

SEDFIELD TOWN COUNCIL

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

on

Monday 11th October 2021

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, John Finlayson, Catherine Hart,
Paul Heasman, David Jasper and Allan Nicholson

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Jim Seymour, Julie Towler, Alfred Walton, Mavis Wayman and
Stephen Winter.

2. Declaration of interest:

Cllr Catherine Hart declared an interest in item 9.2. No other Cllrs made any declaration of
interest.

3. STC Minutes / Committee Reports:

**a. Minutes of Fireworks Working Group meeting held Tuesday 7th September
2021:**

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

b. Minutes of the Monthly meeting held Monday 13th September 2021:

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

c. Minutes of the P&R committee held Monday 13th September 2021:

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

d. Minutes of Community Development & Engagement committee held Monday 20th September 2021:

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

e. Minutes of Environment committee held Monday 20th September 2021:

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

f. Minutes of Finance Working Group meeting held Thursday 23rd September 2021:

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

g. Minutes of the Estates Working Group meeting held Monday 27th September 2021:

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

h. Minutes of the Personnel meeting held Monday 27th September 2021:

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

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

4. Matters of Information:

4.1 Building Back Communities:

The Clerk has informed the EDRC AAP that the Town Council would like to join a Working Group regarding the Towns and Villages Fund. Further information is now awaited and the Clerk was lead to believe that the first meeting of the Group was in the process of being organized. County Cllrs Brown and Lines plus Clerk to keep the Town Council updated.

RESOLVED:

To receive the information.

4.2 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-6.

RESOLVED:

To receive the information and to close this matter.

4.3 Planning Applications:

Planning applications DM/21/03091/FPA and DM/21/03031/FPA were discussed at the Environment Committee meeting on Monday 20th September 2021 along with the

amendments suggested to planning application DM/21/01646/VOC.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in October 2021 plus civic events until March 2022. The Clerk reported that a further Fireworks Working Group meeting had been scheduled to take place immediately following the Estates Working Group on the afternoon of Monday 25th October 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. The member of the public present did not wish to make any comment. The Chairman 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 Mayor of Sedgefield, Cllr Ann Carr, reported that the last month had been a very interesting one during which she had continued to meet lots of Sedgefield residents. Cllr Ann Carr said that she had represented the Town Council and joined members of the Sedgefield In Bloom Group at the recent Northumbria In Bloom Awards. Sedgefield had been awarded Gold in the Small Town category which was a wonderful accolade. Cllr Ann Carr also reported that she had recently been delighted to meet Mr Jack Smith the Town's gold medal winning Paralympian. Mr Smith was an impressive young man and had brought his medal along to the meeting. Cllr Ann

Carr said that it would be good if the Town Council could explore options for recognizing Mr Smith's achievement and the Clerk confirmed that she is looking at potential options and will bring these to Council when fully prepared.

Cllr Ann Carr reminded all of her forthcoming Mayor's Quiz on 22nd October 2021 at Ceddesfeld Hall for which there are a small number of tickets remaining. She reported the she is also working on a flower demonstration and afternoon tea in November. Cllr Ann Carr concluded by saying that she still needed to find a band to perform at her Mayor's Ball in March 2022 and would be grateful if any Cllrs had any recommendations. Cllr John Finlayson said it was possible that he might have some contacts and would speak to Cllr Ann Carr outside of the meeting.

RESOLVED:

- i) **To receive this information.**
- ii) **Cllr John Finlayson and Cllr Ann Carr to arrange to meet to discuss band options for the 2022 Mayor's Civic Ball.**

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. Cllrs Catherine Hart and Paul Heasman expressed their thanks to County Cllr Lines for his report and continued sharing of information. Cllr Mel Carr informed all that Cllr Allan Blakemore was now the Chairman of the EDRC AAP's Board and felt that this would provide a further direct flow of information to the Town Council which would compliment that now received from County Cllr Lines.

RESOLVED:

To receive the report provided by County Cllr Lines.

9. Correspondence:

9.1 Minerals and Waste Policies and Allocations Development Plan Document (email from Mr G Paul, Head of Development and Housing, DCC dated 23rd September 2021):

Prior to the meeting the Clerk had issued electronically to all Cllrs on 24th September 2021 an email, including hyperlinks, from Mr G Paul, Head of Development and Housing at DCC dated 23rd September 2021 entitled Minerals and Waste Policies and

Allocations Development Plan Document. The purpose of this correspondence was to make everyone aware that DCC are currently consulting on their Minerals and Waste Development Plan which once adopted, together with the County Durham Plan, will be used to determine future planning applications for minerals and waste development in County Durham. This consultation exercises closes on 5th November 2021. Cllr David Brown commented that this document did not have any issues or implications for the Sedgefield area. Cllrs did not have any comments on this consultation.

RESOLVED:

To receive this information.

9.2. Letter of Support (email from Ms Rachael Smith, Project Manager, DCC dated 1st October 2021):

Prior to the meeting the Clerk had circulated to all an email from Ms Rachael Smith of DCC dated 1st October 2021 in which she was seeking the Town Council's support to the explore the feasibility of re-opening a rail station at Ferryhill, which would see passenger services introduced between Ferryhill and Teesside, using the existing Stillington line. The primary focus is on re-opening Ferryhill railway but also presents an opportunity to explore the feasibility of a parkway station at Sedgefield adjacent to A689, for local patronage as well as intercepting Tees bound traffic from the A689. A letter of support was requested for 8th October 2021, however, the Clerk had made Ms Smith that this was not realistic and needed to fit in with Town Council meetings. As a result of this the deadline for a letter of support has been extended until 13th October 2021.

The Clerk read out an email from Cllr Stephen Winter sent as he knew that he was unable to attend the Monthly Meeting in person. Cllr Winter said that he was very supportive of improving/re-opening the local rail links as one way to reduce road traffic in the future. He would like to know how many re-opening of Sedgefield Station would link into the Town, e.g. some new walkway / cycleway from Town to station thereby reducing the need to drive to the station.

Cllr John Finlayson agreed with Cllr Winter and asked how people from Sedgefield would access such and whether it would be practical for a cycle lane to be incorporate from the Station to Sands Hall roundabout? Cllr Catherine Hart said that there needed to be consideration for the movement of farm traffic on the current road system and she and Cllr Heasman suggested that a separate cycle path was needed that did not

take away from the existing road which is already a pinch point for cyclists.

All Cllrs except Cllr Ann Carr expressed their support for this project.

RESOLVED:

The Clerk to write a letter of support and forward to Ms Smith.

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/21/03199/FPA – 1.2m stone wall with 1.37m pillars and gates to front, 14 Butterwick Road, Fishburn:

Cllrs did not have any objection to this application.

10.2 DM/21/03347/FPA – 2.5 storey side extension including dormer windows to front and rear roof slopes, single storey rear extension and front porch, West House Farm, Bishop Middleham:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1 - 2 above to be submitted to DCC Planners.

ADDITIONAL ITEMS:

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

DM/21/03294/FPA – single storey rear extension, 45 The Orchard, Sedgefield

DM/21/03464/FPA – first floor side extension, conversion of garage to storage/habitable space with new dual-pitched roof, mono-pitched roof over front canopy and rendering and fenestration works, 30 The Meadows, Sedgefield

RESOLVED:

To delegate the consideration of these planning applications to the Environment Committee meeting on Monday 18th October 2021.

The Chair thanked everyone for attending and closed the meeting at 7.15pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the **Council** held following the
Monthly meeting
on
Monday 11th October 2021
in
Sedgefield Parish Hall.

Present **Cllr. Mark Cant (Chairman) and**
Cllrs. David Brown, Ann Carr, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Dave Jasper and Allan Nicholson.

Officers Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, Jim Seymour, Julie Towler, Alfred Walton, Mavis Wayman and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Ash Tree Within Grounds of Ceddesfeld Hall:

This tree was viewed and discussed during an on-site meeting between the Estates Working Group and Teesdale Heritage Trees on 6th October 2021. The advice received from Mr Rodger Lowe of Teesdale Heritage Trees was that no action is required at this stage but the tree should be inspected again in 12 months time.

RESOLVED:

To receive the information and to close this matter.

3.2 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.

3.3 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.

3.4 Footpath – Malton Terrace:

Members of the Estates Working Group have now reviewed 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 the areas includes Malton Terrace. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 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. It is hoped that work to remove the existing recycling bays will begin soon. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Eden Drive Play Area:

Red items of play equipment at Eden Drive have now been re-painted.

RESOLVED:

To receive the information and to close this matter.

3.7 Tree Inspections:

Tree inspection reports relating to trees on Town Council owned land have now been completed. An on-site meeting between the Estates Working Group and the Tree Inspector had taken place on 6th October 2021 to discuss the 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 to have a programme of tree works. The Finance Working Group to factor into the Town Council's future budget planning process the future programme of treeworks.

Agenda items 8.1 and 8.7 will highlight some urgent tree matters which require consideration now.

RESOLVED:

To receive the information.

3.8 Parish Hall Wi-Fi:

The Parish Hall now has wifi but additional work is still required in order to ensure robust coverage throughout the Hall. This work is to take place on Tuesday 12th October 2021. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Code of Conduct

The newly adopted Code of Conduct has now been uploaded to the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.10 Information and Data Protection Policy:

The newly adopted Code of Conduct has now been uploaded to the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.11 Retention and Disposal Policy:

The newly adopted Retention and Disposal Policy has now been uploaded to the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.12 Draft Village Green Policy:

Cllr Winter has forwarded to the Clerk his thoughts regarding what information should be included in a section specifically for businesses whose properties adjoin areas of village green. These were considered at the last Estates Working Group meeting and further work is required on this policy. The Estates Working Group to review this draft Policy in early 2022 to bring an updated draft back to the P&R Committee for further consideration.

RESOLVED:

To receive the information.

3.13 Section 106 Funding:

No further information has been received regarding this matter.

The Clerk has requested a meeting between the Estates Working Group and County Cllr Chris Lines to commence discussions regarding possible review of play provision across the Town.

Upon determination of the Town Council's planning application to expand Butterwick Road Cemetery the Clerk to organize a joint Butterwick Road Cemetery Working Group and Finance Working Group meeting in order that funding and options can be considered with a recommendation report brought to a future P&R Committee meeting for consideration.

The Clerk to keep Cllrs updated on any developments relating to Section 106 monies.

RESOLVED:

To receive the information.

3.14 Strategic Priorities:

The Council's top five priorities for its current term of office will feature in the next edition of the Sedgefield Extra. Time is now needed to allow the Clerk to commence drafting action plans for each strategic priority plus scheduling meetings with both local County Cllrs and Police. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 2021/22 Internal Audit Work:

The Council's Internal Auditor will commence his 2021/22 internal audit work on 13th and 14th October 2021. His findings will be presented to the Finance Working Group on 28th October 2021. The Clerk to present Internal Auditor findings reports to the November 2021 P&R Committee meeting.

RESOLVED:

To receive the information.

3.16 Refurbishment of Cemetery Compound:

The Clerk has instructed Town Council staff to remove the Bloom Group's polytunnel from its location in the cemetery compound. Cllr Alf Walton and Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Mar Cant, noted that there were no members of the public in attendance.

5. Reports:

5.1 Venue For Future Town Council Committee Meetings Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Venue For Future Town Council Committee Meetings Recommendation Report by the Personnel Committee.

RESOLVED:

From January 2022 onwards all Town Council Committee meetings, excluding the Personnel Committee, take place in the main hall of Sedgefield Parish Hall.

5.2 Review of Adverse Weather Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Adverse Weather Policy Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Adverse Weather Policy with immediate effect.

5.3 Review of Attendance Management Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Attendance Management Policy Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Attendance Management Policy with immediate effect.

5.4 Review of Change Management Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Change Management Policy Recommendation Report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Change Management Policy with immediate effect.

5.5 Review of Leave of Absence Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Leave of Absence Policy Recommendation report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Leave of Absence Policy with immediate effect.

5.6 Review of Recruitment and Selection Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Recruitment and Selection Policy Recommendation report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Recruitment and Selection Policy with immediate effect.

5.7 Review of Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation report by the Personnel Committee.

RESOLVED:

- i) To include 5 days compassionate leave for a miscarriage.**
- ii) With the inclusion of the above, to adopt the revised Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy with immediate effect.**

5.8 Review of Staff Working Time Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Staff Working Time Policy Recommendation report by the Personnel Committee.

RESOLVED:

To adopt the reviewed Staff Working Time Policy with immediate effect.

5.9 Cemetery Lodge Verbal Update Report by Cllr Mel Carr and Town Clerk:

The Clerk reported that with the exception of minor woodwork repairs to the exterior of the Lodge, the property's refurbishment has now been completed. Dowens confirmed earlier today that the property is now advertised as being to let on the internet. Dowens will keep the Clerk updated on this matter and it is hoped that the Lodge can be occupied soon.

RESOLVED:

To receive this information.

5.10 Festive Lighting Verbal Update Report by Cllr Mel Carr and Town Clerk:

Cllr Mel Carr reported that since the last P&R Committee meeting, the Town Council's order of new festive lights has been placed and received. DCC have installed a new electricity feed to the live Christmas tree near to the Ball Game statue. The Town Council's appointed electrician has been informed of his successful quotation and is being kept up to date as work progresses. Before the new festive lights can be installed some treeworks need to be undertaken as a matter of urgency and these will be considered under agenda item 8.1

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 13th September 2021:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13th September 2021 numbered 110040 to 110055. 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 Payment by BACS Update Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Payment By BACS Update Report by the Finance Working Group which detailed the problems being experienced with the Council's banking mandate.

RESOLVED:

The Council's outstanding bank mandate issues to remove/add one Councillor signatory and active BACS payment be deferred until January 2022. In the interim all payments will revert back to being paid by cheque.

6.3 Financial Budget Comparison as at 4th October 2021:

RESOLVED:

To receive the Financial Budget Comparison as at 4th October 2021.

6.4 Debtors List as at 4th October 2021:

RESOLVED:

To receive the Debtors List as at 4th October 2021.

6.5 Direct Debits and BACS List for 1st – 30th September 2021:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th September 2021.

6.6 September 2021 Bank Reconciliations plus August 2021 Public Sector Deposit Fund Reconciliations and July 2021 and August 2021 Imprest Account Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a September 2021 Bank Reconciliations plus August 2021 Public Sector Deposit Fund Reconciliations and July 2021 and August 2021 Imprest Account Report. The Clerk then circulated to all the accompanying bank reconciliations for the Town Council's four banks accounts for the period 1st – 30th September 2021 and the Public Sector Deposit Fund for 1st – 31st August 2021.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Notice of Licensing Hearing – Hardwick Hall Hotel, Sedgefield (email and attachments from Ms Yvonne Raine, DCC dated 29th September 2021):

Prior to the meeting the Clerk had issued to all Cllrs electronically on 30th September 2021 an email and accompanying attachments from Ms Yvonne Raine of DCC dated 29th September 2021 relating to the Notice of Licensing Hearing on 19th October 2021 for the proposed new premises licence for Hardwick Hall Hotel. Within the Clerk's covering email issued to all Cllrs on 30th September 2021 was a request for

volunteers to attend and represent the Town Council at this Hearing. As a result Cllr Mel Carr will attend and represent the Town Council. The Clerk thanks Cllr John Finlayson who also volunteered and Cllr Paul Heasman who hoped to be available. The Clerk suggested that Cllrs Finlayson and Heasman might wish to consider attending as observers so they can understand how such hearings work. Both agreed to that suggestion and the Clerk said she would liaise with Ms Raine to progress this request. The Clerk said the purpose of discussion was now to agree upon the views that were to be expressed at the Hearing.

Cllr Mel Carr reminded all that the Town Council has previously objected to this new licence. The new licence appears to have become very complicated as its original purpose was to have simplified a raft of premises licences relating to various locations within the Hall's grounds. The new licence is very complicated and appears to permit all areas of the Hall's grounds to finish playing music at the same time as indoor entertainment would finish, i.e. thereby permitting a possible noise extension to the outdoor areas. Cllr Mark Cant said that this would affect people staying in the Hotel as well as residents in Sedgefield. Cllr Paul Heasman said this could have particular impact upon residents living in the West side of the Town. Cllr Catherine Hart commented that noise can already be heard as far away as Foxton. Cllr John Finlayson pointed out there were conditions for noise monitoring within the proposed licence including active monitoring. Cllr Mel Carr replied that there are conditions relating to noise in the existing licences but that these have not stopped all noise disturbances previously. Cllr Mark Cant said that whilst a licence may have conditions assigned that does not mean there will be someone off-site actively monitoring noise levels and that any noise monitoring would only state if the noise was above a certain level it would not consider the impact of noise disturbance. Cllr Cant said that it was therefore important that when residents were impacted by any noise disturbance that they complained directly to the Licensing Authority. Cllr Allan Nicholson said that he was aware previously there had been problems with noise disturbance from the Hall as experienced by residents living in Kerr Crescent who conducted their own noise monitoring which resulted in a report being submitted to the Licensing Authority that was ignored. Cllr Finlayson said that it was important the Town Council only objected if it had a real reason otherwise it would have to work with the noise management controls within the licence being proposed. Cllr Mel Carr agreed that the Town Council could only object on the grounds of the valid reason and that reason was the extended period of time in which music could be played. Cllr Mel Carr explained that currently music playing in the marquees in the grounds

of the Hall must finish earlier than music being played inside the Hall, however, the new licence would see that time limit being extended and then applied to all locations. It was agreed that the Town Council's objection is in regards to the time extension to which music can be played across the Hall's grounds. Cllr David Brown said that over the years the Hardwick Hall has had a raft of premises licences and work has been undertaken to now have one for the entire site which is the reason for the forthcoming Licensing Hearing. At that hearing anyone can make comments which are considered by the Licensing Committee before a determination is made. That determination could include a request for modifications to the licence or the stipulation of conditions. Cllr Brown reminded all that this matter has been deferred for some considerable time due to the pandemic as it was not possible to gather evidence when events have not been able to take place. Cllr Finlayson said that he had noted on various social media platforms in the past that when there have been noise complaints made the majority of those who then commented had a "live and let live" attitude.

Cllr Mark Cant asked if local residents had been made aware of this hearing? The Clerk said that advertising such a hearing would be the responsibility of DCC as the Licensing Authority, however, she would pose that question to Ms Raine.

RESOLVED:

- i) To receive this information.**
- ii) Cllr Mel Carr to represent the Town Council at the Licensing Hearing and to raise the Town Council's objections to this premises licence as per those documented in these minutes.**
- iii) The Clerk to liaise with Ms Yvonne Raine of DCC to determine if it is possible for Cllrs Finlayson and Heasman attend as observers.**

The Chair, Cllr Mark Cant, 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 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 Treeworks Required Relating To Festive Lighting Scheme Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Treeworks Required Relating to

Festive Lighting Scheme Recommendation by the Estates Working Group. This was considered and a course of action agreed.

8.2 Parish Hall CCTV Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall CCTV Recommendation Report by the Estates Working Group. This was considered an a course of action agreed.

8.3 Lighting In Grounds of Ceddesfeld Hall Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Lighting in Grounds of Ceddesfeld Hall report by the Estates Working Group. This report gave a retrospective explanation of the action undertaken by the Clerk and Estates Working Group was received.

8.4 Projects & Media Co-ordinator Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Projects & Media Co-ordinator Update Report by the Personnel Committee which was noted.

8.5 Village Greens Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Greens update report. Each item in this report was considered and a course of action agreed for each.

8.6 Eden Drive Play Area Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Eden Drive Play Area update report, the content of which was noted.

8.7 Emergency Item: Veteran Sycamore at Old Beacon Lane Cemetery, Sedgefield:

The Clerk gave a verbal update regarding this emergency item. This was considered and a course of action agreed.

The Chair thanked everyone for attending and closed the meeting at 8.06pm.