the content of meeting agendas while bearing in mind the working commitments of Cllrs and promoting such to the public.

### **RESOLVED:**

**Until 7<sup>th</sup> May 2021, the timing of future virtual Council Committee meetings be determined by the Town Clerk following consideration of the content of each Committee's agenda and the additional time required for virtual meetings.**

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

## **6. Financial Matters:**

### **6.1 Invoices for payment by cheques for approval after 8<sup>th</sup> June 2020:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 8<sup>th</sup> June 2020 numbered 109765 to 109773. In addition, on 9<sup>th</sup> July 2020 details of cheque numbered 109774 had been circulated electronically. Cllrs confirmed their support for the authorization of all cheques.

The Clerk reported that during August 2020 a cheques for approval list would be circulated electronically for approval with a payment date of 10<sup>th</sup> August 2020.

### **RESOLVED:**

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

### **6.2 Financial Budget Comparison as at 1<sup>st</sup> July 2020:**

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**RESOLVED:**

**To receive the Financial Budget Comparison as at 1<sup>st</sup> July 2020.**

**6.3 Debtors List as at 1<sup>st</sup> July 2020:**

**RESOLVED:**

**To receive the Debtors List as at 1<sup>st</sup> July 2020.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2020, 1<sup>st</sup> – 31<sup>st</sup> May 2020, 1<sup>st</sup> – 30<sup>th</sup> June 2020:**

The Clerk circulated to all a Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2020, 1<sup>st</sup> – 31<sup>st</sup> May 2020, 1<sup>st</sup> – 30<sup>th</sup> June 2020.

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2020, 1<sup>st</sup> – 31<sup>st</sup> May 2020, 1<sup>st</sup> – 30<sup>th</sup> June 2020.**

**6.5 April 2020, May 2020 and June 2020 Bank Reconciliations Plus April 2020 and May 2020 Public Sector Deposit Fund Reconciliation Report by Town Clerk:**

The Clerk circulated to all April 2020, May 2020 and June 2020 Bank Reconciliations Plus April 2020 and May 2020 Public Sector Deposit Fund Reconciliation Report.

**RESOLVED:**

**To receive the 1<sup>st</sup> – 30<sup>th</sup> April 2020, 1<sup>st</sup> - 31<sup>st</sup> May 2020 and 1<sup>st</sup> – 30<sup>th</sup> June 2020 Bank Reconciliations and 1<sup>st</sup> – 30<sup>th</sup> April 2020 and 1<sup>st</sup> – 31<sup>st</sup> May 2020 Public Sector Deposit Fund Reconciliation.**

**6.6 Internal Audit Report Sedgefield Town Council Accounts Payable Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk circulated to all copies of Mr Gordon Fletcher's Sedgefield Town Council Accounts Payable Internal Audit Report for which Full Assurance had been assigned. The Clerk reminded all Cllrs that this related to the internal audit work which had been outstanding from 2019/20 due to the coronavirus lockdown. Cllrs expressed their thanks for this work and were pleased with the level of assurance received.



**RESOLVED:**

**To receive this information.**

**6.7 Year End Accounts 2019/20 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Year End Account 2019/20 Update Report which confirm that the Council's AGAR and associated documentation had been submitted to the External Auditor. The Clerk confirmed that the Council's Exercise of Public Rights dates commenced on Wednesday 1<sup>st</sup> July 2020 and would cease on Tuesday 11<sup>th</sup> August 2020 with all required information displayed on the Council's website.

**RESOLVED:**

**To receive this information.**

**6.8 Financial Regulations Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Financial Regulations Recommendation Report by the Finance Working Group in which, following a review of the Council's existing Regulations, minor amendments were recommended.

**RESOLVED:**

**With the incorporation of the minor amendments detailed in the report, the revised Financial Regulations to be adopted with immediate effect.**

**6.9 Council Debt Policy Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Council Debt Policy Recommendation Report by the Finance Working Group in which, following a review of the Council's existing Policy, minor amendments were recommended.

**RESOLVED:**

**With the incorporation of the minor amendments detailed in the report, the revised Council Debt Policy to be adopted with immediate effect.**

**6.10 Gifts and Hospitality Policy Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Gifts and Hospitality Policy

Recommendation Report by the Finance Working Group in which, following a review of the Council's existing Policy, minor amendments were recommended.

**RESOLVED:**

**With the incorporation of the minor amendments detailed in the report, the revised Gifts and Hospitality Policy to be adopted with immediate effect.**

**7. Correspondence:**

**7.1 Sedgefield In Bloom (minutes of meeting held 4<sup>th</sup> March 2020):**

Prior to the meeting the Clerk had circulated to all copies of the minutes from Sedgefield In Bloom's meeting held on 4<sup>th</sup> March 2020 (Note: These had been due to be considered at the Council's Environment Committee meeting which was cancelled in March 2020 due to the coronavirus situation).

**RESOLVED:**

**To receive this information.**

**7.2 Health Centre Car Park Enquiry (emails from Mr Peter Broxton, DCC dated 11<sup>th</sup> March 2020):**

Prior to the meeting the Clerk had circulated to all an email from Mr Peter Broxton of DCC dated 11<sup>th</sup> March 2020 in which he responded to the Town Council's comment regarding the request for shrubbery and concrete areas in the car park next to Sedgefield Parish Hall being removed (Note: This had been due to be considered at the Council's Environment Committee meeting which was cancelled in March 2020 due to the coronavirus situation).

**RESOLVED:**

**To receive this information.**

**7.3 Traffic Calming (email from Mr Danny Harland, DCC dated 12<sup>th</sup> March 2020):**

Prior to the meeting the Clerk had circulated to all an email from Mr Danny Harland of DCC in which he confirmed that he had contacted his colleagues in Strategic Traffic and asked them to undertake a new speed survey in Sedgefield at the traffic calming measures along Durham Road. (Note: This had been due to be considered at the Council's Environment Committee meeting which was cancelled in March 2020 due to the coronavirus situation). Further information is now awaited regarding this

matter.

**RESOLVED:**

**To receive this information.**

**7.4 Sedgefield Neighbourhood Watch (minutes of meeting held 5<sup>th</sup> February 2020):**

Prior to the meeting the Clerk had circulated to all copies of Sedgefield Neighbourhood Watch's minutes from their meeting held on 5<sup>th</sup> February 2020. (Note: This had been due to be considered at the Council's Community Development & Engagement Committee meeting which was cancelled in March 2020 due to the coronavirus situation).

**RESOLVED:**

**To receive this information.**

**7.5 Stockton Road Footpath (email and attached plan from County Cllr David Brown dated 21<sup>st</sup> February 2020):**

Prior to the meeting the Clerk had circulated to all copies of an email and attached plan from County Cllr David Brown dated 21<sup>st</sup> February 2020 regarding a proposed scheme for the improvement of Stockton Road Footpath (Note: This had been due to be considered at the Council's Environment Committee meeting which was cancelled in March 2020).

Cllr Brown confirmed that no further decisions had been made by DCC as yet regarding allocation of funding so it was unknown whether or not this scheme would progress.

Cllr Stephen Winter noted that the proposed improvement works were shown in the red outline but stopped at the Thurlow Road turn-in. Cllr Stephen Winter highlighted that beyond that was a further piece of the Stockton Road footpath which leads to Saddler Drive and said that this was in an equally bad condition as the rest of Stockton Road footpath and asked if this could be added to the proposal to overcome safety issues. Cllr Brown agreed to recommend this additional area of footpath to the proposal.

**RESOLVED:**

**To receive this information and County Cllr Brown to keep the Town Council updated on this matter.**

**7.6 Parking on Village Green (email from Mr Howard Smith dated 20<sup>th</sup> February 2020):**

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 20<sup>th</sup> February 2020 regarding parking on the village green. (Note: This had been due to be considered at the Council's Environment Committee meeting which was cancelled in March 2020).

Cllrs agreed that this was an on-going situation which was being monitored and no further reports or concerns had been expressed regarding this matter from February 2020.

**RESOLVED:**

**To receive this information.**

**7.7 Children's Play Area and Dogs (email from Ms Sheila Swanson dated 24<sup>th</sup> May 2020):**

Prior to the meeting the Clerk had circulated to all an email from Ms Sheila Swanson in which she expressed her concerns regarding some dog owners regularly exercising their pets on the children's play area between Station Road and Hornby Avenue. There are signs in place at both entrances advising that dogs are not allowed but these are ignored. The Clerk reported that earlier that day she had received another similar concern from another member of the public making the Council aware that the signs were obscured by hedging. Cllr Leo McCormack asked why dogs were restricted from this area and Cllr Alf Walton said that if such were kept on leads and any mess picked up there should not be a problem. Cllr David Brown asked how such a restriction could be enforced. The Clerk reminded all of work delegated to the Estates Working Group regarding the use of Station Road Playing Field. Cllr Gloria Wills questioned whether there was any stipulation in the field's lease stating that dogs were not permitted.

**RESOLVED:**

**i) This matter to be discussed by the Estates Working Group as part of their**

**on-going work to review how Station Road Playing Field is used with the requirement to them bring a subsequent report back to a future P&R Committee meeting.**

**ii) The Clerk to review whether the lease for Station Road Playing Field contains any stipulations that dogs must not be permitted.**

(Cllr Julie Towler left the meeting).

**7.8 Request For Donation (Mr Andy Watmough, Citizens Advice County Durham dated 18<sup>th</sup> May 2020):**

Prior to the meeting the Clerk had circulated to all a request for donation from Mr Andy Watmough on behalf of Citizens Advice County Durham dated 18<sup>th</sup> May 2020. The Clerk reminded all that the Town Council's donation in recent years has been via the provision of space in the Town Council offices on a fortnightly basis from which Citizens Advice have ran drop-in support sessions. The Clerk updated Cllrs on her recent discussion with Mr Watmough regarding the future of such services and it had been agreed that a further discussion would take place in September 2020.

**RESOLVED:**

**To defer consideration of this matter until September 2020.**

**7.9 Road C38 North End / Durham Road, Sedgefield Traffic Calming Features (letter from Mr David Battensby of DCC dated 29<sup>th</sup> May 2020) and subsequent response from Mr Joe Hall resident (email dated 4<sup>th</sup> June 2020):**

Prior to the meeting the Clerk had circulated to all a letter from Mr David Battensby of DCC dated 29<sup>th</sup> May 2020 regarding the traffic calming features on Road C38 North End/Durham Road in Sedgefield and a subsequent response sent by Mr Joe Hall on 4<sup>th</sup> June 2020. It was agreed that this correspondence was for information only and the Town Council would await the outcome of the Traffic Survey it had requested to DCC.

**RESOLVED:**

**To receive this information.**

**7.10 New Draft National Code of Conduct for Consultation (email from CDALC dated 15<sup>th</sup> June 2020):**

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 15<sup>th</sup> June 2020 which was detailing a New Draft National Code of Conduct Consultation being undertaken by the LGA and NALC.

**RESOLVED:**

**Cllrs to consider this information and to forward any comments to the Clerk by no later than 22<sup>nd</sup> July 2020 so that a submission can be made if necessary.**

**7.11 Seeking Councils Opinions On This Year's CDALC AGM (email from Cllr David Bell dated 30<sup>th</sup> June 2020):**

Prior to the meeting the Clerk had circulated to all an email from Cllr David Bell dated 30<sup>th</sup> June 2020 in which he was seeking members views regarding the scheduling of the next CDALC AGM in light of the coronavirus situation.

**RESOLVED:**

**The Clerk to inform CDALC that Sedgefield Town Council's preference is for the CDALC AGM in 2020 to be completely cancelled and existing roles to continue until an AGM can take place in October 2021.**

The Chair, Cllr Gloria Wills, 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 and/or press been present they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

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

**8.1 Winterton Allotment Fence Report by Town Clerk and Cllr Alf Walton:**

Prior to the meeting the Clerk had circulated to all a Winterton Allotment Fence report written by Cllr Alf Walton and herself. This report was duly considered and a contractor appointed to provide a new fence at the allotment site as the original had been fire damaged

**8.2 Village Green / The Pickled Parson Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Green / The Pickled Parson Update Report which was duly considered by all Cllrs.

**8.3 Parking adjacent to Harbinson House to the rear of Town Council Offices in Sedgefield (email from Ms Chloe Taylor dated 12<sup>th</sup> March 2020 and subsequent responses):**

Prior to the meeting the Clerk had circulated to all an email from Ms Chloe Taylor, along with subsequent responses, in which she was requesting permission to rent parking spaces from the Town Council at the rear of the offices for use by staff from Harbinson House. This matter was duly considered.

**8.4 Parish Hall Update Report by Town Clerk and Projects & Media Co-ordinator :**

Prior to the meeting the Clerk had circulated to all a Parish Hall Update Report produced by herself and the Projects & Media Co-ordinator. This report outlined the current restrictions in place relating to indoor activities in community buildings and the associated issues which the Town Council now needs to consider. Attached to this report was a proposed Sedgefield Parish Hall COVID-19 Re-opening Questionnaire to be issued to regular users. This matter was duly considered.

**8.5 Consideration of Town Council Events 2020/21 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Consideration of Town Council Events 2020/21 report which presented a series of recommendations to Cllrs relating to the Council's traditional schedule of community events. Each recommendation was considered and it was agreed that there needed to be a balance between ensuring safety and trying where possible to still have events for the community.

The Chair thanked everyone for attending and closed the meeting at 10.02pm.