

## SEDGEFIELD TOWN COUNCIL



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

on

**Monday 12<sup>th</sup> July 2021**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Mel Carr (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, John Finlayson, Catherine Hart, Paul Heasman, David Jasper, Allan Nicholson, James Seymour, Alfred Walton, Mavis Wayman and Stephen Winter

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllr Julie Towler.

**2. Declaration of interest:**

Cllr Paul Heasman declared an interest in the athletics track planning application to be considered under agenda item 10 as his daughter is a member of the Harriers. No other declarations of interest were made by any other Cllr.

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

**a. Minutes of the Monthly meeting held Monday 14<sup>th</sup> June 2021:**

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

**b. Minutes of the P&R committee held Monday 14<sup>th</sup> June 2021:**

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

**c. Minutes of the Personnel meeting held Monday 21<sup>st</sup> June 2021:**

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

**d. Minutes of the Estates Working Group meeting held Monday 21<sup>st</sup> June 2021:**

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

**e. Minutes of the Finance Working Group Meeting held Thursday 24<sup>th</sup> June 2021:**

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

**f. Minutes of the Joint Sedgefield Town Council/Sedgefield in Bloom meeting held Monday 28<sup>th</sup> June 2021:**

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

**g. Minutes of the Special Town Council Meeting held Monday 28<sup>th</sup> June 2021:**

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

**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 Public Participation:**

With regards to Police presence in the Town, the Clerk has liaised with Sgt Alex Clarke who has confirmed that there is a vacancy at Sedgefield and the timescales for filling such are unknown at this time. The Neighbourhood Police Team is based in Sedgefield but are not tied to their own beat area. Being a small team, they will often cover each other's areas when attending incidents. PC John Seymour is currently covering Sedgefield area as well his usual beat of Trimdon. In addition to PCSO Amy Jorgeson, there is also a second PCSO, Michael Robson, who regularly attends incidents in the Sedgefield area. In addition to the beat team, incidents are also attended by Response officers primarily based at Aycliffe but can travel from anywhere across the South Locality (i.e. Bishop Auckland, Crook, Spennymoor) or even further afield. The Special Constabulary are also based at Sedgefield and will often patrol Sedgefield on a weekend. The area is also patrolled by the Road Policing Unit (based at Spennymoor and Wynyard) however given their numbers and the area they cover, their patrols are limited. The Clerk has made Sgt Clarke aware of comments regarding anti-social behaviour, Sgt Clarke was to increase patrols at the locations identified by the member of the public.

Cllr Alf Walton reported that over the previous weekend there had been teenagers drinking on the drive to Low Hardwick Farm and prior to their dispersal a variety of glass bottles had been smashed and left. Cllr Walton confirmed that he had reported this matter to the Police.

**RESOLVED:**

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

**4.3 Co-option of Councillor:**

A Special Town Council meeting took place on Monday 28<sup>th</sup> June 2021 and Mr David Jasper was co-opted to the Town Council.

**RESOLVED:**

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

**4.4 Current Planning Applications:**

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

With regards to planning application DM/21/01646/VOC relating to Walkway Wind Farm, High Swainston Farm, DCC Planning Officer Claire Teasdale confirmed on 18<sup>th</sup> June 2021 that a number of neighbourhood notification letters were sent regarding this application and the list was available to view on DCC's website. In addition, a press notice was placed in the Northern Echo, site notices posted, the application also appeared on DCC's weekly list of planning applications and was available to view on DCC's website. Ms Teasdale confirmed that Stockton and Hartlepool Borough Councils had also been consulted as neighbouring authorities.

**RESOLVED:**

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

**4.5 Planning Applications:**

Cllrs did not submit to the Clerk any comments regarding planning application DM/21/01690/FPA which had been published on 14<sup>th</sup> June 2021.

**RESOLVED:**

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

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings in July 2021 plus civic events until March 2022. The Clerk reported that Policy & Records Management Working Group has been scheduled for 2.30pm on 26<sup>th</sup> July 2021 and a Fireworks Working Group meeting for 9.30am on 27<sup>th</sup> July 2021.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

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

Mr Ean Parsons introduced himself as the Chair of the East Durham Community Athletics Track Steering Group whose planning application for the formation of a track is now available on-line at Durham County Council's planning portal. Mr Parsons understood the Town Council would be considering the application later at this meeting and he said that he would be happy to answer any questions from the Town Council if they wished. Mr Parsons said the Steering Group had noted the comments displayed on the planning portal and said that to-date all comments were addressed in the documents relating to the application in the portal and the Group were keen to engage with the community as the project progresses. Mr Parsons concluded by saying that the project was managed entirely by volunteers with much work being done on a pro bono basis.

County Cllr Chris Lines confirmed that he had submitted a report to the Town Council detailing his work, lots of which has been in conjunction with County Cllr David Brown, and that he was happy to deal with any questions Town Cllrs have and understood these would be channelled via the Clerk.

Mr Andrew Kettle said that he, along with many others, had moved to Burdon Place within the last three months and had only learnt subsequently of the planning application for the proposed athletics track nearby which had come "out of the blue". Mr Kettle said that he and other residents would be submitting robust objections to this application and cited concerns regarding the visual impact upon the area, the change that will be made to the feel of the

estates (which is currently rural), the additional traffic generated and the subsequent impact upon car parking and potential anti-social behaviour. Mr Kettle had specific additional concerns relating to his property as the proposed floodlights would directly overlook his bedrooms. Mr Kettle said the majority of residents at this new estate share his concerns and his purpose in attending this Council meeting was to make the Town Council aware of this matter.

Mr Howard Smith noted that at the last Town Council meeting he had raised concerns about the lack of a Police "beat" Officer in the Town and asked if this matter had been investigated. Mr Smith also asked why some items were considered by the Town Council under exempt information when he believed that tax payers had a right to hear all discussions, particularly those relating to issues such as village green. With regards to Mr Smith's Police enquiry, the Clerk reiterated the earlier information shared with Cllrs under item 4.2 and said that Sgt Alex Clark had indicated that a member of his team would be contacting Mr Smith directly to speak about this matter. The Clerk informed Mr Smith of the legislation which dictates what information is classified as exempt.

Mrs Gloria Wills noted that on 3<sup>rd</sup> March 2021 the Town Council had written to Mr Stephen Reed of DCC requesting that he share with the Town Council the Deed of Variation relating to the Section 106 Agreement pertaining to the large scale development on land near to Eden Drive. DCC hold Section 106 monies in Trust on behalf of the local community and such are governed by law. The Town Council wrote again on 15<sup>th</sup> March 2021 and there is no evidence of a response or sharing of such a Deed. Mrs Wills said that in April 2021 the Town Council had revoked previous agreement to support the use of Section 106 monies in relation to the athletics track and asked what the Town Council was doing to challenge the unacceptable behaviour of DCC? Mrs Wills urged the Town Council to elevate this matter to Ms Amy Harhoff, DCC's Corporate Director for Regeneration, Economy and Growth. Mrs Wills said it was important to protect other community groups in the Town and highlighted that the planning application for the athletics track relies upon DCC funding for its success. Mrs Wills said that several residents were asking Cllrs to call in the athletics track's application for determination by Planning Committee so as to ensure all concerns from local residents are considered by all parties. Mrs Wills commented that she was aware some children from properties in the new developments were unable to get a place at Sedgefield Community College despite the College being given £1.5 million of Section 106 monies by DCC to create additional pupil places. Mrs Wills asked who was responsible for that situation and how could they be held to account? Mrs Wills said that she did not want Sedgefield to miss out. Mrs Wills concluded by stating that any Cllr wishing to visit the

EDCAT site could do so by contacting Lizards Farm. Cllr Mel Carr assured Mrs Wills that the Town Council continues to actively press DCC for information regarding Section 106 monies and the Clerk confirmed that Section 106 monies is now a standing agenda item with the Finance Working Group.

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:**

The Clerk reported that the Mayor, Cllr Ann Carr, is in the very early stages of her civic role and still subjected to covid restrictions, however, discussions between her and the Administrative Assistant/Mayor's Secretary have commenced and it is hoped that some events can be planned. Details of such will be shared with Cllrs as soon as possible. .

**RESOLVED:**

**To receive this information.**

**8. External Reports:**

**8.1 Report From Durham County Councilor Chris Lines, Sedgefield Division:**

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division. Cllr Mark Cant expressed his thanks to County Cllr Lines for such a comprehensive report.

**RESOLVED:**

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

**9. Correspondence:**

**9.1 Formation of Community Athletics Track Facility With Associated Floodlighting, Access, Car Parking, Drainage and Landscaping DM/21/01984/FPA (email from**

**Mr and Mrs Aitkin, Sedgefield):**

The Clerk read out an email which had been received from Mr and Mrs Aitkin regarding the current planning application for the creation of an athletics track in the Town. Mr and Mrs Aitkin said they had concerns about this application and requested that Town Council and Durham County Cllrs request the application be called in for consideration by Planning Committee to enable all local residents to have their say. The Clerk confirmed that she given Mr and Mrs Aitkin contacts details for both local County Cllrs so that they could approach those directly.

**RESOLVED:**

**To receive this information.**

**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/21/02114/FPA – replacement conservatory roof, 1 Homestall, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2 DM/21/02184/AD – resubmission of previous approval ref DM/20/03062/AD for internally illuminate signage to front of building, University of Durham Research Institute, Joseph Swan Road, NETPark, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/21/02072/FPA – hobby building in the garden, 9 The Leas, Sedgefield:**

Cllrs did not have any objection to this application.

**10.4 DM/21/02249/FPA – rear single storey extension, 9 Beveridge Close, Fishburn:**

Cllrs did not have any objection to this application.

**10.5 DM/21/02276/AD – internally illuminated signage to be displayed on exterior of building, Filtronic, NETPark Plexus, Thomas Wright Way, Sedgefield:**

Cllrs requested further information regarding the times at which such illuminated signage would be lit.

**10.6 DM/21/01984/FPA – formation of community athletics track facility with associated floodlighting, access, car parking, drainage and landscaping, land South West of Burdon Place, Sedgefield:**

Cllrs reiterated their support for the creation of an athletics track but expressed concern at the impact that the track could have on nearby residents in terms of light pollution, noise disturbance and implications for highway safety and car parking as a result of additional traffic generated by the site. It was agreed that this planning

application should be called in for consideration by Full Planning Committee to ensure that the views and concerns of all parties were considered as part of the determination process.

**RESOLVED:**

**The comments on planning applications 1 – 6 above to be submitted to DCC Planners.**

**ADDITIONAL ITEM:**

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

**DM/21/02320/FPA – earth bank digestate lagoon (80m x 45m) for storage of digestate, Butterwick Moor, Fishburn**

**DM/21/02323/FPA – proposed Cruck tent structure to be used for weddings/events, The Hammer and Pincers Inn, Preston Lane, Preston Le Skerne**

**DM/21/02428/FPA – front porch, two storey side/rear extension and single storey rear extension, 16 Cragside, Sedgefield**

**DM/21/02309/VOC – variation of condition 16 (drainage) of DM/15/03808/OUT so as to amend swale design with increased culverted section and SuDS detention basin volume amend, land to the South of Eden Drive, Sedgefield**

**RESOLVED:**

**i) Cllrs to forward any comments regarding the above planning applications to the Clerk by no later than 9am on Monday 19<sup>th</sup> July 2021.**

**ii) During the summer recess period the Clerk would share electronically the weekly planning applications lists with all Cllrs and stipulate the deadline date by which they must submit any comments. If necessary, a Special Town Council meeting can be called in August 2021.**

The Chair thanked everyone for attending and closed the meeting at 7.30pm.



# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JULY POLICY & RESOURCES** of the Council held following the  
**Monthly meeting**  
on  
**Monday 12<sup>th</sup> July 2021**  
in  
**Sedgefield Parish Hall.**

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

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

**1. Apologies:**

Cllr Julie Towler.

**2. Declaration of interest:**

No declarations of interest were made at this point, however, during the meeting declarations were made by Cllrs Mel Carr, Ann Carr and James Seymour (see item 8.1).

**3. Matters of Information:**

**3.1 Sedgefield Town Council Corporate Plan:**

Following co-option to the latest Council vacancy, the Clerk has now issued to all Cllrs a priorities setting questionnaire with clear instruction for completion. The subsequent responses received will form the basis of a collective strategic priorities setting workshop to be held in September in order to create the Council's Corporate Plan which will link to the Council's Medium Term Business Plan. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.2 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.

Cllr Alf Walton said that he did not believe Station Road Playing Field was fit for purpose and should therefore be returned to DCC. The Clerk replied that DCC have previously said they do not wish to have the field returned to them and the Town Council has a lease for this field. It was agreed that the full history to this matter would be collated, including copy of the lease, and presented to the Estates Working Group for further consideration.

**RESOLVED:**

**To receive the information.**

### **3.3 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.**

### **3.4 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.**

### **3.5 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.**

**3.6 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.**

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

An email was received from Ms Yvonne Raine of DCC and shared with all Town Cllrs on 6<sup>th</sup> July 2021 making them aware 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 from 31<sup>st</sup> July 2021 until no later than 31<sup>st</sup> October 2021. The Clerk to keep Cllrs updated on this matter.

Cllr David Brown said this additional extension was to allow noise assessments and report to be produced as due to the current covid restrictions it has not been possible to get accurate assessments.

**RESOLVED:**

**To receive the information.**

**3.8 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.**

**3.9 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.**

**3.10 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.**

**3.11 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. The Clerk reported that information is now being disseminated nationally regarding arrangements for the Queen's Platinum Jubilee next year and that would seem an appropriate occasion to aim for. A Sedgefield 700+ meeting with representatives from those other community groups who said they would like to be involved will be scheduled for September 2021 to start to think about options. A report will be brought to a future Community Development & Engagement Committee meeting.

The Clerk reported that work will commence over the summer on the Council's fireworks display. Updates will be brought to future Community Development &

Engagement Committee meetings.

**RESOLVED:**

**To receive the information.**

**3.12 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.**

**3.13 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 all additional information required by the Local Planning Authority in order for them to consider the Town Council's planning application to expand Butterwick Road Cemetery. A determination is now awaited.

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.**

**3.14 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. No further update has been issued to the Town Council. The Clerk to keep Cllrs updated on this matter.

Cllr Alf Walton confirmed that he continues to monitor this area and has not seen any evidence of rat activity since holes were filled in.

**RESOLVED:**

**To receive the information.**

**3.15 Sedgefield WI Request:**

The Clerk has informed Sedgefield WI that it is not possible for them to plant a commemorative tree on Town Council land, however, they could consider going onto the waiting list to provide a memorial bench in the Town. The WI have confirmed they do not wish to proceed with a memorial bench.

**RESOLVED:**

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

**3.16 Mango Dentists:**

The Clerk had contacted DCC's Conservation Officer to ascertain if it is possible to have a pre-agreed specification for bin store design within the Conservation Area. A response is now awaited.

The Clerk has replied to Ms Angela Wears and requested that she liaise with the Sedgefield In Bloom Group to enquire about sponsoring flower tubs.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 Sedgefield TRO 2021 Proposals:**

The Clerk has informed Mr Daniel Morgan of DCC that 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.

**RESOLVED:**

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

**3.18 Request from Sedgefield Lyrics:**

The Clerk has informed Mrs Avril 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. Mrs Hannon has accepted this.

**RESOLVED:**

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

**3.19 Eden Drive Play Area:**

The Clerk has expedited recommendations i) to iv). Upon receipt of painting quotations the Estates Working Group will submit a Section 106 funding application relating to the monies from Turners Garage development.

For information regarding wetpour and details of the current SLA with DCC for play area inspections see agenda item 8.1.

**RESOLVED:**

**To receive the information.**

**3.20 Tree Inspections:**

The Clerk has informed the Council's chosen tree contractor of their successful quotation for undertaking walk over inspections on all areas of Town Council land. The Clerk will liaise later this week with the tree inspector who requires some additional mapping information.

The Town Council's Gardener performed the work requested by Cllrs near to Eden Gardens. See agenda item 7.1.

Upon receipt of findings the Estates Working Group will consider and bring a recommendation report back to a future P&R Committee which will detail priority and on-going work.

The Finance Working Group to factor into the Town Council's future budget planning process the future programme of treeworks.

**RESOLVED:**

**To receive the information.**

**3.21 Parish Hall Noticeboard:**

An order for a new Parish Hall noticeboard has now been expedited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.22 Parish Hall Wi-Fi:**

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

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

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

Mr Justin Gooch told Cllrs where he resided in the Town and stated that he welcomed new businesses in the Town. Mr Gooch believed that a request for an application relating to Casa Café was to be considered later in the meeting and wished to make Cllrs aware of several concerns from nearby residents regarding the impact of the proposed cycle stands on an area of village green next to Casa Café. Mr Gooch highlighted the difficulties of parking in and around The Square and whilst he appreciated that no resident had a specific right to park their vehicles there the loss of a local opportunity to park vehicles on the area now being requested upon which to place cycle stands would cause a far bigger problem than the



benefit it was hoping to offer a few. New businesses are opening in the Town and bring people into the centre but it also needs to be remembered that a large number of people live in the Town centre alongside those businesses. Cycle stands being placed upon the area of village green now being requested would have significant impact upon access for refuse collection and would leave nearby residents with no option but to take bins over the grassed areas potentially causing damage to the village greens. Mr Gooch said that he was supportive of an active lifestyle and that the Town needed to appeal to cyclists but the area now to be considered was not the correct location as it would not benefit cyclists and would negatively impact upon nearby residents. Mr Gooch suggested that a more central location, perhaps near to the bus station, would be more appropriate and would not result in the loss of parking for residents and visitors. Mr Gooch concluded by saying that the proposed area of village green would also mean that any users would look straight into private properties adjoining the village green. Cllr Blakemore thanked Mr Gooch for his comments and said these would be noted when this matter was considered later. Cllr Blakemore also said that there were several cycle stands already in the Town.

County Cllr Chris Lines said that a week previously he had sent emails to DCC's Sustainable Transport Team requesting a review of this matter in the Town and this included the opportunity to review/consider cycling opportunities. It is important that cycle stands are located correctly to maximise use and benefit and County Cllr Lines also made the Town Council aware of the work of the Bicycle and Active Transport Scheme (BATS).

The Chairman thanked the members 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. The Clerk reminded all that Environment Committee and Community Development & Engagement Committee meetings would resume in September with appropriate matters returning to those agendas rather than the P&R Committee's.

#### **RESOLVED:**

**To receive this information.**

**5.2 Finance Working Group Terms of Reference 2021/22:**

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

**RESOLVED:**

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

**5.3 Confidential Reporting Code Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Confidential Reporting Code Recommendation Report by the Finance Working Group.

**RESOLVED:**

- i) To adopt the presented Confidential Reporting Code with immediate effect.**
- ii) Appendix A (Fraud and Corruption Reporting Investigation Procedure) to be removed from the Council's Medium Term Financial Plan with the Confidential Reporting Code becoming a stand-alone document to which there will be cross-referencing.**

**5.4 Re-opening of Town Council Offices Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Re-opening of Town Council Offices Report and confirmed that interim opening times would be promoted from this week following the government's announcement earlier that day regarding the removal of covid restrictions.

**RESOLVED:**

**To receive this information.**

**5.5 Community Chest Meeting Proposal by Cllrs Julie Towler and Mavis Wayman:**

Prior to the meeting the Clerk had circulated to all a Community Chest Meeting Proposal Report by Cllrs Julie Towler and Mavis Wayman.

**RESOLVED:**

**To hold a virtual Community Chest meeting at 6.30pm on Monday 19<sup>th</sup> July 2021 to consider requests received.**

**5.6 Sedgefield Youth Club Update Report by Cllr Julie Towler and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Update Report by Cllr Julie Towler and the Clerk which provided the latest situation following a meeting with Youth Association and Youth Worker on 30<sup>th</sup> June 2021. The Clerk noted that unfortunately she had not yet been given contact details for the Youth Club's Management Committee meaning it was uncertain whether the AGM would take place on 15<sup>th</sup> July 2021. If this did not go ahead, attempts would be made to reschedule as soon as possible.

**RESOLVED:**

- i) To receive this information.**
- ii) The Town Council approve the presented SLA between Spennymoor Youth & Community Association and Sedgefield Town Council for the period 1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022 giving the Chair of the Council authorization to sign on behalf of the Town Council.**
- iii) Sedgefield Youth Club's Management Committee to keep the Town Council updated regarding all matters relating to the Youth Club.**

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

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14<sup>th</sup> June 2021 numbered 109974 to 109990. 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 1<sup>st</sup> July 2021:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 1<sup>st</sup> July 2021.**

**6.3 Debtors List as at 1<sup>st</sup> July 2021:**

**RESOLVED:**

**To receive the Debtors List as at 1<sup>st</sup> July 2021.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> June 2021:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> June 2021.**

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

Prior to the meeting the Clerk had circulated to all a May 2021 Bank Reconciliations plus April 2021 and May 2021 Public Sector Deposit Fund Reconciliations Report. The Clerk highlighted to all that as reported at the conclusion of the Council's 2020/21 year end accounts, and to continue to fully utilize the Council's financial software, that the Council's petty cash system has also been incorporated into these reconciliations in the form of an imprest account.

**RESOLVED:**

**To receive this information.**

**6.6 Exercise of Public Rights – Year End Accounts 2020/21 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights – Year End Accounts 2020/21 Report in which she confirmed the Council's public rights dates commences on Thursday 1<sup>st</sup> July 2021 and would cease on Wednesday 11<sup>th</sup> August 2021. Notices have been displayed and information displayed on the Council's website in accordance with this requirement.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Tree Cutting (emails from Mr Gary Davies dated 18<sup>th</sup> and 21<sup>st</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all emails from Mr Gary Davies dated 18<sup>th</sup> and 21<sup>st</sup> June 2021 regarding tree cutting near to Eden Gardens. Mr Davies

acknowledged that the Town Council had removed branches which were near to his property of concern but felt this was the bare minimum work to resolve the issue and requested serious pruning and verge cutting was needed in this area. The Clerk informed Cllrs this land did not belong to the Town Council and as such she had reported this complaint to Livin for them to investigate. Cllrs agreed the area was unkept but the Town Council was not responsible for that area therefore Mr Davies should be updated and suggested that he liaise directly with Livin in order to progress further.

**RESOLVED:**

**The Clerk to reply to Mr Davies in accordance with the Town Council's wishes.**

**7.2 [License] (letter from Ms Hazel Wright and Ms Cristina Moreira, Casa Café received 17<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all a letter from Ms Hazel Wright and Ms Cristina Moreira of Casa Café dated 17<sup>th</sup> June 2021 in which they were seeking the Town Council's permission to place temporary outdoor tables and chairs on the grassed area of the village green near to their property and to install cycle storage area on the tarmaced area of village green next to their property. The Clerk reported that earlier that day she had circulated electronically to all Cllrs government documentation regarding their vision for increasing activity, cycling and increased cycle stands which had been forwarded by Ms Moreira.

Cllrs considered the application received and all agreed that they were happy for the Clerk to write to Ms Wright and Ms Moreira stating that the Town Council would be happy to enter into a licence for the grassed area of village green being used to place tables and chairs upon with the condition that such would have to be moved to allow the Town Council's grass cutting contractor to cut the grass to ensure the area is kept to the same standard as other grassed village green areas. Ms Wright and Ms Moreira would be expected to pay the legal costs for the production of such a licence. However, Cllrs agreed that the area being proposed for the installation of cycle stands was not appropriate and this would not be included in the licence offered. Ms Wright and Ms Moreira have raised a very valid point regarding provision for cyclists visiting the Town centre and this matter will be progressed by the Town Council entering into discussions with local County Cllrs and DCC's Sustainable Transport Team to embark upon a review of existing provision and consider opportunities that would benefit the overall area without losing potential car parking space. Cllr Allan Blakemore

highlighted that cycle stands are already in place adjacent to The Corner House and outside the library. Cllr Alf Walton asked if a more appropriate central site would be the site of the old telephone kiosk. Cllrs also acknowledged that the views of the Conservation Officer would be needed and this was another reason for having a joined up approach with DCC to ensure appropriate location for such and suitability of type of stand. Cllr Paul Heasman said there would come a point in the future when solving parking problems would not be by creating further parking spaces as this would only encourage more people to drive to the area and that addressing the issue would be by sacrificing parking spaces.

Cllr Mel Carr noted that each AAP is being given an additional £210,000 specifically for investment plans that improve connectivity. Cllr Mel Carr suggested that the Town Council contact both local County Cllrs and ask they provide assistance in working with the AAP, Town Council and residents to look at ways in which such monies for the EDRC AAP could help Sedgefield in addressing matters relating to cycling, parking and buses. Cllrs agreed.

Cllr Mavis Wayman expressed her concern regarding the size of the sign displayed on the Casa Café property and asked that this be checked by the Conservation Officer to ensure compliance.

**RESOLVED:**

- i) The Clerk to write to Ms Wright and Ms Moreira to offer a licence with the Town Council for the use of the grassed area of the village green near to their property only with condition regarding Town Council's grass cutting contractor and that all legal costs are to be met by them. If this offer is accepted the Town Clerk will instruct the Town Council's solicitor to proceed.**
- ii) The Clerk to explain to Ms Wright and Ms Moreira that permission is not given for the siting of cycle stands on tarmaced village green near to their property but that this matter will be taken forward instead with DCC so there is a review of such provision across the Town to identify a suitable location to benefit all.**
- iii) The Clerk to write to both local County Cllrs to ask that they work with the EDRC AAP, Town Council and residents to look at ways in which the additional funding given to the AAP to improve connectivity could be used to help Sedgefield in addressing matters relating to cycling, parking and**

buses.

- iv) **The Clerk to ask DCC's Conservation Officer to look at the size of the new sign erected by Casa Café.**

**7.3 Bowls Club Progress Report 30<sup>th</sup> June 2021 (from Mr Chris Vincent):**

Prior to the meeting the Clerk had circulated to all a [Sedgefield] Bowls Club Progress Report which had been produced by Mr Chris Vincent on 30<sup>th</sup> June 2021 and confirmed that the Club's project to create an outdoor bowling green in the Town was still active. Cllr John Finlayson requested clarification regarding the proposed site of the new green and Cllr Blakemore described the location near to Sedgefield Cricket Club.

**RESOLVED:**

**The Clerk to inform Mr Vincent that the Town Council will continue to hold Sedgefield Bowling Club's allocated Terrace Hill monies on their behalf until such a time they are ready to request this be released to them.**

**7.4 Permission To Get A Table Outside For 2 Days (email from Loft to Loved dated 24<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all an email from Loft to Loved dated 24<sup>th</sup> June 2021 in which they requested permission to get a table outside their property for two days on 31<sup>st</sup> July and 1<sup>st</sup> August 2021 for a workshop open day. Cllrs agreed to grant permission but not for the path at the side of the shop but the grassed village green instead with the proviso that Loft to Loved take fully responsibility for the safety of people crossing the road.

**RESOLVED:**

**The Clerk to inform the owners of Loft to Loved.**

**7.5 Inconsiderate Parking At The End Of Station Road (email from County Cllr Chris Lines dated 24<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had circulated to all an email from County Cllr Chris Lines dated 24<sup>th</sup> June 2021 in which he wanted to make the Town Council aware of complaints he had received from residents living near to the end of Station Road who are being inconvenienced by cars being parked inconsiderately along the end of Station Road (towards the access to East Park). A series of images accompanied the email to show the problem in relation to the dropped kerb in this area. It was felt

that these actions were most likely being taken by dog walkers visiting East Park or perhaps visitors to Hardwick Park who don't want to pay for parking but it was agreed that a polite request article for considerate parking would feature in the next edition of the Sedgefield Extra.

**RESOLVED:**

**An appropriate article to be prepared for publication in the next edition of the Sedgefield Extra.**

**7.6 Bloom Bench (email and attachment from Mr Howard Smith dated 28<sup>th</sup> June 2021):**

Prior to the meeting the Clerk had shared with Cllrs for their information an email and attachment from Mr Howard Smith which shared details of the wording on the plaque to be located on the new Sedgefield In Bloom's bench to be sited at the Turnpike arear.

**RESOLVED:**

**To receive this information.**

**7.7 CDALC Executive Committee Membership – Elected Positions At The AGM (email from CDALC dated 5<sup>th</sup> July 2021):**

The Clerk read out an email from CDALC dated 5<sup>th</sup> July 2021 in which they were seeking nominations for CDALC Executive Committee Membership which would be determined at the Association's AGM in October 2021. Cllr Allan Blakemore confirmed that he would be happy to be nominated again by the Town Council for the role of Honorary Treasurer, a position which he currently holds.

**RESOLVED:**

**Sedgefield Town Council to nominate Cllr Allan Blakemore for the position of CDALC Executive' Committee's Honorary Treasurer.**

The Chair, Cllr Allan Blakemore, explained that due to the confidential nature of the following item: 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 and a way forward agreed.

**8.2 Festive Lighting Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Festive Lighting Recommendation Report by the Estates Working Group regarding the overhauling of the electrical infrastructure on the village green.

**8.3 Cemetery Lodge Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Recommendation Report by the Estates Working Group which detailed refurbishment work required.

**8.4 Village Greens Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report which provided the latest situation in relation to several on-going matters. A way forward was determined in relation to each issue.

**8.5 Ceddesfeld Hall Rent Review Recommendation by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Ceddesfeld Hall Rent Review Recommendation Report by the Finance Working Group. The recommendation was agreed unanimously.

The Chair thanked everyone for attending and closed the meeting at 9.18pm.