

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER
MONTHLY MEETING** of the **Council** held at
7 p.m. via Microsoft Teams, on
Monday 12th October 2020

- Present** **Cllr. Mel Carr (Chairman)**
Cllr Gloria Wills (Vice Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Chris Lines, Julie
Towler, Mavis Wayman and Alf Walton
- 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.

1. **Apologies:**
Cllr Vanessa Carmichael, Leo McCormack and Stephen Winter.
2. **Declaration of interest:**
Cllr Chris Lines declared an interest in item 9.3. Cllr Gloria Wills declared an interest in item 10. No other declarations of interest were made.
3. **STC Minutes / Committee Reports:**
 - a. **Minutes of Monthly meeting held Monday 14th September 2020:**
These were confirmed as a correct record. (AB / MW)
 - b. **Minutes of P&R committee meeting held Monday 14th September 2020:**
These were confirmed as a correct record. (GW / M Carr)
 - c. **Minutes of virtual Estates Working Group meeting held Monday 21st September 2020:**
These were confirmed as a correct record. (AC / M Carr)
 - d. **Minutes of the virtual Festive Celebration Working Group meeting held Wednesday 23rd September 2020:**
These were confirmed as a correct record. (AB / CL)
 - e. **Minutes of virtual Finance Working Group meeting held Thursday 24th September 2020:**

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

f. Minutes of Personnel Committee meeting held Monday 28th September 2020:

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

g. Minutes of Community Ball Working Group held Tuesday 29th September 2020:

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

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 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.

4.2 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 Building Back Communities:

County Cllr David Brown to keep the Town Council updated regarding the Town Centre Safety Fund and associated programme so that the Town Council can play an integral part in this work with DCC to support local businesses and economy. No further information has yet been received. County Cllr Brown to keep the Town Council updated.

RESOLVED:

To receive the information.

4.5 Proposed Diversion of Public Footpath No 16 Sedgefield Parish:

The Clerk confirmed to Ms Filomena Solan of DCC that the Town Council was in agreement with the proposed diversion of public footpath no 16 in Sedgefield Parish. The Clerk requested 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. The Clerk emailed Ms Solan with this request and on 20th July 2020 received a response stating that Ms Solan noted the Town Council's comments regarding safety feature and would discuss this matter with the developers. At that point, if it was felt necessary, Ms Solan would schedule a Teams meeting with the Town Council. The Clerk reported that an email had been received from Ms Solan on 1st October 2020 updating the Council by stating that she has tried on numerous occasions to chase Taylor Wimpey for their response. Ms Solan has told Taylor Wimpey that without an answer from them regarding the safety feature that she is unable to progress the diversion. Ms Solan is continuing to chase this matter and will keep the Town Council updated. The Clerk has thanked Ms Solan for her assistance.

RESOLVED:

To receive the information.

4.6 Councillor Resignation:

The current Town Councillor vacancy has been advertised since 16th September 2020 via the Town Council's website and notices (and will feature in the October edition of the Sedgefield Extra). The deadline for submission of applications is 15th November 2020. The Clerk reported that to date three completed application forms have been returned with further interest having been expressed in the vacancy. The

Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.7 Kerb at 33 Front Street, Sedgefield:

The Clerk has sent the history of this matter to the Town Council's solicitor and requested his advice regarding how to proceed and a meeting to discuss this matter and others relating to village green to be considered under the later P&R Committee meeting's agenda has been arranged between the solicitor, Clerk and Cllrs Mel Carr and Gloria Wills for Thursday 15th October 2020.

The Clerk has also contacted Mr Maw to say that she will be in touch again to schedule his requested meeting following advice from the Town Council's solicitor. The Clerk to keep Cllrs updated on this matter.

Cllr Gloria Wills reminded all that at the last Monthly Meeting Cllr Mark Cant had requested clarification regarding the precise width of the proposed dropped kerb. Cllr Wills had referred to documentation and found that the width was described as approximately 7 metres.

RESOLVED:

To receive the information.

4.8 Current Planning Applications:

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

No Cllrs made any comments regarding planning application DM/20/02493/FPA and DM/20/02525/FPA.

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 October 2020 and community events until November 2021.

RESOLVED:

To receive this information.

6. Public Participation:

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

Mrs Julia Bowles reported that the hearing to consider Hardwick Hall Hotel's new premises licence had been due to take place earlier that day but had been delayed again. Mrs Bowles noted that within documentation for that hearing that Hardwick Hall Hotel had stated it did not want to disturb residents yet the Hotel were promoting a fireworks extravaganza over four consecutive nights. Mrs Bowles felt that such was over the top and had written to DCC to express her concerns regarding the impact of such events upon vulnerable residents and pets/animals in the surrounding area. Mrs Bowles said her comments were now being considered by Environmental Health Officers. Mrs Bowles asked the Town Council to consider whether it would also like to submit an opinion regarding this particular event. Mrs Bowles also said that it was her understanding that Hardwick Hall Hotel were supposed to inform people locally with animals regarding this event and questioned if this had been done. The Clerk reminded all that the matter of the Hardwick Hall Hotel was to be discussed under the following P&R Committee's meeting agenda and suggested this be considered then. Cllrs agreed.

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

Cllr Mark Cant questioned if the fireworks for the event mentioned by Mrs Bowles were to be fired from Hardwick Hall Hotel owned land or DCC owned land. Cllrs Chris Lines and Alf Walton replied that for these events the fireworks were to be fired from the Hotel's owned land.

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

No Mayor's Report was received.

8. External Reports:

The Clerk reported that earlier that day she had received a County Cllr Report from County Cllr John Robinson. This had been received too late to be included on the agenda but it had been circulated electronically to all Cllrs for their information. Cllr Mark Cant said that he had read the report and questioned comments made implying that Old Stockton Road was designated as a Temporary Stopover Area for travellers. The Clerk reminded all that the matter of unauthorized encampments was to be discussed on the subsequent P&R Committee meeting's agenda. The Clerk reiterated that she had stipulated the date by which the report was needed in order to be included in Committee packs and on this meeting's agenda. Cllr Chris Lines questioned if it was possible to share County Cllr Robinson's report with members of the public. The Clerk said that she would liaise with County Cllr Robinson to check. Cllr Gloria Wills said that such information should be provided in such a way to comply with the production of Committee packs and felt that some information contained in the report may be restricted which would mean it was not possible for the Town Council to share so supported the Clerk's liaising with County Cllr Robinson in the first instance. All felt that reports from both local County Cllrs provided in a timely way to be included on the Monthly Meeting's agenda and included in Committee packs for Cllrs would be welcomed and hoped this would happen in the future.

9. Correspondence:

9.1 Planning For The Future Briefing For Parish and Town Councils (email and attachment from CDALC dated 25th September 2020):

Prior to the meeting the Clerk had circulated to all a Planning For The Future Briefing For Parish and Town Councils email and attached briefing/discussion note from CDALC dated 25th September 2020.

Cllr Gloria Wills confirmed that she would be attending forthcoming training regrading this matter with DCC Planning Officers organized by CDALC for the evening of Wednesday 14th October 2020. The Clerk confirmed that such training had been offered in the first instance to Clerks, Chairs/Vice Chairs and CDALC Executive Members. The Clerk was unable to attend but Cllr Wills would attend and make notes which she would then share with fellow Cllrs. Cllr Chris Lines thanked Cllr Wills for attending and note taking saying that it was important to keep a close eye on this matter, particularly the

implications upon neighbourhood plans.

RESOLVED:

To receive this information.

9.2 County Durham Plan – Publication of Inspector’s Report (email from Mr Stuart Timmiss, DCC dated 21st September 2020):

Prior to the meeting the Clerk had circulated to all a County Durham Plan – Publication of Inspector’s Report email from Mr Stuart Timmiss of DCC dated 21st September 2020. Cllrs noted that Mr William Fieldhouse’s independent examination report concluded that the County Durham Plan, the Local Plan, is sound subject to main modifications being made to the Plan prior to adoption.

Cllr Gloria Wills said that the planning for the future information which was now coming out indicated that new style Local Plans need to be produced. She commented that it had taken DCC many years to get its existing Local Plan to the position it is currently in and hoped that any required future changes could be made more quickly and efficiently. Cllr Wills also said that was important that Local Plans and neighbourhood plans fitted together. Cllr Wills suggested that when appropriate this matter should be debated by the Town Council. Cllrs agreed.

RESOLVED:

To receive this information.

9.3 7 Church View (email from Ms Lesley Dexter Edmunson dated 7th October 2020):

Prior to the meeting the Clerk had circulated to all an email from Ms Lesley Dexter Edmunson dated 7th October 2020 in relation to 7 Church View in which she sought the Town Council’s permission to get a gas meter fitted by going over the village green owned by the Town Council. This email was accompanied by a consent form and consent drawing. Prior to the meeting the Chair had requested the Clerk seek advice from DCC’s Conservation Officer as to whether or not he would be happy with the siting of such a facility at the front of the property which falls within the Town’s Conservation Area. The Clerk confirmed that she had sought such opinion but as yet had not received a response. Cllr Mel Carr confirmed and said that legal advice was also sought as the Town Council was being asked to sign a legal document in relation to this matter.

Cllr Mark Cant proposed that if permission was to be granted then full assurance would need to be given by the Gas Board that any subsidence which resulted in the future as a result of this work would be put right immediately at no expense to the Town Council.

Cllr Alf Walton noted that the red lines on the accompanying drawing looked like they were converging on the area where there has been a problem in the past with rats.

RESOLVED:

- i) This matter to be discussed with the Town Council's solicitor when the Clerk and Cllrs Mel Carr and Gloria Wills meet with him on Thursday 15th October 2020.**
- ii) The Clerk to inform Ms Dexter-Edmunson of the Town Council's actions seeking further legal advice regarding this matter.**

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/20/00798/FPA – retrospective application for revised garden levels and curtilage boundaries at Plots 04-08 and 17-23 inclusive pursuant to application DM/15/03808/OUT, land at 8-16 Saddler Drive and 30-36 Farrier Close, Sedgefield:

Whilst Cllrs did not have any objection to this application it was noted that this retrospective planning application is to reflect an earlier significant error made by the developer which has resulted in a retaining wall being included at the back of 6 or 7 dwellings as a correction. Cllrs were concerned that a surveyor could be so far out with their calculations. Cllrs expressed concern that residents had not been told that planning permission had not been granted before purchasing their dwellings. Cllrs were pleased to note that this matter was now being corrected.

10.2 DM/20/02590/FPA – single storey side and rear extensions, 24 North Park Road, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/20/02242/FPA – erection of replacement building (indoor exercise area), Foxton Wood Kennels, Foxton Wood, Foxton:

Cllrs did not have any objection to this application.

10.4 DM/20/02713/FPA – two storey side and single storey front extensions and detached garage to rear, 6 Oak Tree Crescent, Sedgfield:

Cllrs did not have any objection to this application.

10.5 DM/20/02802/FPA – single storey side extension and detached single storey outbuilding in rear garden, 1 Low Farm, Bradbury:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-5 above to be submitted to DCC Planners.

ADDITIONAL PLANNING APPLICATIONS:

The Clerk informed Cllrs that the following planning applications had been published earlier that day by DCC:

DM/20/02735/FPA – agricultural storage building, South Hallgate, Aycliffe Lane, Mordon

DM/20/02863/FPA – agricultural building and hardstanding (retrospective), Bridge House, Butterwick Road, Fishburn

RESOLVED:

Cllrs to forward any comments on the above planning applications to the Clerk by no later than Monday 19th October 2020.

The Chair thanked everyone for attending and closed the meeting at 7.31pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the Council held following the Monthly meeting, via Microsoft Teams on **Monday 12th October 2020**

Present

Cllr. Gloria Wills (Chairman)

Cllr Mel Carr (Vice Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

Ms Natalie Chowns-Smith (Meeting Moderator)

1. Apologies:

Cllrs. Vanessa Carmichael, Leo McCormack and Stephen Winter.

2. Declaration of interest:

Cllr Chris Lines declared an interest in agenda items 7.2 and 7.4. No other declarations of interest were made.

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 1st December 2020 and another has recently resigned. 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 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.

3.4 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.

3.5 Expansion of Butterwick Road Cemetery:

A draft Section 106 application form has been finalized and work is now underway to schedule a meeting with Mr Stephen Reed of DCC and both local County Cllrs to discuss. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 The Pizza Castle / Village Green:

The Clerk is now in discussions with Ms Joanne Saddler of DCC to try to progress this matter following the lockdown period. As well as requesting a review of covenants on the village green around the pizza shop the Clerk has also requested that the same review be undertaken on the side of the property which is now a Chinese takeaway to determine whether screening could also be put in place. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Butterwick Road Cemetery – Amended Rules and Regulations:

Letters were not issued due to the lockdown situation. The Regulations to be reviewed by the Policy & Records Management Working Group in November 2020 with recommendation brought to a subsequent P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 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.

3.9 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 18th 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.

3.10 Speed Watch Findings:

The Clerk has asked PCSO Jorgeson if a full traffic survey could be undertaken in Sedgefield. 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 has now issued a request to this section. No response has been received as yet. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.11 Re-covering Town Council Polytunnel:

The materials for this work which were ordered before the lockdown have now arrived. Work is now underway looking at potential options for moving the tunnel in order to accommodate recycling bays as the existing bays in the cemetery will need to be removed as part of the cemetery expansion project. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 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.

Quotations for yew hedging have been requested. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.13 Proposed Groundworks Opposite Pizza Castle:

The concrete and wooden slat bench on the village green opposite the pizza shop have now been removed from the site and ground works have been completed to allow a memorial bench to be installed. The Clerk is in discussions with the lady who wishes to install a memorial bench so that this matter can now be progressed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Ash Tree Within Grounds of Ceddesfeld Hall:

Cllrs Gloria Wills and Mel Carr to discuss this matter as agreed with Sedgfield 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.

3.15 Matters of Information from Environment Committee and Community Development & Engagement Committee:

Following discussions between the Clerk and Chairs of the Environment Committee and Community Development & Engagement Committee it was agreed that for October 2020 any items for those Committees would feature on the P&R Committee's agenda. See agenda item 5.1.

RESOLVED:

To receive the information.

3.16 Stockton Road Footpath:

County Cllr David Brown had agreed to take forward the Town Council's suggestion that the proposed improvement works to Stockton Road footpath be extended to include a further piece of land leading to Saddler Drive which was in as equally as bad a condition. County Cllr Brown to keep the Town Council updated on this matter.

RESOLVED:

To receive the information.

3.17 Children's Play Area and Dogs:

The matter of whether or not dogs are permitted at Station Road Playing field was considered at the last Estates Working Group meeting. The Clerk has been asked to check the wording contained in the Field's lease (to see if there are any stipulations that dogs must not be permitted) and report back to the Estates Working Group. This cannot be done until paper files can be accessed in the Town Council Offices.

The Estates Working Group as part of their on-going review of how Station Road Playing Field is used to bring a subsequent report back to a future P&R Committee.

RESOLVED:

To receive the information.

3.18 Request For Donation – Citizens Advice County Durham:

No further information has been received as yet from Mr Watmough. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.19 Cycle Trail at NETPark:

No further progress has been reported regarding this matter. Cllr Chris Lines to

keep Cllrs updated as and when progress is made.

RESOLVED:

To receive the information.

3.20 Butterwick Road Cemetery Expansion:

An outcome is now awaited from DCC Planning Officers regarding the Town Council's planning application to expand Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.21 Discretionary Grant Fund Update:

The Town Council has now received a Discretionary Grant Fund payment of £6200 to offset lost Parish Hall income as a result of the closure of the Hall due to COVID-19.

RESOLVED:

To receive the information and to close this matter.

3.22 2021/22 Budget Planning:

The Finance Working Group are now working on proposals for the Council's 2021/22 Budget and will bring a recommendation, including precept request, to the January 2021 P&R Committee meeting.

RESOLVED:

To receive the information and to close this matter.

3.23 Guide Bench:

The Clerk has informed Mrs Julie Towler of the Town Council's permission for the Guide's to decorate their bench in the Town with poppies in the week leading up to and following Remembrance Sunday.

RESOLVED:

To receive the information and to close this matter.

3.24 31st Environment Awards:

No Cllr made any suggested nominations for these awards.

RESOLVED:

To receive the information and to close this matter.

3.25 Rats:

This matter was discussed at the most recent Estates Working Group meeting. Options are now being explored for signage to be put on nearby bins in the area around the pond at Ceddesfeld Hall. An article will feature in the next edition of the Extra requesting people refrain from feeding the ducks.

RESOLVED:

To receive the information and to close this matter.

3.26 Metal Detecting:

The Clerk has replied to Mr Shimmon in accordance with the Town Council's wishes.

RESOLVED:

To receive the information and to close this matter.

3.27 Health Centre Car Park:

The Clerk has reiterated to Mr Broxton of DCC the Town Council's suggestions regarding the removal of the island in the health centre car park which would generate additional parking bays. Mr Broxton replied on 17th September 2020 stating that with regards to the concrete islands the Town Council should contact Mr Paul Anderson who may be able to assist or have a budget to potentially do this work. The Clerk has now forwarded this request to Paul Anderson of DCC. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.28 Outdoor Performance by Sedgefield Lyrics:

The Clerk has informed Mrs Avril Hannon that the Town Council agrees in principle

to the Lyrics proposed event on the proviso that Sedgefield Lyrics are fully compliant with all central government restrictions in place at that time and that the Lyrics provide to the Clerk a copy of their comprehensive risk assessment allowing the Town Council time to consider and comment. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.29 7 and 5 Church View:

The Clerk has written to the owners of 7 Church View to confirm the Town Council gives permission for a skip to be sited outside this property for no longer than 2 months from the date the skip arrives and requested that arrangements be made for the skip(s) to be removed from site as quickly as possible once full and to give the Council prior notice of its date of arrival. The owners replied on 22nd September 2020 to state that work was due to commence in the next week or so with a skip due to arrive one week later. Getting confirmed dates in advance for the skip is proving problematic due to covid situation, however, it is the intention to get the work done as quickly as possible and the owners will get a definite date to the Town Council as soon as possible. See agenda item 7.2 for highlighted area in email.

The Clerk has written to the owners of 5 Church View requesting clarification regarding the skip outside their property. The owners have been working throughout the last 4 months on renovations and the house has been uninhabitable during that time and the family have moved out. Skips have been needed throughout and will continue to do so for realistically the coming few weeks. The owners asked the permission of the Town Council to continue to have a skip on site until the end of October 2020. This request was considered at the recent Estates Working Group and permission granted. The owners have expressed their thanks to the Town Council for their understanding.

RESOLVED:

To receive the information and to close this matter.

3.30 Request For Trees Trimmed on Station Road:

This matter was discussed at the recent Estates Working Group meeting and a request has now been made to the Town Council's treeworks contractor to view this area and provide a quotation.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.31 Hardwick Arms Hotel:

The Clerk has responded to questions raised by Mr Andrew Popple. See agenda items 7.3.and 7.4.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments.

Mrs Julia Bowles said that she would find it useful to see the local County Cllrs Report as discussed at the earlier Council meeting that evening and suggested that it could be uploaded to the Town Council's website. Mrs Bowles also expressed her disappointment that despite receiving assurances from the Planning Inspector and DCC Officers that the local community would be involved in determining how Section 106 monies would be spent in the area this had not happened. Mrs Bowles had been promised a report soon by County Cllr John Robinson which would detail what Section 106 monies had been received to date, what has been allocated and what remains. Mrs Bowles said that ultimately she was disappointed that such monies appeared to be in the system but was not accessible to the local community.

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

5. Reports:

5.1 Matters Of Information Update 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 Update From Environment Committee and Community Development & Engagement Committee Report.

The Clerk provided the following update since the production of this report in relation to an Environment Committee matter:

Trees on Sedgfield Town Council Owned Land – DCC's Tree Officer had confirmed that he had discussed the Town Council's request for DCC to undertake a survey of all trees on Town Council owned land with his manager who had indicated he would not have time in their schedule for such work. The Tree Officer was due to have a meeting soon with colleagues in the Clean and Green Team about additional tree surveying work on DCC green spaces and he would raise the Town Council's request to see if they had any capacity. The Tree Officer to keep the Clerk updated regarding this matter.

RESOLVED:

To receive this information.

5.2 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. Cllr Mel Carr confirmed that the work was moving slowly but that progress was being made. Trade accounts had been created with two key suppliers to enable the Town Council to purchase materials directly and thereby reclaim VAT incurred. The Town Council's appointed plumbing contractor has given 3rd November 2020 as the start date for refurbishing all toilets in the Town Council offices. Cllr Gloria Wills commented that many trades people involved in this refurbishment work were struggling to purchase all necessary materials but agreed that the work undertaken to date has made a significant difference to the offices already.

RESOLVED:

To receive this information.

5.3 Gypsy/Traveller Unauthorized Encampments Update Report by Cllr Gloria Wills:

Prior to the meeting the Clerk had circulated to all a Gypsy/Traveller Unauthorised Encampments Update Report by Cllr Gloria Wills. The Clerk reminded all that County Cllr John Robinson had said he would also provide an update report in relation to this matter. County Cllr Robinson's report had been received that evening and whilst it was too late to include on this meeting's agenda it had been circulated to all Cllrs for their information. County Cllr Robinson had stated in a subsequent email to the Clerk that Ms Louise Stokoe the DCC Officer with responsibility for this area of work would be willing to attend the Town Council's November 2020 P&R Committee meeting to discuss.

Cllr Gloria Wills said that she had several years ago already met with Ms Stokoe and the Clerk but that no resulting resolution had been achieved for Sedgefield. Cllr Wills said that 2020 had been a particularly bad year for the Town in terms of unauthorized encampments. Cllr Wills proposed that a small Working Group of volunteer Cllrs and residents meet first to collate their ideas before any meeting takes place with DCC Officers.

Cllr Alf Walton expressed his concerns at the way in which walkers and residents have been intimidated recently by travellers at unauthorized encampments in the Town as well as the rubbish which was left when the sites were vacated. Cllr Walton said it was wrong that no prosecutions were made. He suggested that rocks were placed on the roadsides to stop access to the verges.

Cllr David Brown said the Town has had problems with unauthorized encampments since the bypass was created. He gave a history of his involvement alongside Sedgefield Borough Council in order to resolve the long-standing problem of unauthorized encampments along Beacon Lane an area which was eventually gated off. Cllr Brown believe the problems at Old Stockton Road were exacerbated by the need to permit access and utilities along this area but felt the problem could be resolved if parking was not permitted on the grass verges by either bringing the boundary fence down to the roadside or building up the grass verges. Cllr Brown said that he was keen to draw a line under this matter and felt the problem was not

helped by the travellers having access to very well informed legal opinion. Cllr Wills disagreed and said it was important to work with local residents to try to resolve this rather than ignore in order to achieve peaceful living.

Cllr Allan Blakemore said he did not believe that Sedgfield Town Council should be getting involved in this matter as it was the responsibility of DCC. Cllr Wills disagreed and felt that Town Councillors had a duty to represent the Town's residents in this matter. Cllr Walton agreed with Cllr Wills and said that the Town Council should object to the current situation and represent the views of residents. Cllr Mavis Wayman agreed that the Town Council needed to become involved in this matter to ensure something was done within the law. Cllr Mel Carr said the Town Council should support local residents by identifying their concerns and then taking those forward by putting pressure onto DCC to act in accordance with their responsibilities.

Cllr Wills proposed to organize a meeting between volunteer Cllrs and concerned residents to collate views and then progress via meeting with DCC Officers. Cllrs Chris Lines, Julie Towler and Ann Carr agreed with this proposal.

RESOLVED:

Cllr Gloria Wills to organize a meeting between volunteer Cllrs and concerned residents in order to seek their views and concerns which can then be discussed at a meeting with DCC Officers.

5.4 Festive Celebration 2020 Recommendation Report by Festive Celebration Working Group:

Prior to the meeting the Clerk had circulated to all a Festive Celebration 2020 Recommendation Report by the Festive Celebration Working Group. The Clerk confirmed that this report detailed proposals for alternative events to run from 28th November 2020 throughout December 2020 to mark the festive season to ensure that despite being unable to host this year's traditional Snow Party event there were celebrations and activities for residents of all ages to participate in. The Clerk confirmed that no additional suggestions had been made by those Cllrs not on the Festive Celebration Working Group. All Cllrs agreed with the proposals.

RESOLVED:

- i) To approve the alternative Festive Celebration activities for the Town in order that planning can progress.**
- ii) Responsibility for the delivery of these activities be delegated to the Festive Celebrations Working Group.**

5.5 Citizen of the Year and Young Citizen of the Year 2019/20 Recommendation Report by Festive Celebration Working Group:

Prior to the meeting the Clerk had circulated to all a Citizen of the Year and Young Citizen of the Year 2019/20 Recommendation Report by Festive Celebration Working Group. Cllrs agreed with the recommendations contained so as to progress these important awards.

RESOLVED:

- i) To propose to the Rotary Club of Sedgefield and Sedgefield Development Trust that an announcement be made in the November 2020 edition of the Sedgefield Extra re-opening nominations for a combined 2019/20 Citizen of the Year and Young Citizen of the Year Awards with an application form being downloadable from the Town Council's website.**
- ii) If i) agreed by Rotary and Development Trust then deadline for further nominations be set at Monday 16th November 2020. Virtual Judging Panel to be set up with usual members invited and announcement of 2019/20 Citizen of the Year and Young Citizen of the Year to be announced on Wednesday 16th December 2020.**

5.6 Virtual Halloween Howler Competition Recommendation Report by Cllr Allan Blakemore and Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Virtual Halloween Howler Competition Recommendation Report By Cllr Allan Blakemore and Projects & Media Co-ordinator. The Clerk explained that whilst it was not possible to hold the Town's traditional annual Halloween Howler competition it was hoped that a virtual event could take place this year encouraging people to submit pictures of their entries instead. All Cllrs supported this proposal.

RESOLVED:

- i) To approve the alternative Halloween Howler pumpkin competition**

format.

- ii) **The Clerk and Chair of the Council to agree upon arrangements for announcing the winner and prize.**
- iii) **The poster attached to the report to be updated accordingly and promoted on Twitter, the Town Council's website and in the Council Offices windows.**

5.7 Hardwick Hall Hotel New Premises Licence Hearing Verbal Report by Cllr Mel Carr:

Cllr Mel Carr had been due to give a verbal update regarding DCC's Licensing Committee meeting scheduled for 9.30am that day which was to consider the new premises licence application relating to Hardwick Hall Hotel. Cllr Mel Carr had been due to attend and speak on behalf of Sedgefield Town Council. The Clerk reported that notification was received in email on 1st October 2020 from Ms Yvonne Raine of DCC's Licensing Section informing the Town Council that the Committee Hearing had been adjourned. At this time no new date has been provided. The Clerk to keep Cllrs updated on this matter.

The Clerk reminded all Cllrs of comments made by Mrs Bowles during public participation in the earlier Monthly Meeting regarding the Hardwick Hall's Fireworks Extravaganza over four consecutive nights. Cllrs agreed that the Town Council should submit to DCC concerns regarding this event being held on four nights and to express concerns regarding noise impact upon local residents and animals/pets as well as seeking clarification as to what communications have been issued by the Hardwick Hall Hotel to local residents making them aware of the forthcoming events.

RESOLVED:

- i) **The Clerk to keep Cllrs updated when further information is known about any future DCC Licensing Committee meeting considering the Hardwick Hall Hotel's new premises licence application.**
- ii) **The Clerk to submit to DCC the Town Council's concerns regarding forthcoming Fireworks Extravaganza events.**

5.8 Parish Hall Update Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall Update Report by

Estates Working Group. The Clerk confirmed that she continues to monitor all the latest COVID guidance and regulations so that when appropriate the Estates Working Group can start to work towards re-opening the Parish Hall.

RESOLVED:

To receive this information.

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 14th September 2020:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14th September numbered 109818 to 109834. Cllrs confirmed their support for the authorization of all cheques.

The Clerk and Cllr Mel Carr proposed that an additional cheque numbered 109835 also be approved to Howdens for the provision of joinery materials required for the Council's office refurbishment project totaling £538.28 and that this would cancel out cheque number 109821 for £992.58 as credit notes had been received. Cllr Mel Carr confirmed that these materials and their price were in accordance with the work agreed previously by the Council and the contractors quotation for their work. Cllrs confirmed their support for the authorization for this cheque.

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 30th September 2020:

Cllr Gloria Wills highlighted that the Town Council has now received its final six months of precept payment from DCC and that other income sources would now be very limited until the end of the current financial year.

RESOLVED:

To receive the Financial Budget Comparison as at 30th September 2020.

6.3 Debtors List as at 30th September 2020:

RESOLVED:

To receive the Debtors List as at 30th September 2020.

6.4 Direct Debits and BACS List for 1st – 30th September 2020:

The Clerk circulated to all a Direct Debits and BACS List for 1st – 30th September 2020.

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th September 2020.

6.5 September 2020 Bank Reconciliations Plus August 2020 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

The Clerk circulated to all September 2020 Bank Reconciliations Plus August 2020 Public Sector Deposit Fund Reconciliation Report.

RESOLVED:

To receive the September 2020 Bank Reconciliations and August 2020 Public Sector Deposit Fund Reconciliation.

6.6 Review of Community Chest Terms of Reference Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Community Chest Terms of Reference Recommendation Report by Finance Working Group.

RESOLVED:

i) The revised Community Chest Terms of Reference to be adopted with immediate effect.

ii) In the absence of a fund raising Mayor Sedgefield the £1000 Mayor's Allowance allocated for 2020/21 be transferred immediately to the Community Chest.

iii) The Community Chest be promoted in the December 2020 Sedgefield Extra with community groups being informed that no Mayoral donations would be made at the start of 2021/22 so making them aware of the additional funds available in the Community Chest and to encourage applications for

consideration as soon as possible.

6.7 Potential Cowley House Solar Farm Community Fund Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Potential Cowley House Solar Farm Community Fund Recommendation Report by Finance Working Group. This report provided all with the details of an information finding meeting held between the Clerk and Cllrs Gloria Wills and Chris Lines in August 2020 with Mr Richard Turner of BPLightsource. Cllr Wills expressed her disappointment that this Fund would only receive one lump sum payment as she knew that Walkway Funds relating to turbines received additional annual payments. Cllr David Brown said that this still offered a windfall to the local area. Cllrs agreed that it was important to accept whatever funding was being offered and to ensure that it was spent in the best way for the local area.

The Clerk said that further correspondence regarding the actual Fund had been received and would be considered under agenda item 7.5.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs Gloria Wills, Chris Lines, Allan Blakemore, David Brown, Mavis Wayman and Mel Carr volunteered to be involved in the Community Fund's development and subsequent on-going operations.**

7. Correspondence:

7.1 Poppies (email from Mrs Jean Easson dated 26th September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mrs Jean Easson on behalf of the SCA Craft Club dated 26th September 2020 in which she was seeking the Town Council's permission to place knitted poppies around the war memorial fencing as in previous years in the run up to this year's Remembrance Sunday and Day.

RESOLVED:

To grant Mrs Easson's Club permission to do this at their convenience the week prior to Remembrance Sunday and remove the week following.

7.2 Re: 7 Church View (email from Ms Lesley Dexter-Edmenson dated 22nd September 2020):

Prior to the meeting the Clerk had circulated to all an email from Ms Lesley Dexter-Edmenson dated 22nd September 2020 in which she questioned to whom the path outside 7 Church View belonged and if possible whether they could refurbish.

RESOLVED:

The Clerk to inform Ms Dexter-Edmenson that the path belongs to the Town Council and that if she wishes the Town Council will give permission for it to be replaced at her expense like for like as it would be an understandable benefit to their business.

7.3 Re: HAH – Letter dated 3rd September 2020 (email from Mr Andrew Popple, HAH Sedgefield Limited (Operator) dated 23rd September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Andrew Popple dated 23rd September 2020 in response an an earlier email from the Town Council. Cllrs agreed that the car park area of outside The Hardwick Arms Hotel, which is village green, does not require any further explanation and that an on-site meeting was unnecessary as the area had been recently refurbished and did not require any additional work. With regards to Mr Popple's request to be permitted to spray weed killer on paths around the front of the property, Cllr Alf Walton expressed concern that the type of weed killer being used was unknown and could injure animals. Cllr Walton proposed that this area be added to the Town Council's gardening staffs weed killing programme of work thereby ensuring an appropriate substance was used.

RESOLVED:

The Clerk to reply to Mr Popple to state that the Town Council did not wish to participate in any on-site meeting to discuss the car park area outside The Hardwick Arms Hotel as they are of the opinion that it did not require any further work. The Clerk to confirm that in future the area at the front of The Hardwick Arms Hotel will be added to the Town Council's gardening staffs weed killing programme of work thereby ensuring an appropriate substance is used and that this will be undertaken when other village green areas are dealt with.

7.4 Village Green Rules (email from Mr Andrew Popple, HAH Sedgefield Limited (Operator) dated 30th September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Andrew Popple dated 30th September 2020 in which he challenged the skip being placed outside 7 Church View.

RESOLVED:

The Clerk to inform Mr Popple that prior permission had been sought from the owners of 7 Church View for such a facility and a maximum timescale for the skip being in place has been agreed.

7.5 Cowley House Community Benefit Offer Letter (email and attachment from Mr Richard Turner, BPLightsource dated 1st October 2020):

Prior to the meeting the Clerk had circulated to all a Cowley House Community Benefit Letter from Mr Richard Turner of BPLightsource dated 1st October 2020 in which an offer was made to award approximately £49,999 depending upon the development's final design. Cllr David Brown commented that it may be several years hence before any actual payment is received.

RESOLVED:

The Clerk to write to Mr Turner accepting the Cowley House Community Benefit Offer making him aware of discussions under agenda item 6.7 and request that he now prepares and submits to the Town Council when possible a formal Community Benefit Deed of Offer and associated documents for counter signing.

7.6 Winter Wonderland (email from Ms Elizabeth Flanagan, Sedgefield Players dated 1st October 2020):

Prior to the meeting the Clerk had circulated to all an email from Ms Elizabeth Flanagan of Sedgefield Players dated 1st October 2020 in which she was seeking the Town Council's support for the Players to hold a series of Winter Wonderland events in the grounds of Ceddesfeld Hall on Sunday 20th December 2020 as the Group could not, due to covid restrictions, perform its traditional pantomime in the Parish Hall.

Cllrs said they were supportive of the Player's aspiration to be able to hold such an event and would convey that to the Players while stating that before a definitive decision could be given by the Town Council it would need to see a copy of the comprehensive risk assessment for these proposed events and details of how they would be delivered in accordance with central government's stipulated covid restrictions/regulations. The Clerk was asked to convey this information to Ms Flanagan with the request that such documentation and details are supplied by no later than Sunday 1st November 2020.

RESOLVED:

The Clerk to reply to Ms Flanagan in accordance with the Town Council's wishes and this matter to be discussed further at the November 2020 P&R Committee meeting.

7.7 FW: Update To Restrictions In England From 14th September 2020 (email from Ms Sharon Gooch dated 9th October 2020):

Prior to the meeting the Clerk had circulated to all an email from Ms Sharon Gooch dated 9th October 2020 in which she requested the Town Council's permission to continue to hold outdoor exercises classes from time to time in the grounds of Ceddesfeld Hall and provided evidence as to how she complied with the latest covid restrictions. Cllrs considered Ms Gooch's request and confirmed that providing she fully complied with all covid regulations/restrictions in place at the time of each of her classes that she be allowed to continue to hold her outdoor exercise classes.

RESOLVED:

The Clerk to inform Ms Gooch that providing she fully complies with all covid regulations/restrictions in place at the time of each of her classes that she can continue to hold her outdoor exercise classes in the grounds of Ceddesfeld Hall making pre-bookings for each class.

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 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 discussed in order to progress this matter.

8.2 Village Green / Dun Cow Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Green / Dun Cow update Report which was discussed in order to progress this matter.

8.3 Shute House / Ceddesfeld Hall Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Shute House / Ceddesfeld Hall Update Report to conclude this matter.

8.4 PRS/PPL Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a PRS/PPL Recommendation Report by the Estates Working Group. This was duly considered by Cllrs.

8.5 National Pay Award 2020/21 Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a National Pay Award 2020/21 Update Report by the Personnel Committee which was duly considered.

8.6 Floodlighting In Grounds Of St Edmund's Churchyard Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Floodlighting In Grounds of St Edmund's Churchyard Recommendation by the Estates Working Group which was discussed in order to progress this matter.

8.7 Community Ball Recommendation Report by Community Ball Working Group:

Prior to the meeting the Clerk had circulated to all a Community Ball Recommendation Report by the Community Ball Working Group which was discussed in order to conclude this matter.

8.8 Remembrance Sunday Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Remembrance Sunday Update Report which she had produced following a meeting with Rev Elizabeth Bland and

Mr Michael King of St Edmund's Church and the Mayor's Secretary/Admin Assistant.
This report was discussed and arrangements agreed for this year's Remembrance
Sunday.

The Chair thanked everyone for attending and closed the meeting at 8.47p.m.

APPROVED