

## SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **JUNE MONTHLY  
MEETING** of the **Council** held at **7pm**

on

**Monday 14<sup>th</sup> June 2021**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Allan Blakemore (Chairman) and**

Cllrs. David Brown, Mark Cant, Catherine Hart, Paul Heasman, Allan Nicholson, James Seymour, Julie Towler, Alfred Walton and Stephen Winter

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, Mel Carr, John Finlayson and Mavis Wayman.

**2. Declaration of interest:**

None.

**3. STC Minutes / Committee Reports:**

**a. Minutes of the Annual General meeting held Monday 17<sup>th</sup> May 2021:**

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

**b. Minutes of the Monthly meeting held Monday 17<sup>th</sup> May 2021:**

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

**c. Minutes of the P&R committee held Monday 17<sup>th</sup> May 2021:**

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

**d. Minutes of Estates Working Group meeting held Monday 24<sup>th</sup> May 2021:**

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

**e. Minutes of the Personnel meeting held Monday 24<sup>th</sup> May 2021:**

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

**f. Minutes of the Community Chest Meeting held Monday 24<sup>th</sup> May 2021:**

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

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

**4. Matters of Information:**

**4.1 Building Back Communities:**

County Cllrs David Brown and Chris Lines have been asked to provide the Town Council with an update regarding the Town Centre Safety Fund operated by DCC and any associated programmes. A response is now awaited.

County Cllrs Brown and Lines to keep the Town Council updated.

**RESOLVED:**

**To receive the information.**

**4.2 Planning Application DM/21/00198/FPA – land to East of Home Farm:**

The Clerk wrote in accordance with the Town Council's wishes to Ms Hilary Sperring, DCC Planning Officer. The Clerk reported further information had been received which would be considered under agenda item 9.2.

**RESOLVED:**

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

**4.3 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-8.

**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 June 2021 plus civic events until March 2022.

**RESOLVED:**

**To receive the information.**

## **6. Public Participation:**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public gave their views and comments.

Mrs Julia Bowles asked when information regarding Section 106 monies would be shared with the public detailing how much is available, when it is available and how it can be accessed. Mrs Bowles said that DCC were trying to “suck up” such money into sport rather than use it for the community and the community had a right to know about such monies. Mrs Bowles said that, based upon her personal previous work experience, there had not been proper consultation with the community and anything to date had been inadequate. Mrs Bowles said the proposed athletics track was a DCC vanity project and believed that DCC had 10 years in which to help Sedgefield Harriers to get an athletics track but did nothing until Section 106 monies were there to spend and she feared the Harriers were being used by DCC. Mrs Bowles said that she wanted to protect Section 106 monies so that they would then benefit the village in such a way as to mitigate the impact of development. Cllr Blakemore confirmed that Sedgefield Town Council have made numerous representations to DCC regarding this matter and that when the Town Council had information to share that it would. Cllr Blakemore said the Town Council’s requests for information regarding this matter continue but reminded all that ultimately DCC have the authority to spend such monies however they wish. Cllr Blakemore also stated that the Town Council through the local County Association has lobbied DCC to ensure that when Section 106 monies are being allocated that a representative from the Town/Parish Council in that area should automatically be on DCC’s Section 106 Working Group. This request has been resisted by DCC up to now. Mrs Bowles said that she accepted such was DCC’s decision to make but hoped that the new DCC would be more engaging. Mrs Bowles said she had spent time at, and participated in, the Planning Inspectorate’s Appeal relating to the Eden Drive development at which the Planning Inspector had promised the community that they would have a say in how relating Section 106 monies would be sent and that it would be via the Town Council. Cllr Blakemore said that DCC had disputed that claim but he hoped that the new DCC would have greater transparency and the Town Council would continue to push for information regarding the allocation of such monies. Mrs Bowles said that she was happy to continue to send letters to DCC regarding this matter.

Mr Howard Smith reported that Sedgefield no longer has a beat Police Officer and will not have one for the remainder of 2021 meaning the only Police representative would be a

PCSO and then anyone else who came over from Aycliffe. Mr Smith said that if the Town Council had not been informed of this matter then that was very poor communication on the part of the Police. Mr Smith said that anti-social behaviour was becoming more of a concern and that word was now spreading about the lack of Police presence in the Town. Mr Smith said reported that recently he had witnessed fighting in the streets at night outside one of the public houses in the Town and understood residents in the sheltered housing in the Town felt intimidated and scared as a result of fighting swearing and public urinating near their homes. Mr Smith said he had also read some distressing comments on Facebook and that this anti-social behaviour should be tackled by the Police. Mr Smith expressed his concerns regarding the forthcoming England vs Scotland match and said that whilst pubs understandably needed business they did have to operate responsibly. Cllr Blakemore requested the Clerk write to Durham Constabulary requesting clarification on the matter of the Town's policing and make them aware of concerns expressed at this meeting regarding anti-social behaviour.

County Cllr Chris Lines said that he had submitted a written report for the Town Council's consideration and was happy, with the Chair's permission, to either answer any questions that Town Councillors had or for the Clerk to collate questions and send them to him. Cllr Blakemore confirmed that any questions would be collated and sent to County Cllr Lines. County Cllr Lines reported that Sedgefield now has two County Cllrs who are both in DCC's new Joint Administration. County Cllr Lines said he was keen to improve engagement between DCC and the Town Council and through the Town Council with the community. County Cllr Lines said that there were elements within his report which were only for Town Councillors but he would be producing a public version that he would share with the Town Council if they would issue via the residents database. Cllr Blakemore confirmed the Town Council would be happy to do this. County Cllr Lines concluded that a report was to be taken to DCC's Cabinet later this week proposing that County Cllrs neighbourhood budgets be increased as a one off initially and part of this report also proposes there is greater engagement with Town/Parish Councils to determine the best ways of spending such.

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 copy of the Chairman's report which detailed the actions he had undertaken since the Council's last Monthly Meeting.

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a copy of the Mayor's Report supplied by Cllr Ann Carr who was in the very early stages of her civic role and still subjected to covid restrictions.

**RESOLVED:**

**To receive this information.**

**7.3 Co-option of Councillor Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Co-option of Councillor Report. The Clerk reported that the deadline for submission of applications had been Friday 11<sup>th</sup> June 2021 and that the Council now had three applications to consider.

**RESOLVED:**

- i) To receive the information contained in the report.**
- ii) A Special Town Council meeting to be held on Monday 28<sup>th</sup> June 2021 at 6.30pm in Sedgefield Parish Hall to which applicants would be invited to attend.**

**8. External Reports:**

**8.1 DCC County Cllr Report by County Cllr Chris Lines:**

Prior to the meeting the Clerk had circulated to all a DCC County Cllr Report by County Cllr Chris Lines. Cllr Blakemore asked Cllr Brown if there was anything that he wished to add in his County Cllr capacity. Cllr Brown reported that DCC are currently in turmoil and that it is very difficult to get in touch with DCC Officers whilst they are working from home as they do not reply to emails. Cllr Brown said that in relation to Section 106 monies, and comments made earlier by Mrs Bowles, that he and fellow County Cllr Lines had recently met with Mr Stephen Reed and colleagues of DCC regarding Section 106 monies and whilst no progress had been made the issue had been highlighted. Cllr Blakemore said the Town Council required greater transparency from DCC regarding Section 106 monies.

Cllr Alf Walton expressed this thanks to County Cllr Lines for his comprehensive report

and looked forward to working with him over the coming term of office. Several Cllrs echoed Cllr Walton's sentiments.

**RESOLVED:**

**To receive the report provided by County Cllr Lines.**

**9. Correspondence:**

**9.1 Notice of Adoption of Supplementary Planning Document: Housing and Supplementary Planning Document: Householder Extensions and Alterations (email from Planning Policy, Stockton on Tees Borough Council dated 28<sup>th</sup> May 2021):**

Prior to the meeting the Clerk had circulated to all a Notice of Adoption of Supplementary Planning Document as detailed above.

**RESOLVED:**

**To receive this information.**

**9.2 Town and Country Planning Act 1990 (as amended) (letter from Ms Hilary Sperring, DCC dated 14<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had circulate electronically to all Cllrs a letter received from Ms Hilary Sperring of DCC informing the Town Council that the South West Planning Committee was meeting at 9.30am on 22<sup>nd</sup> June 2021 and that one of the applications to be considered would be that relating to land East of Home Farm, Sedgefield. This application was for the retention and use of existing outbuildings and land for the non-commercial breeding and keeping of dogs. Cllr Allan Blakemore reminded all Cllrs that the Town Council had requested this application be called in for consideration not because the Town Council had any objections but so as to ensure that noise concerns of local residents were considered by all parties. The issue of whether the Town Council should request to attend and speak at the Committee was discussed and it was agreed that as the Town Council did not have any additional comments to add, and that those already submitted would be contained in the Planning Officer's report, that attendance was not required. Cllr Blakemore commented that he had read the Report and noted the application was being recommended for approval but with conditions assigned.

**RESOLVED:**

**i) To receive the information contained in the letter from Ms Sperring.**

ii) **The Town Council not to request to speak at the South West Durham Planning Committee meeting.**

(Cllr Paul Heasman left the meeting at this point)

**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/21/01775/FPA – first floor rear extension, 53 Moorside Crescent, Fishburn:**

Cllrs did not have any objection to this application.

**10.2 DM/21/001827/FPA – new timber double glazed windows and timber door to front elevation, 5 North End, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/21/01828/LB – new timber double glazed windows and timber door to front elevation, 5 North End, Sedgefield:**

Cllrs did not have any objection to this application.

**10.4 DM/21/01646/VOC – removal of Condition 20 (turbine sound power level) of planning permission no 7/2004/0715/DM as amended by planning permission 7/2006/0008/DM to allow the wind farm to operate at full power, Walkway Wind Farm, High Swainston Farm, Wynyard, Billingham:**

Cllrs did not have any objection to this application but did request that the Clerk write to the Planning Officer with delegated responsibility to seek assurance that residents near to this site had been contacted regarding the proposed removal of condition so they understood the implications for noise and flashing.

**RESOLVED:**

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

ADDITIONAL ITEM:

The Clerk reported that the following planning application had been published by DCC earlier that day:

DM/21/01690/FPA – removal of external steps, alterations to openings to rear, demolition of existing garage and erection of replacement boundary treatments to rear, 2 Chaytor Terrace, Fishburn

**RESOLVED:**

**Cllrs to forward any comments regarding the above planning application to the Clerk by no later than Monday 21<sup>st</sup> June 2021.**

The Chair thanked everyone for attending and closed the meeting at 7.33pm.

APPROVED



# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JUNE POLICY & RESOURCES** of the **Council** held following the  
**Monthly meeting**  
on  
**Monday 14<sup>th</sup> June 2021**  
in  
**Sedgefield Parish Hall.**

**Present**                    **Cllr. Allan Blakemore (Chairman)**  
                                 **Cllr. Mark Cant (Vice Chairman) and**  
                                 Cllrs. David Brown, Catherine Hart, Allan Nicholson, James Seymour, Julie  
                                 Towler, Alfred Walton and Stephen Winter

**Officers**                    Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, Mel Carr, Paul Heasman, John Finlayson and Mavis Wayman.

**2. Declaration of interest:**

Cllr David Brown declared an interest in agenda item 7.3. as he is now the Chair of DCC's Licensing Committee. Cllr Brown said that he would not make a comment when this item was discussed but would remain in the meeting to hear views. No other Cllrs made any declarations of interest.

**3. Matters of Information:**

**3.1 Sedgefield Town Council Corporate Plan:**

This matter has also been discussed by the Finance Working Group and Internal Auditor. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. Note: This had been previously delayed due to the want to

have a full complement of Cllrs. The Clerk to bring a proposal to the next P&R Committee meeting following successful co-option of final Town Councillor vacancy.

**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 Estates Working Group to consider this matter and bring an update report to a future P&R Committee meeting.

**RESOLVED:**

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

**3.3 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.**

**3.4 Terrace Hill Funding:**

The Clerk has requested an update from Mr Chris Vincent regarding Sedgefield Bowling Club's project to have an outdoor bowling green. The Clerk confirmed that information had been supplied and Mr Vincent had requested a telephone conversation with the Clerk on Thursday 17<sup>th</sup> June 2021. A progress report will be brought to the July 2021 P&R Committee meeting for consideration. Cllr Allan Blakemore provided new Cllrs with the background to the Terrace Hill funding and the Clerk confirmed the Council are currently holding £22,500 on behalf of the Bowling

Club.

**RESOLVED:**

**To receive the information.**

**3.5 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. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 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. Cllrs agreed as this matter has been outstanding for some considerable time that they would focus upon making progress with item 3.5 above instead.

**RESOLVED:**

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

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

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

**RESOLVED:**

**To receive the information.**

**3.8 Matters of Information from Environment Committee and Community**

**Development & Engagement Committee:**

See agenda item 5.1.

Following discussions between the Clerk and Chairs of the Environment Committee and Community Development & Engagement Committee it was agreed that for June 2021 any items for those Committees would feature on the P&R Committee's agenda.

**RESOLVED:**

**To receive the information.**

**3.9 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 ongoing 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.**

**3.10 Cycle Trail at NETPark:**

No further progress has been reported regarding this matter. Former Cllr Chris Lines, to provide the Town Clerk with contact details of DCC Officers dealing with this matter so that communications can in future come to the Town Council direct. The Clerk to keep Cllrs updated as and when progress is made.

**RESOLVED:**

**To receive the information.**

**3.11 Corner House Update [Gypsy/Traveller Unauthorised Encampments]:**

The Clerk has contacted both local County Cllrs requesting an update on the situation regarding the external painting of The Corner House. The Clerk reported that she had spoken with Mr Bryan Harris, DCC's Conservation Officer, who had confirmed that DCC are progressing their enforcement action and the owner of the Corner House has until the end of August to reinstate the former paintwork on the property and the sundial. However, it is possible that in-light of the ongoing covid restrictions that the

owner could ask for an extension to that timescale. Cllr Alf Walton expressed annoyance that Aubergine had been forced to change their paintwork and yet the Corner House had not. Cllr Blakemore reiterated that enforcement work was being undertaken by DCC the organization with the powers for such. Cllr Allan Nicholson commented that at one time there were glass bricks in the corner wall of the former Black Lion which were used as indicators of subsidence. Cllr Blakemore said the Town Council had no information regarding such and was not a matter for the Town Council.

**RESOLVED:**

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

**3.12 Hardwick Hall Hotel New Premises Licence:**

An email was received from Ms Yvonne Raine of DCC on 11<sup>th</sup> February 2021 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 31<sup>st</sup> July 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.**

**3.13 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.**

**3.14 Treeworks In Grounds Of Ceddesfeld Hall:**

AW Treecare will inform the Clerk when they are able to schedule the agreed treeworks in the grounds of Ceddesfeld Hall. The Clerk to keep the P&R Committee updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Festive Celebrations:**

A recommendation report for 2021 festive celebrations to be brought to the September 2021 P&R Committee meeting regarding actual or virtual events depending upon restrictions at the time. A letter has been sent to the Rotary Club of Sedgefield asking if they would be willing to support this event in some way rather than providing the Town with a Christmas tree. A response is awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Community Event:**

The Clerk and Cllr Blakemore to keep monitoring the COVID restrictions/situation so that when appropriate contact be made with local community groups to see if they would be interested in working together to host a community event. A holding note has been sent to local community groups to flag that the Town Council is thinking ahead and will be ready to take a lead in co-ordinating activity when the time is right. Several groups have said they would welcome the opportunity to be involved in such an event. The Clerk and Cllr Blakemore to keep the Council updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 Footpath – Malton Terrace:**

Members of the Estates Working Group are now reviewing the state of all footpaths on village greens and identified five areas where quotations are being sought for potential resurfacing/patching work in order that a recommendation can be brought to a future P&R Committee for consideration. One of these areas includes Malton Terrace.

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

**RESOLVED:**

**To receive the information.**

**3.18 Butterwick Road Cemetery Expansion:**

No pre-planning advice/feedback has been received from the Environment Agency. The Clerk has now submitted to Ms Hilary Sperring of DCC a Phase 1 Desk Study Assessment and Walkover Survey, a Topographical Survey and a Tier 2 Groundwater Risk Assessment. The Clerk has liaised with CDS who have confirmed that they will provide the remaining outstanding information within the next 2 weeks, i.e. site access plan and detailed site layout plan including burial layout. Once this final information has been submitted then DCC can make a determination regarding the Town Council's planning application.

The recycling bays in the new area of the cemetery have been emptied and work to remove them will begin soon.

The Clerk has requested from Mr Stephen Reed of DCC a date by which he will give the Town Council feedback on its Section 106 funding application submitted in relation to this expansion project. No feedback has yet been received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.19 Community Chest:**

A Community Chest meeting was held on Monday 24<sup>th</sup> May 2021.

**RESOLVED:**

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

**3.20 Pest Control:**

Mr Mark Farren of DCC reported on 27<sup>th</sup> May 2021 that two issues had been discovered that could be related to and/or causing the problem on the Church Bank. The first was signs of rat activity in the BT boxes that are embedded in the pavement near where the holes are appearing. This has been reported to Openreach and they have undertaken some proofing works and are monitoring the boxes to ensure it has worked. The second is a concern about the sewer pipe that runs from the Church to the back of the takeaway shops and then seems to run underneath them to the road. This matter has been referred to Northumbrian Water and DCC are awaiting feedback from them. Hopefully one of the above will address the issue; however, if not, it may require treatment and further investigation by the Town Council as the landowner.

DCC will continue to monitor the activity and await feedback from Openreach and Northumbrian Water. The Clerk read out a further email from Mr Farren dated 11<sup>th</sup> June 2021 confirming that BT Openreach have undertaken work to better seal the boxes to prevent rats accessing them and Northumbrian Water are undertaking work to check whether the sewer is causing the problem. In the meantime Town Council gardeners have filled all rat holes and DCC Pest Control Officers continue to monitor. Cllr Stephen Winter confirmed he had looked at the holes and there were no signs of activity. The Clerk will continue to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.21 Councillor Catherine Hart:**

Councillor Hart has now completed all necessary paperwork to accept her position on the Town Council.

**RESOLVED:**

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

**3.22 Cemetery Lodge:**

The Clerk informed Dowens that the Town Council gave permission for the current tenant at the Lodge to leave with one month's notice.

The Clerk has requested an on-site meeting with Dowens at Cemetery Lodge when it is vacated, along with some representation from the Estates Working Group, in order to assess what work is required at the Lodge. Please note: viewings from potential tenants will still continue when requested.

The Estates Working Group to keep Cllrs updated on this matter by bringing to a future meeting a findings report.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give views.

Mrs Julia Bowles said that it would be useful if the Town Council promoted the publishing of



planning applications and licensing information. Cllr Blakemore replied that such information is produced by DCC and the Town Council only has limited resources so cannot be expected to share everything but instead signpost people to the source of information directly. Mrs Bowles acknowledged this and expressed her concern at the now to be considered licensing application as she believed that Sedgefield already had sufficient outlets selling alcohol and did not need any more. Mrs Bowles welcomed new Town Councillors. Mrs Bowles concluded by stating that in her lifetime of living in and around Sedgefield she had never seen the shop fronts, pavement and roads looking so scruffy and hoped that that Town Council would do something to improve these.

The Chairman thanked the member of the public for their comments and 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 Blakemore reminded all present that it is hoped these Committee meetings will resume in September 2021.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Estates Working Group Terms of Reference 2021/22:**

Prior to the meeting the Clerk had circulated to all Terms of Reference 2021/22 for the Estates Working Group.

#### **RESOLVED:**

**To receive the information contained in the report.**

### **5.3 Disclosure and Barring Service (DBS) Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Disclosure and Barring Service (DBS) Policy Recommendation Report by the Personnel Committee.

#### **RESOLVED:**

**To adopt the presented Disclosure and Barring Service Policy with immediate effect.**

#### **5.4 Eden Gardens Bungalow Overhanging Trees Report by Cllr Stephen Winter**

Prior to the meeting the Clerk had circulated an Eden Gardens Bungalow Overhanging Trees report by Cllr Stephen Winter. Cllr Allan Blakemore proposed that this report be considered alongside agenda item 8.2 which also related to trees. Cllr Winter said he did not accept that suggestion. Cllr Blakemore reminded all of the work of Working Groups and the responsibility of the Town Council to consider all work requests alongside its priorities and then make a balanced determination as to what work could and could not be done now and in the future based upon budgetary constraints and demands. Cllr Alf Walton said he did not think trees were adding to any problem and that while the Town Council's Gardener had been filling in a hole in the grounds of Ceddesfeld Hall that he could have at the same time removed two tree branches and thus dealt with the matter raised in Cllr Winter's report. This would have stopped a resident from complaining. Cllr Winter said that he had tried to join the Estates Working Group meeting when this matter had been discussed but had been unable to do so due to work commitments. Cllr Winter said this was a trivial problem which could have been resolved rather than saying no to a resident. Cllr Winter asked what was the purpose of the Town Council if not to support residents and as someone had asked for help with an overhanging tree then this should have been actioned. Cllr Winter said it was only a few small branches that could have been cut and was not a matter of budgets and time but instead about supporting residents. Cllr Winter said that such requests should be assessed on a case by case basis and wanted the Town Council to change its attitude to what it could do rather than saying no. Cllr Winter said he could not see what the problem was and why this was an issue as the Town Council needed good PR.

No decision was made on this matter.

#### **5.5 Town Council Offices Refurbishment Report by Estates Working Group**

Prior to the meeting the Clerk had circulated to all a Town Council Offices Refurbishment Report by the Estates Working Group which showed that the recent work undertaken to refurbish the offices had been completed well within the allocated budget. Cllr Allan Blakemore expressed his thanks to Cllr Mel Carr for all his work in relation to this project. These thanks were echoed by the Clerk.

**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 17<sup>th</sup> May 2021:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 17<sup>th</sup> May 2021 numbered 109957 to 109973. 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 3<sup>rd</sup> June 2021:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 3<sup>rd</sup> June 2021.**

**6.3 Debtors List as at 3<sup>rd</sup> June 2021:**

**RESOLVED:**

**To receive the Debtors List as at 3<sup>rd</sup> June 2021.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> May 2021:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> May 2021.**

**6.5 May 2021 Bank and April 2021 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a May 2021 Bank and April 2021 Public Sector Deposit Fund Reconciliations Report explaining that reconciliations would be presented to the July 2021 P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Sedgefield WI Request (email from Mrs Sheila Swanson dated 26<sup>th</sup> May 2021):**

Prior to the meeting the Clerk had circulated to all an email from Ms Sheila Swanson dated 26<sup>th</sup> May 2021 on behalf of Sedgefield WI in which she requested if Town Council permission could be given for a small tree could be planted to commemorate the community of Sedgefield and its people surviving the Covid 19 outbreak. Cllrs were reminded of the Council's policy that no further trees are to be planted on Town Council owned land and it was agreed to ask the WI if they would instead be interested in a commemorative bench when a suitable vacancy for such arises.

**RESOLVED:**

**The Clerk to write to Sedgefield WI in accordance with the Town Council's wishes.**

**7.2 Mango Dentists (email from Ms Angela Wears dated 20<sup>th</sup> May 2021):**

Prior to the meeting the Clerk had circulated to all an email from Ms Angela Wears dated 20<sup>th</sup> May 2021 in which she explained the recent skip on village green in front of Mango Dentists and confirmed that Town Council permission would be sought if any further was required. Cllrs also noted Ms Wears comments regarding a bin store at the front of the property and it was agreed that the views of DCC's Conservation Officer should be sought so as to ensure that a standard for such was produced which would be acceptable in the Conservation Area. Cllr Stephen Winter highlighted the store at the Impeccable Pig as being an aesthetically pleasing type and felt that a standard for such a feature would show a good compromise on the Town Council's part providing this was acceptable with the Conservation Officer. Cllr Winter said that he felt the Town's centre looked poor. Cllr Alf Walton questioned if such features were to be for commercial properties or private houses? The Clerk was asked to seek the views of the Conservation Officer and report back on this matter.

Cllrs noted Ms Wears request to have two tubs of flowers on the village green in front of Mango Dentists next to the bin store to enhance the building. Cllrs requested the Clerk to ask Ms Wears to liaise with the Sedgefield In Bloom Group to see if there was the opportunity to sponsor two tubs.

**RESOLVED:**

- i) **The Clerk to seek the views of DCC's Conservation Officer regarding bin stores/enclosures in the Town's Conservation Areas and report back to the Town Council.**
- ii) **The Clerk to reply to Ms Wears in accordance with the Town Council's wishes.**

**7.3 Licensing – New Premises Licence Application Received – Lost Robot, 6a Church View, Sedgefield (email from CDALC dated 3<sup>rd</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all an email received from CDALC dated 3<sup>rd</sup> June 2021 making the Town Council aware of a new premises licence application submitted to DCC by Lost Robot for 6a Church View, Sedgefield.

The Clerk read out an email from Cllr Mel Carr in which he noted that this premise had been granted planning permission (DM/20/01980/FPA) on 22<sup>nd</sup> September 2020 to use the premises with conditions attached. One condition, Condition 3, was to use the premises Monday – Saturday 09:00 – 17:30. Cllr Mel Carr proposed the Town Council respond to this application be stating that the hours applied for in the premises licence must match the permitted opening hours in the granted planning application. The licence now being sought is seeking to supply alcohol (off the premises) Monday – Saturday 10:00 – 18:00 and Sunday 11:00 – 16:00).

Cllr Allan Blakemore highlighted that there are already a significant number of premises within the Town from which alcohol can be purchased but the number of such premises in the area is not a reason for refusing this application. Cllr Blakemore also said the licence now being sought was a new licence which would supercede any planning conditions assigned. Cllr Stephen Winter noted that this business was not a standard off-licence but a craft beer and coffee house. Cllrs felt there were no grounds upon which to object to this application.

**RESOLVED:**

**Sedgefield Town Council does not object to the premises licence now being sought by Lost Robot in relation to 6a Church View, Sedgefield.**

**7.4 Sedgefield, Health Centre Car Park (email and attachment from Mr Peter**

**Broxton, DCC dated 2<sup>nd</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Peter Broxton, DCC dated 2<sup>nd</sup> June 2021 in which he reported that following complaints from library staff the two parking bays adjacent to the library will now be hatched (no parking) to allow for safe clearance to park and will also improve the sightlines and flow for vehicles leaving the car park.

Cllr Alf Walton questioned how often the library was open.

**RESOLVED:**

**To receive this information.**

**7.5 Sedgefield TRO 2021 Proposals (email and attachments from Mr Daniel Morgan, DCC dated 9<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had circulated an email and attachments from Mr Daniel Morgan of DCC dated 9<sup>th</sup> June 2021 which outlined proposed parking restrictions as part of the 2021 Sedgefield Traffic Regulations Order 2021 relating to Butterwick Road and Dunelm Court in the Town. Cllrs did not have any objections to these proposals and felt they were sensible.

Cllr Alf Walton asked where school buses were going to park and people picking up young people from the Community College? Cllrs agreed that this was a matter for the College and school transport providers to resolve.

Cllr Allan Nicholson expressed concerns regarding overgrown bushes in this area and the potential impact upon visibility. Cllr Blakemore thanked Cllr Nicholson for this information and requested that he liaise directly with the Clerk outside the meeting so the matter could be reported to the appropriate organization for investigation/action.

**RESOLVED:**

**The Town Council does not have any objections to the proposals from DCC in relation to Butterwick Road and Dunelm Court as part of the 2021 Sedgefield Traffic Regulations Order.**

**7.6 Request from Sedgefield Lyrics (email from Mrs Avril Hannon dated 11<sup>th</sup> June 2021):**

The Clerk read out an email received from Mrs Avril Hannon of Sedgefield Lyrics dated 11<sup>th</sup> June 2021 in which she asked if the Town Council would be willing to let the Lyrics perform on the central village green on Saturday afternoon in July 2021. Understandably due to the current restrictions the Lyrics are not able to properly rehearse at the moment and any outdoor performance would be informal with minimal publicity in advance as it would be more for the benefit of the group as a choir rather than anything else and would be dependent upon the number of members who wished to participate.

**RESOLVED:**

**The Clerk to inform Mrs Hannon that the Town Council gives permission for the Lyrics to perform on the village green in July 2021 providing they abide by whatever covid restrictions are in place at that time and the event is risk assessed to ensure the safety of Lyrics members and the public.**

The Chair, Cllr Allan Blakemore, 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 the Public:**

**8.1 Eden Drive Play Area Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all an Eden Drive Play Area Recommendation Report by the Estates Working Group which was duly considered.

**8.2 Tree Inspection Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Tree Inspection Recommendation Report by the Estates Working Group. Cllr agreed with the recommendations contained in this report and the need for this work.

The Clerk noted that no decision had been made regarding agenda item 5.4 and this matter was discussed again and it was agreed that the work be undertaken.

**8.3 Parish Hall Noticeboard Recommendation Report by Estates Working Group:**

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

**8.4 Village Greens Update Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report by the Estates Working Group which was duly considered.

**8.5 Parish Hall Wi-Fi Recommendation Report by Cllrs Allan Blakemore, Mel Carr and Clerk:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Wif-Fi Recommendation Report by Cllrs Allan Blakemore, Mel Carr and the Clerk which was duly considered.

The Chair thanked everyone for attending and closed the meeting at 9.00pm.

APPROVED





# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JUNE SPECIAL**  
**Meeting of the Council** held at **6.30pm** in the  
**Parish Hall**, Sedgefield, on **Monday 28<sup>th</sup> June**  
**2021**

## MINUTES

**Present**                    **Cllr. Mel Carr (Chairman)**  
                                 **Cllr. Allan Blakemore (Vice-Chairman) and**  
                                 Cllrs. David Brown, Mark Cant, Ann Carr, John Finlayson, Catherine Hart, Paul  
                                 Heasman, Allan Nicholson, Julie Towler, Alf Walton, Mavis Wayman and  
                                 Stephen Winter

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**2. Declaration of interest:**

Cllr David Brown declared an interest in the second candidate as he had known him in various capacities since 1976. Cllr John Finlayson said that he also knew the second candidate. No other Cllrs made any declarations of interest.

**3. Appointment of Co-opted Councillor:**

Prior to the meeting the Clerk had circulated to all copies of the three application forms received from local residents who wished to be considered for the casual vacancy on the Town Council. The Clerk confirmed each applicant had been offered the opportunity to attend the meeting for a designated ten minute timeslot in order to introduce themselves to Councillors. All candidates had readily accepted this invitation but unfortunately the third candidate had informed the Clerk earlier that morning that he was unable to attend in person as he had been contacted by Track and Trace and requested to self-isolate. The Clerk had assured the third candidate that this would not stop his application from being considered.

Each of two attending in-person candidates was individually welcomed to the meeting by Cllr Mel Carr. Each candidate was given the opportunity to introduce themselves, make any supporting statements in relation to their application and to answer any questions which

Cllrs had. Prior to leaving the meeting all candidates were informed as to when they would be informed of the outcome of this recruitment process. Cllr Mel Carr confirmed that candidates would be notified by Friday 2<sup>nd</sup> July 2021.

Cllrs considered in detail each of the three applications and it was agreed that the standard of applicants was very high with each having a skill set that would be enhance the Town Council. A named vote then took place.

**RESOLVED:**

- i) Mr David Jasper be Co-opted as Councillor.**
- ii) The Clerk to inform Mr Jasper of his appointment and to make the necessary arrangements for him to commence attending Committee meetings in July 2021.**
- iii) The Clerk to inform the unsuccessful candidates and thank them for their interest, to make them aware of how any future Cllr vacancies would be advertised and explain that they would be welcome to apply to the Town Council again.**

The Chair thanked everyone for attending and closed the meeting at 7.07pm.