

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **DECEMBER**
MONTHLY MEETING of the **Council** held at
7 p.m. via Microsoft Teams, on
Monday 14th December 2020

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

Officers Dr Jane Ayre (Town Clerk)
Ms Natalie Chowns-Trayner (Meeting Moderator)

1. Apologies:

Cllrs. Ann Carr and Fiona Warrand.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Community Chest held Monday 9th November 2020:

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

b. Minutes of the Monthly meeting held Monday 9th November 2020:

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

c. Minutes of the P&R Committee held Monday 9th November 2020:

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

**d. Minutes of the Festive Celebration Working Group held Thursday 12th
November 2020:**

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

**e. Minutes of the Butterwick Road Cemetery Working Group held Monday 16th
November 2020:**

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

f. Minutes of the Estates Working Group held Monday 23rd November 2020:

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

g. Minutes of the Finance Working Group held Thursday 26th November 2020:

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

h. Minutes of the Personnel Committee held Monday 30th November 2020:

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

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 Finance Working Group at its most recent meeting has considered the latest annual information produced by DCC regarding available S106 monies and as a result of this identified several areas of concern. A letter has been sent to Mr Stephen Reed of DCC, with copies to both local County Cllrs, seeking clarification regarding the exact position of S106 monies in our Electoral Ward. Mr Reed has confirmed receipt and is working upon a reply. The Finance Working Group will continue to monitor this situation and keep the P&R Committee updated.

RESOLVED:

To receive the information.

4.3 Aubergine Café:

The Clerk reported that on 11th December 2020 Ms Sally McDyer of DCC emailed stating that the Local Planning Authority had agreed a more acceptable colour for the timberwork to be painted and would continue to work with the owners to secure completion of the remedial works.

Cllr Alf Walton commented that there seemed to be no progress regarding the repainting of the exterior of the Corner House.

RESOLVED:

To receive the information and to close this matter.

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 Councillor Resignation:

Five applications had been received for the recent casual vacancy with Sedgfield Town Council. These were considered at a Special Town Council meeting on Monday 7th December 2020. Applicants had been notified of the decision made by the Council and work was now underway to completed necessary paperwork to formally appoint the new Co-opted Cllr. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.6 External Reports:

The Clerk had contacted County Cllr John Robinson to ask if it was possible to share with members of the public his County Cllr Report. County Cllr Robinson had requested clarification regarding which specific matters within the report the members of the public had been interested. County Cllr David Brown to take this matter forward with County Cllr John Robinson.

RESOLVED:

To receive the information and to close this matter.

4.7 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-6.

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 December 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 thanked the Town Council for investigating the matter of Section 106 monies with DCC and local County Cllrs as she felt this was now becoming an urgent matter. Mrs Bowles said that it was essential that there was an understanding of what DCC's proposals for such monies were and reminded all that at an EDRC AAP event held some considerable time ago it was implied by DCC Officers that a considerable amount of such monies would be used to build an athletics track in the Town which would actually be for the benefit of all of East Durham. Mrs Bowles said there were lots of issues within the Town that would benefit from Section 106 monies being spent on them and gave the example of a lack of youth facilities. Mrs Bowles concluded by saying that she would like to see the Town and Town Council continue to fight for what Sedgfield is entitled to. Cllr Mel Carr said he hoped that DCC would provide the information that had been requested by the Town Council soon.

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 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:

None.

9. Correspondence:

9.1 Neighbour Notification Letter for DM/18/00274/FPA (letter from Mr Stuart Timmiss, DCC dated 3rd December 2020):

Prior to the meeting the Clerk had circulated to all electronically a letter from Mr Stuart Timmiss of DCC dated 3rd December 2020 in which he informed the Town Council of amendments to a planning application to make external alterations in association with the creation of a flat (part first floor) at 1 White House Drive, Sedgefield. Cllrs considered this application and it was noted that this proposal is now to create three bedrooms. Concerns were expressed regarding the additional vehicles which this application would bring to an area of the Town which already has a significant parking problem.

Cllrs Brown, Winter, Lines, Towler and Wayman did not have any objection to this application. However, Cllrs Blakemore, Cant, Carmichael, Carr, McCormack, Walton and Wills did objection to this application on the grounds of its potential to generate further parking problems.

RESOLVED:

The Clerk to write to Mr Timmiss to objection to this planning application on the grounds of lack of parking in this area of the Town.

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/20/03294/FPA – two storey side extension and porch to front, 36 Cragside, Sedgefield:

Cllrs did not have any objections to this planning application.

10.2 DM/20/03302/FPA – first floor side extension and single storey rear extension, 30 Beacon Avenue, Sedgefield:

Cllrs did not have any objections to this planning application.

10.3 DM/20/03379/FPA – steel portal frame agricultural building to house machinery, agricultural produce and livestock, West Farm, Butterwick Road, Sedgefield:

Cllrs did not have any objections to this planning application.

RESOLVED:

The comments on planning applications 1-3 above to be submitted to DCC Planners.

The Chair thanked everyone for attending and closed the meeting at 7.32pm.

DRAFT

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER POLICY
& RESOURCES** of the **Council** held following the
Monthly meeting via Microsoft Teams, on
Monday 14th December 2020.

- Present** **Cllr. Gloria Wills (Chairman)**
 Cllr. Mel Carr (Vice-Chairman) and
 Cllrs. Allan Blakemore, David Brown, Mark Cant, Chris Lines, Leo McCormack,
 Julie Towler, Alf Walton, Mavis Wayman and Stephen Winter
- Officers** Dr Jane Ayre (Town Clerk)
 Ms Natalie Chowns-Trayner (Meeting Moderator)

1. Apologies:

Cllrs. Vanessa Carmichael, Ann Carr and Fiona Warrant.

2. Declaration of interest:

Cllr Chris Lines declared a non-pecuniary interest in item 7.2 due to family friendship. No other Cllrs made any declaration of interest.

3. Matters of Information:

3.1 Sedgefield Town Council Corporate Plan:

This matter has also been discussed at 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/residents whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. This Policy will include the essences of the licences/letters currently being prepared by the Town Council's solicitor in relation to several village green related issues. 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, considered by the Butterwick Road Cemetery Working Group at its most recent meeting and a virtual meeting between Working Group members and Mr Stephen Reed of DCC plus both local County Cllrs to discuss has been scheduled for 28th January 2021. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Butterwick Road Cemetery – Amended Rules and Regulations:

Letters were not issued due to the lockdown situation. The Regulations are to be reviewed by the Policy & Records Management Working Group at their January 2021 meeting with recommendation brought to a subsequent P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 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.

3.8 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 has issued a reminder to County Cllr Brown. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 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 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.

3.10 Re-covering Town Council Polyunnel:

The materials to re-cover the polyunnel 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.

3.11 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. This work will be scheduled into the cemetery expansion project.

Quotations for yew hedging have now been received – see agenda item 8.4.

RESOLVED:

To receive the information and to close this matter.

3.12 Proposed Groundworks Opposite Pizza Castle:

A new memorial bench has now been ordered. Installation will soon follow and the purchaser will install a memorial plaque once the bench is in-situ.

RESOLVED:

To receive the information and to close this matter.

3.13 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.

3.14 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 December 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.

3.15 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. See agenda item 7.1.

RESOLVED:

To receive the information.

3.16 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.

3.17 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.

3.18 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.

3.19 Butterwick Road Cemetery Expansion:

The Butterwick Road Cemetery Working Group considered feedback from statutory consultees in relation to the Council's planning application to expand the cemetery. A subsequent meeting with Cemetery Design Services will take place on 3rd December 2020 and an update/recommendation report will be brought to the January 2021 P&R Committee meeting for consideration. The Butterwick Road Cemetery Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.20 Health Centre Car Park:

The Clerk has forwarded to Mr Paul Anderson 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. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.21 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. No further information has yet been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.22 Town Council Offices Refurbishment:

The Estates Working Group continue to oversee this project. The new hot water cylinder and associated pipework has been installed as has the glass screen in the reception area. Internal doors are being ordered as these are in short supply within the building trade. Work on refurbishing the toilets is due to start on 17th December 2020. Electrical work will be finalized once the toilets refurbishment has been completed. The Estates Working Group continue to oversee the delivery of this project within the budget allocated by the Town Council. The Estates Working Group to keep Cllrs updated on this matter.

The Internal Auditor has scrutinized this refurbishment project – see agenda item 6.6.

RESOLVED:

To receive the information.

3.23 Gypsy/Traveller Unauthorised Encampments:

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. Cllr Gloria Wills to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.24 Citizen of the Year and Young Citizen of the Year 2019 and 2020:

A Virtual Judging Panel meeting took place on 30th November 2020 to consider nominations received. Winners will be announced on 16th December 2020.

RESOLVED:

To receive the information and to close this matter.

3.25 Hardwick Hall Hotel New Premises Licence:

An email was received from Ms Yvonne Raine of DCC on 24th November 2020 informing the Town Council that the Licensing Authority had agreed that it was in the public interest to further extend the time limit for the hearing regarding Hardwick Hall Hotel's new premises licence until no later than 28th February 2021. The Clerk had shared this information electronically with all Cllrs. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.26 Parish Hall:

The Parish Hall remains closed due to the coronavirus restrictions. The Clerk and Estates Working Group are continuously monitoring this matter. Communications are continuing with regular Parish Hall users to keep them updated on the latest situation. It is hoped that work can commence in the early New Year, restrictions permitting, in re-opening the Hall. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.27 Cowley House Community Benefit Offer:

The Clerk has written to Mr Turner accepting the Cowley House Community Benefit Offer 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. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.28 Community Ball / Community Event 2021:

As a result of on-going COVID-19 restrictions letters to community groups via the Sedgfield 700+ group regarding a potential community day in July 2021 will be issued in late January 2021 with active planning work and promotion commencing in Spring 2021 if possible. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.29 Festive Celebrations:

The Town's Christmas lights switch-on took place by live streaming at 4.30pm on Saturday 28th November 2020. The Town Council's on-line festive celebrations have been launched. A debrief report will be presented to the February 2021 P&R Committee meeting for review.

RESOLVED:

To receive the information.

3.30 Change Management Policy:

The final appendices have now been incorporated into this adopted policy. This policy is being issued to all staff.

RESOLVED:

To receive the information and to close this matter.

3.31 Working Time Policy Update:

The agreement amendment regarding employment law changes relating to

bereavement leave for parents upon the death of a child aged under 18 years on or after 6th April 2020 has been incorporated into the Council's Leave of Absence Policy and not the Working Time Policy. Staff have been made aware of this update.

RESOLVED:

To receive the information and to close this matter.

3.32 Sedgefield Extra:

The Clerk has written a letter of thanks to the Sedgefield News and its volunteers for allowing the Sedgefield Extra to be produced and distributed on a monthly basis during 2020.

RESOLVED:

To receive the information and to close this matter.

3.33 2019/20 Year End Update:

The Conclusion of 2019/20 Audit Notice, externally audited AGAR and External Auditors Report have all been uploaded onto the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.34 Village Green / The Pickled Parson:

The Town Clerk issued the Town Council's solicitor with instruction on 10th November 2020 as agreed by the November 2020 P&R Committee meeting. An update is now awaited from the Town Council's solicitor. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.35 Village Green / 33 Front Street:

The Town Clerk issued the Town Council's solicitor with instruction on 10th November 2020 as agreed by the November 2020 P&R Committee meeting. An update is now awaited from the Town Council's solicitor. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.36 Village Green / 7 Church View:

The Town Clerk issued the Town Council's solicitor with instruction on 10th November 2020 as agreed by the November 2020 P&R Committee meeting. Discussions have been ongoing between the Clerk, Ms Lesley Edmenson, the Town Council's solicitor, Cllr Mel Carr and Northern Gas Networks. The Town Council's solicitor had provided the additional wording which was required on the consent form in order to ensure the necessary protection was in place for the Town Council's owned village green at the front of this property. The Clerk confirmed that amended paperwork had been provided by Northern Gas Networks earlier that day and duly signed by Cllr Mel Carr on behalf of the Council. The Clerk had provided an update to Ms Edmenson. See agenda item 7.2.

RESOLVED:

To receive the information and to close this matter.

3.37 Village Green / 26 Front Street:

The Town Clerk issued the Town Council's solicitor with instruction on 10th November 2020 as agreed by the November 2020 P&R Committee meeting. An update is now awaited from the Town Council's solicitor. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.38 Lighting Quotes For St Edmund's Churchyard:

The appointed contractor had confirmed that the required work could be done by replacing existing lamps with LED lights rather than like for like replacements and ballasts. This work has now taken place and the area is fully illuminated. A letter has been received from Mr Brian Mutch of St Edmund's Church and will be considered under agenda item 7.3.

RESOLVED:

To receive the information and to close this matter.

3.39 Christmas Tree Lights – Temporary Upgrade:

This work was completed by the Town Council's appointed electrician and inspected by DCC in order to enable the official lights switch on to take place. The Estates Working Group to investigate the longer-term work required to resolve this matter in 2021 and beyond. A recommendation report will be brought to a future P&R Committee for consideration. Cllrs Allan Blakemore and David Brown commented that a number of trees near Rectory Row are currently not illuminated. Cllr Mel Carr to investigate and liaise with the Town Council's electrician to resolve 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. The member of the public present did not have any comment to make. The Chairman 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. Cllr Alf Walton confirmed that he continues to monitor holes on the Church Bank and Church View.

RESOLVED:

To receive this information.

5.2 Annual Headstone Safety Testing 2020/21 Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2020/21 Report by herself and the Head Gardener & Cemetery Superintendent. The Clerk confirmed that findings were now being collated and would

be presented to the January 2021 P&R Committee.

RESOLVED:

To receive this information.

5.3 Sedgefield Youth Club – Co-op Local Causes Funding Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Co-op Local Causes Funding Update Report by the Projects & Media Co-ordinator which confirmed that funding of £1548.31 had been received. This money is now ringfenced for Sedgefield Youth Club and will be used when the Club's sessions resume when COVID restrictions permit.

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 9th November 2020:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 9th November numbered 109861 to 109877 Cllrs confirmed their support for the authorization of all cheques.

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 2nd December 2020:

RESOLVED:

To receive the Financial Budget Comparison as at 2nd December 2020.

6.3 Debtors List as at 2nd December 2020:

RESOLVED:

To receive the Debtors List as at 2nd December 2020.

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

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

RESOLVED:

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

6.5 November 2020 Bank Reconciliations Plus October 2020 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

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

RESOLVED:

To receive the November 2020 Bank Reconciliations and October 2020 Public Sector Deposit Fund Reconciliation.

6.6 Internal Audit Update Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all an Internal Audit Update Report by the Finance Working Group which was accompanied by the Internal Auditor's latest inspection reports covering his review of the Town Council Offices capital refurbishment project, the creditors (accounts payable) system and payroll system. Cllrs were pleased to see that full assurance had been achieved in each inspection.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Stockton Road – Footpath Works (email and plan from Ms Susan Gettings DCC dated 1st December 2020):

Further to item 3.15, prior to the meeting the Clerk had circulated to all an email and plan provided by County Cllr David Brown, via Ms Susan Gettings of DCC, dated 1st December 2020. Cllrs confirmed that they were happy with this plan. Cllr Stephen

Winter proposed that the area near the accountants and the top of this path be monitored to see how/if traffic park here and what obstruction impact this could have upon pedestrians. Cllrs agreed this should be monitored and further action taken if necessary.

RESOLVED:

To receive this information.

7.2 Urgent Contact Details [7 Church View] (emails from Ms Lesley Edmenson dated 2nd December 2020):

Prior to the meeting the Clerk had circulated to all emails from Ms Lesley Edmenson dated 2nd December 2020. Cllrs noted the earlier comments made under agenda item 3.36.

RESOLVED:

To receive this information.

7.3 St Edmund's Church Path Lighting (letter from Mr Brian Mutch dated 10th December 2020):

Further to item 3.38, the Clerk read out a letter from Mr Brian Mutch dated 10th December 2020 on behalf of St Edmund's Church in which he expressed thanks to the Town Council for recent work to reinstate the lighting from the lamp posts in the grounds of the churchyard. Mr Mutch also confirmed that he had found some further information which may help to resolve the ongoing issue of determining responsibilities for the closed churchyard and would forward these in due course.

RESOLVED:

i) To receive this information.

ii) The Estates Working Group to consider additional information from Mr Mutch regarding the closed churchyard when received.

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 Exempt Information Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Exempt Information Report reminding Cllrs of their responsibilities in relation to handling information received under Exempt Information.

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

Prior to the meeting the Clerk had circulated to all a Village Green / Dun Cow Update Report which was duly discussed.

8.3 Proposed Treeworks In Grounds Of Ceddesfeld Hall Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Proposed Treeworks In Grounds Of Ceddesfeld Hall Report which was duly discussed.

8.4 Yew Hedging Recommendation by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Yew Hedging Recommendation Report by the Butterwick Road Cemetery Working Group which was duly discussed.

8.5 Parish Hall Potential Usage Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall Potential Usage Recommendation Report by the Estates Working Group which was duly discussed.

The Chair thanked everyone for attending and closed the meeting at 8.11pm.