

## SEDFIELD TOWN COUNCIL

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

on

**Monday 8<sup>th</sup> November 2021**

in

**Sedgefield Parish Hall**

**Present**

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

Cllrs. David Brown, Mark Cant, Ann Carr, John Finlayson, Catherine Hart, David Jasper, Allan Nicholson, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Allan Blakemore and Paul Heasman.

**2. Declaration of interest:**

None.

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

**a. Minutes of Fireworks Working Group meeting held Tuesday 7<sup>th</sup> October 2021:**

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

**b. Minutes of the Monthly meeting held Monday 11<sup>th</sup> October 2021:**

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

**c. Minutes of the P&R committee held Monday 11<sup>th</sup> October 2021:**

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

**d. Minutes of Fireworks Working Group meeting held Monday 25<sup>th</sup> October 2021:**

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

**e. Minutes of Finance Working Group meeting held Thursday 28<sup>th</sup> October 2021:**

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

**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. The Clerk had received notification earlier that day that an initial Towns and Villages Task meeting would take place on Tuesday 16<sup>th</sup> November 2021. The Clerk was unable to attend due to a prior commitment, however, Cllr Mel Carr would represent the Town Council and keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.2 Mayor's Report**

Potential recognition award – see agenda item 8.2 on the P&R Committee's agenda.

**RESOLVED:**

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

**4.3 Letter of Support:**

The Clerk wrote a letter to Ms Rachael Smith of DCC stating the Town Council's support to 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 with opportunity to explore the feasibility of a parkway station at Sedgefield adjacent to A689.

**RESOLVED:**

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

**4.4 Current Planning Applications**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 2.

**RESOLVED:**

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

#### **4.5 Planning Applications**

The Clerk did not receive from Cllrs any comments regarding planning application DM/21/03294/FPA or DM/21/03464/FPA.

#### **RESOLVED:**

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

(Cllr Catherine Hart joined the meeting at this point)

#### **5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings in November 2021 plus civic events until March 2022. The Clerk reported that the joint meeting between the Sedgefield In Bloom Group and the Town Council scheduled for 17<sup>th</sup> November 2021 now needed to be rescheduled and it was hoped that this could take place in December 2021. The Clerk confirmed that following Cllr Alf Walton's recent resignation, Cllr Stephen Winter would now Chair future Environment Committee meetings until the Council's AGM in May 2022. Cllr Winter said that he was looking forward to this role.

#### **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 have any comments to make. 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:**

Prior to the meeting the Clerk had circulated to all a copy of the Mayor of Sedgefield's report which detailed the actions undertaken by Cllr Ann Carr since the Council's last Monthly Meeting.

### **RESOLVED:**

**To receive this information.**

## **7.3 Town Councillor Resignation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Councillor Resignation Report which explained the process that was now being followed after Alf Walton's recent resignation from the Town Council. DCC will inform the Clerk on Monday 22<sup>nd</sup> November 2021 if the Town Council is able to proceed with filling this vacancy via co-option. The Clerk bring a further update and recommendation to the December 2021 P&R Committee meeting.

### **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. Accompanying this report were the minutes of the Active Travel meeting held on 11<sup>th</sup> October 2021. The Clerk highlighted that the next meeting of this Group had been rescheduled from 8<sup>th</sup> November to 15<sup>th</sup> November 2021 at 4pm in the Parish Hall.

### **RESOLVED:**

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

## **9. Correspondence:**

### **9.1 Town and Country Planning Act 1990 – Variation to planning permission DM/20/00125/FPA Land to the South of Discovery 2 William Armstrong Way NETPark Sedgefield (letter from Mr Colin Harding, DCC dated 29<sup>th</sup> October 2021):**

The Clerk reported that earlier that day she had issued electronically to all Cllrs the above item of correspondence which had been received at the Town Council Offices on 4<sup>th</sup> November 2021. Due to the short timescale for consultation this matter needed

to be considered now. Cllrs noted that the proposal was to extend the café opening times for 30 annual instances from 0700 – 1700 Monday – Sunday to 0700 – 2100 Monday – Sunday. Cllrs did not have any objection to this variation as they did not feel that the proposed increase was excessive.

**RESOLVED:**

**Sedgefield Town Council does not object to this proposed variation of planning permission.**

**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/21/03348/FPA – hybrid planning application for the development of NETPark phase 3a, land to the north west of William Armstrong Way, NETPark, Sedgefield:**

Cllrs did not have objection to this application and ongoing development of NETPark but wanted assurance that and views of DCC's Ecology Officer would be taken into account to ensure there would not be any negative impact upon the nearby woodland and wildlife corridor.

**10.2 DM/21/03478/FPA – extension to the front and associated alterations to create flat roof addition to the side including garage conversion and widening of existing drive, 12 The Leas, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/21/03646/TPO – 1 Mature Lime – remove basal growth and maintain annually; raise crown in all cardinal points to a maximum height, above ground level of 3 m and maintain height; T2 – Mature Sycamore – shorten branches on SW side by a maximum of 1.5m and maintain at this point; T3 – Mature twin-stem sweet Chestnut – remove 2 no lower branches on north stem on garden side, 7 Durham Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

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

**ADDITIONAL ITEMS:**

The Clerk reported that DCC had published the following planning application earlier that day:  
**DM/21/035756/FPA – underground electricity cables and associated infrastructure to connect the consented solar farms to the approved 132kV substation at Middlefield Farm, A177 Durham Road between Fir Tree Holdings and Midway Garage, Thorpe Larches**

**RESOLVED:**

**To delegate the consideration of this planning application to the Environment Committee meeting on Monday 15<sup>th</sup> November 2021.**

Cllr John Finlayson had looked at this application and questioned why and how the decision had been made to cross the road at the point identified. The Clerk said she would liaise with the DCC Planning Officer to find out why so that this information could be shared prior to the following week's Environment Committee meeting.

The Chair thanked everyone for attending and closed the meeting at 7.14pm

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER POLICY & RESOURCES** of the **Council** held following the  
**Monthly meeting**  
on  
**Monday 8<sup>th</sup> November 2021**  
in  
**Sedgefield Parish Hall.**

**Present**                    **Cllr. Mark Cant (Chairman) and**  
Cllrs. David Brown, Ann Carr, Mel Carr, John Finlayson, Catherine Hart, Dave Jasper, Allan Nicholson, Jim Seymour, Julie Towler, Mavis Wayman and Stephen Winter.

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

**1. Apologies:**

Cllrs Allan Blakemore and Paul Heasman.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 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.**

### **3.2 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.**

### **3.3 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.**

### **3.4 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.**

### **3.5 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 6<sup>th</sup> 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.



**RESOLVED:**

**To receive the information.**

**3.6 Parish Hall Wi-Fi:**

The installation of wifi into the Parish Hall is now complete and the system operational. Letters have gone out to all regular users making them aware of this. Signage has been displayed in the Parish Hall and will be included in the next update of the Parish Hall user policy. The website will also be updated.

**RESOLVED:**

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

**3.7 Draft Village Green 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. The Estates Working Group to keep Cllrs updated.

**RESOLVED:**

**To receive the information.**

**3.8 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.**

**3.9 Strategic Priorities:**

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.**

**3.10 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. The Clerk has informed the successful contractor and been informed that the work to create new bays should start very soon. Concrete panelling is currently being made and the contractor will inform the Council's Head Gardener & Cemetery Superintendent when work can commence on the actual installation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Venue for Future Town Council Meetings:**

The Town Council's meeting calendar on the website has been updated on the website and Parish Hall bookings have been made for future Monthly, P&R, Environment plus Community Development & Engagement Committee meetings.

**RESOLVED:**

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

**3.12 Notice of Licensing Hearing – Hardwick Hall Hotel**

Following the October 2021 P&R Committee meeting the Clerk had informed DCC Licensing that Cllr Mel Carr would attend the hearing scheduled for 19<sup>th</sup> October 2021 to speak on behalf of the Town Council. Arrangements had also been made for Cllrs Paul Heasman and John Finlayson to observe via DCC's YouTube channel.

On 14<sup>th</sup> October 2021 Ms Yvonne Raine informed the Town Council that the applicant

had withdrawn their premises licence application and the hearing had been cancelled. The Clerk duly notified all Cllrs.

**RESOLVED:**

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

**3.13 Treeworks Relating To Festive Lighting Scheme:**

The Clerk has notified the Council's chosen contractor of their approved work and requested this be undertaken as soon as possible following approval from DCC's Tree Officer and to ensure the new festive lighting can be installed before Saturday 27<sup>th</sup> November 2021. Cllr Mel Carr will give a further update under agenda item 5.2.

An explanatory article will feature in the first 2022 edition of the Sedgefield Extra as to why this work has been necessary, particularly the felling of trees.

**RESOLVED:**

**To receive the information.**

**3.14 Parish Hall CCTV:**

The Clerk has notified the Council's chosen contractor of their approved work and issued a Purchase Order number requesting this work be undertaken as quickly as possible. Confirmation of work scheduling is now awaited.

In early 2022 work is to commence on producing a CCTV Policy relating to the Parish Hall and review of signage in the Hall as well as appropriate reference in the Parish Hall's User Guide.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Lighting in Grounds of Ceddesfeld Hall:**

This work has now been completed.

**RESOLVED:**

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

**3.16 Eden Drive Play Area:**

As reported at the October 2021 meeting, the work to replace wetpour shrinkage areas at the play area has now been expedited with a request that this be carried out as soon as possible. No confirmation date has been received as yet. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 Emergency Item: Veteran Sycamore, Old Beacon Lane:**

This work has been expedited with a request that it be undertaken as soon as possible. The appointed contractor has confirmed this tree will be felled in November 2021. The Clerk is liaising with Mr Rodger Lowe in order to submit a tree grant to DCC to seek to obtain an oak tree to plant in place of this tree. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Mark Cant, closed the meeting for the public gave their views and comments. The member of the public present did not have any comments to make. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Cemetery Lodge Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Report. The Clerk confirmed that she had spoken to Dowens earlier that day and there was a person who was interested in renting the Lodge and were starting to undergo the necessary documentation process. The Clerk will keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.2 Festive Lighting Verbal Update Report by Cllr Mel Carr:**

Cllr Mel Carr reported that all requested tree works necessary on trees on the central

village green area have now been approved by DCC. The Town Council's appointed treeworks contractor, appointed at the October 2021 P&R Committee meeting, will be on site to start works on Wednesday 10<sup>th</sup> November 2021 and will stay until all works have been completed. They envisage this will take 3 days. Prior to this the Council's appointed electrical contractor will be ensuring all power has been cut from existing listing. Upon completion of the treeworks the electrician will commence work installing the new festive lighting which is currently in the Town Council offices. 19 trees on the village green will have white lights fitted and the new live Christmas tree will have coloured lights fitted. DCC are working with the Town Council's appointed electrician to ensure full compliance. DCC have already installed a new supply box which is located near to the Ball Game statue. The timings are very tight for all this work to be completed in time for the festive lights switch on at 4.30pm at the conclusion of the Town's Snow Party event on Saturday 27<sup>th</sup> November 2021. Cllrs thanked Cllr Mel Carr for all his work on this matter.

**RESOLVED:**

**To receive this information.**

Note: Reports related to information exempt from the are considered under agenda item 8.

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 11<sup>th</sup> October 2021:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11<sup>th</sup> October 2021 numbered 110056 to 110078. The Clerk circulated to all an updated list which includes cheques numbered 110079 to 110084. 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 Cllr Allan Blakemore plus the Town Clerk to duly sign the cheques.**

**6.2 Financial Budget Comparison as at 1<sup>st</sup> November 2021:**

**RESOLVED:**

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

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

**RESOLVED:**

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

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

**RESOLVED:**

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

**6.5 October 2021 Bank Reconciliations plus September 2021 Public Sector Deposit Fund Reconciliations and Imprest Account Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an October 2021 Bank Reconciliations plus September 2021 Public Sector Deposit Fund Reconciliations and Imprest Account Report with accompanying reconciliations.

**RESOLVED:**

**To receive this information.**

**6.6 Internal Audit Update Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Internal Audit Update Report by the Finance Working Group which was accompanied by copies of the internal audit reports produced by Mr Gordon Fletcher relating to his review of Accounts Payable, Officer and Member Expenses, Allotments and Payroll. The Clerk expressed her thanks to staff for their work in these areas and drew Cllrs attention to the achievement of Full Assurance rating for each. Cllr Mark Cant expressed his thanks to Mr Gordon Fletcher for his work.

**RESOLVED:**

**To receive this information.**

**6.7 2022/23 Financial Planning Update Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a 2022/23 Financial Planning Update Report. Since the production of this report the Clerk confirmed that forecast tax base and LCTRS grant information had been received from DCC which she had earlier that day shared with members of the Finance Working Group and she would now start to commence draft documentation for consideration at the Working Group's

next meeting.

**RESOLVED:**

**To receive this information.**

**6.8 Finance Working Group Membership Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Finance Working Group Membership Report produced by the Finance Working Group which sought an additional Cllr to join the Group and the Council's banking mandate.

**RESOLVED:**

**Cllr Allan Nicholson to join the Finance Working Group and be added to the Town Council's authorized signatories list.**

**7. Correspondence:**

**7.1 St Edmund's Church Yard (letter and attachments from Ms Julie Robson, Upper Skerne, PCC dated 18<sup>th</sup> October 2021):**

Prior to the meeting the Clerk had issued to all Cllrs a letter and attachments received from Ms Julie Robson of the Upper Skerne PCC dated 18<sup>th</sup> October 2021 regarding St Edmund's church yard. The Clerk reminded all to the background of this matter which had been ongoing for several years were the Town Council had requested from the Church the evidence that the church yard had been formally handed over in the past.

Cllr David Brown said that he was offended by the letter received from Ms Robson as it did not reflect or acknowledge the significant work undertaken by the Town Council over many years in relation to St Edmund's church yard, working including rebuilding the church wall, grass cutting, lighting work and more.

Cllr Mel Carr noted that the name and address detailed for the burial ground was incorrect on the information supplied by Ms Robson and also highlighted the inaccuracies on the accompanying site plan which showed Town Council village green surrounding 26 Front Street as belonging to the Church. Cllr Mel Carr noted that advise by CDALC has always been clear that if a Town or Parish Council is approached with a request to take over responsibility for a closed church yard/cemetery this should be refused and directed to the principal authority, i.e. Durham County Council.

**RESOLVED:**

**Sedgefield Town Council do not accept the PCC of the Parish of the Upper Skerne's application to transfer maintenance responsibility for the graveyard at St Edmund's Church, Sedgefield. The Clerk to reply to Ms Robson accordingly and also highlight the errors in the site's address and on the site plan.**

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 Village Greens Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report which was discussed and actioned.

**8.2 Potential Recognition Award Report by Mayor of Sedgefield, Cllr Ann Carr:**

Prior to the meeting the Clerk had circulated to all a Potential Recognition Award Report by Mayor of Sedgefield, Cllr Ann Carr which was considered and actions agreed.

The Chair thanked everyone for attending and closed the meeting at 7.43pm.



# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held at 7 p.m. in the **Parish Hall**, Sedgefield, on **Monday 15<sup>th</sup> November 2021**.

**Present**

**Cllr. Mavis Wayman (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, John Finlayson, Catherine Hart, Paul Heasman, Dave Jasper, Allan Nicholson and Julie Towler

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information**

**3.1 Winter Coach Trip:**

The Clerk has scheduled a series of tweets up until Spring 2022 making people aware that the Town Council's summer and winter coach trips will resume in 2022 with visits to Kendal and York. An article reporting will feature in the next edition of the Sedgefield Extra.

**RECOMMENDED:**

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

**3.2 Sedgefield Youth Club:**

Work promoting the Youth Club continues and an article about the Club featured in the last edition of the Sedgefield Extra. It is hoped the Club will provide an article for each future Sedgefield Extra as an additional way to promote the club and raise awareness. Cllr Julie Towler, as Chair of the Youth Club's Management Committee, will keep Cllrs updated regarding the Youth Club as required.

**RECOMMENDED:**

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

**3.3 Guide Bench:**

The Clerk had informed Mrs Julie Towler that the Town Council gave permission for the Guides to decorate their bench with poppies as part of the commemorations for this year's Remembrance Sunday. Cllr Stephen Winter had asked the Clerk to convey to Mrs Towler his thanks for this work as the Guides bench had looked a stunning and very fitting tribute. Fellow Cllrs agreed.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Mavis Wayman, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council's Annual Fireworks Display Update Report produced by the Fireworks Working Group. Attached to this report were two items of correspondence, one from Ms Pippa Anderson and one from Mr Tim Dredge, both of which were referenced in the report. The Clerk highlighted that Cllr Allan Blakemore's name had been omitted as being an integral member of the Fireworks Working Group. Cllr Julie Towler confirmed that Dr Heasman had been in attendance at the Fireworks Display. The Clerk highlighted that the report presented the background to this display, the key facts about the event, the feedback following the display, the income and expenditure from this event and a series of recommendations for consideration.

Cllr Mavis Wayman thanked the Clerk and Fireworks Working Group for this detailed report and for the precise and well organized way in which the recent Display had been delivered. Cllr Wayman noted that whilst 941 people had greatly enjoyed this display that it was disappointing two letters of complaint had been received

afterwards. It was acknowledged that litter following this event in previous years has not been an issue and it was agreed that as a result that an integral part of future displays would feature a litter pick the morning after. It was also acknowledged that not all of the items of litter which had been photographed and placed on social media were as a result of this display. For example, the scissors did not belong to the fireworks provider as insinuated by some. It was agreed that litter picking arrangements should be scheduled for the morning after any future event with arrangement for such being clearly promoted detailing the time such would start and the areas that would and would not be covered. Cllr John Finlayson asked if there was any way in which the Town Council could close and seal off the grounds of Ceddesfeld Hall following the event with something like harris fencing and re-open the next day when the site has been cleared of litter. It was agreed that this was impractical as there was no way of stopping the flow of pedestrian traffic through this area of the Town and the cost of such fencing would be prohibitive to the event. Several Cllrs expressed their disappointment at the way in which the Northern Echo had reported this event by portraying the Town Council in a negative way without any balance reflecting this is a well-attended community event, with attendees charged only a token amount for admission allowing them to attend a very professional event which is safe and deters people from having their own private displays which are uncontrolled. The article in the Northern Echo, and letter received from Ms Anderson, gave the false impression that no litter had been picked up after this event and that was not the case as much had been taken away immediately after the display. Cllr David Brown proposed that in future photos are taken of the site on the afternoon before the display, i.e. when the crowd fencing is erected, and then photos again after the litter pick following the event to be able to have as evidence for any future challenges. Cllrs agreed that this was a very good idea.

Cllr Mark Cant said that this event runs at a loss and proposed that income/expenditure information from the last five such events be shared with all Cllrs then a decision could be made in the future as to whether or not this event be run again. There was no support for this proposal. The Clerk commented that this event is not run with the intention of making a profit but instead sees a small budget allocated each year from the Town Council's budget which is then supplemented by ticket sales as the purpose of the event is to provide a professionally organized community event that keeps attendees safe rather than them attending non-organised events.

Cllr Allan Blakemore felt the litter that was left had been minimal and that when alerted to this the Town Council had reacted quickly despite this being out of working hours. The amount of litter had been minimal compared to the publicity that had been sought and agreed that litter picking should be scheduled the morning after any future event and that photos be taken of before and after the event. Cllr Blakemore said there had been one complaint received regarding litter. This organized event helps to reduce potential anti-social behaviour problems in the Town and delivers one such display in the Town's centre with the date and timing of such being well publicized in advance of the actual event taking place. The Town Council's event had been well organized, enjoyed by many and provided the opportunity for several community groups, i.e. SCA, Youth Club and Scouts, to raise valuable funds but most importantly all attendees had been safe at this event.

Cllr Julie Towler said the Halloween Howler competition had been extremely well support this year and she hoped that this would be run again and incorporated into a future event.

The Clerk read out comments submitted by Cllr Stephen Winter in which he felt the recent event had been extremely well organized, very well attended and professionally delivered. Cllr Winter suggested that thanks be expressed to the local plugging group but felt that the Town Council reacted very quickly once alerted to this matter. Cllr Winter also suggested that litter picking arrangements be scheduled for the morning after the next display. Cllr Winter said he hoped there would be another display in 2022.

Cllr Paul Heasman said that he had observed the fireworks display from the Eden Drive area and had taken photos. He thought the display had provided an exceptional show which had been very well choreographed. Cllr Heasman said he was surprised by the number of people who observe the display from areas other than the grounds of Ceddesfeld Hall. As a result of this Cllr Heasman said it was important to state which areas the Town Council would and would not perform future litter picking as the Town Council cannot be expected to litter pick all areas and people need take responsibility for their own litter and take away/pick up anything that they drop. Cllr Heasman had been disappointed by some of the negative spin on social media and whilst he accepted that some people do not like fireworks that is not sufficient reason to stop future displays which are enjoyed by many in a very safe way. Cllr Mel Carr agreed and said that it was important to acknowledge that over 900 had enjoyed a

very good event with many local groups raising valuable fund. Cllr Mel Carr proposed that the recommendations contained in the report presented were agreed, i.e. that the event goes ahead in 2022, and Cllr Paul Heasman seconded this. All Cllrs except Cllr Mark Cant agreed.

Cllr Heasman noted that correspondence from Mr Tim Dredge related to matters beyond litter. Cllr Heasman asked if the Town Council's event could be held on 5<sup>th</sup> November. The Clerk replied that this had been considered in previous years, however, as the Town's is considered to be a very small event this does not make it economically viable for the contractors whose services we require. For this reason the Town Council selects the Friday night prior to 5<sup>th</sup> November. Cllr Heasman and Cllr Finlayson asked if prior consideration had been given to "silent" fireworks. The Clerk confirmed that again this had been investigated in previous years and that such still have noise. The question will be posed again to the fireworks contractor. Cllr Heasman also noted Mr Dredge's comment asking if it was possible for the Hardwick Hall to reduce the number of nights during which they held displays. The Hardwick Hall's plans for future years are unknown and as a commercial business they are entitled to operate as they wish. Cllr Heasman noted that all of their displays had been sold out and that as Sedgefield had a population of over 4500 and the Town Council's display had a capacity of only 1000 then it was understandable that there was a need for further displays in the local area.

**RECOMMENDED:**

- i) A Fireworks Display will be held in the grounds of Ceddesfeld Hall on Friday 28<sup>th</sup> October 2022 incorporating a Halloween Howler competition.**
- ii) G2 Fireworks be re-appointed as next year's Fireworks Contractor within the same budget and for the same timescale.**
- iii) TWS be re-appointed as next year's Stewarding Contractor, again with 8 stewards as in 2021.**
- iv) Lunar Medical be re-appointed as next year's First Aid contractor providing the same level of cover as they have for the 2021 event.**
- v) Sedgefield Youth Club and 1<sup>st</sup> Sedgefield Scouts to be invited to provide refreshments at the 2022 event as a way of raising funds for their respective organisations.**
- vi) Tickets prices for this event will be considered in 2022.**
- vii) The Fireworks Working Group to put in place litter picking arrangements on the morning of Saturday 29<sup>th</sup> October 2022 to ensure the site is clear from any**

**debris/rubbish from the organized fireworks display.**

**5.2 Community Event/Platinum Jubilee Celebrations Report by Cllr Allan Blakemore and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Community Event/Platinum Jubilee Celebrations Report. Accompanying this report were the notes of the brainstorming meeting held on 30<sup>th</sup> September 2021 for a potential community event to mark the Queen's Platinum Jubilee. This had been a very positive meeting where a number of actions were agreed so that attendees could go back to their respective community group to find out further information. The next meeting will take place on Thursday 18<sup>th</sup> November 2021 from which it will be determined whether or not such an event will go ahead in the Town in 2022. Cllr Allan Blakemore highlighted that one consideration at the next meeting would be whether remaining Sedgefield 700+ monies held by the Town Council could be useful in delivering such an event. The Clerk confirmed that if such a proposal was to be made it would be brought to the December 2021 P&R Committee meeting.

**RECOMMENDED:**

**To receive this information.**

**5.3 Festive Celebration Event Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Festive Celebration Event Update Report. Since the production of that report the Clerk confirmed that both the Town's primary schools have agreed to participate in a Christmas craft activity with the entries being judged by the Mayor and then displayed on the Mayor's tree at the forthcoming Christmas Tree Festival in St Edmund's. Publicity material for the Snow Party has been shared across the Town and social media. Santa tickets are now on sale. Final preparations are taking place in relation to the on-line festive activities through the Council's website. Unfortunately there was insufficient interest from local businesses to run a best dressed festive window competition this year, however, it is understandable that businesses are focusing upon the ongoing challenges of the pandemic and hopefully this competition could be run in future years if there was a demand. The Clerk confirmed that she is putting the final touches to the event's timetable and thanked those Cllrs who had volunteered to help on the day. An explanation of their roles will be issued directly very soon. The Clerk appealed for several more volunteers and will issue directly a further email with explanation of vacant roles. Cllrs Mark Cant and John Finlayson volunteered to carry snowmen to

the Turning Circle is required.

With regards to the festive lights, Cllr Mel Carr confirmed that all treeworks have now been completed. The Town Council's appointed electrician will have tree climbers on-site from Tuesday 16<sup>th</sup> November 2021 to commence removal and installation of lights in order to then work with DCC to ensure the lights are operational for the festive switch-on.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Christmas Tree Festival (email from Mrs Julia Rowsby dated 1<sup>st</sup> October 2021):**

Prior to the meeting the Clerk had circulated to all an email from Mrs Julia Rowsby dated 1<sup>st</sup> October 2021 in which she was seeking permission for the Church to display their Christmas Tree Festival banner around the railings of the war memorial.

**RECOMMENDED:**

**The Town Council to give Mrs Rowsby permission to display the Church's Christmas Tree Festival banner around the railings of the war memorial.**

**6.2 Mediaeval Fayre (email from Mr John Robinson, SCA dated 5<sup>th</sup> October 2021):**

Prior to the meeting the Clerk had circulated to all an email from Mr John Robinson dated 5<sup>th</sup> October 2021 in which he was seeking permission for SCA to use the village greens on 21<sup>st</sup> May 2022 for the return of the Town's Mediaeval Fayre. Cllrs fully supported this request and welcomed the return of the Fayre in 2022.

**RECOMMENDED:**

**The Town Council to give the SCA permission to use the village greens on 21<sup>st</sup> May 2022 for the Town's Mediaeval Fayre.**

The Chairman thanked everyone for attending and closed the meeting at 7.36pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **NOVEMBER ENVIRONMENT** of the **Council** held following the Community Development and Engagement committee in the **Parish Hall**, Sedgefield, on **Monday 15<sup>th</sup> November 2021.**

- Present**            **Cllr. Mel Carr (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, John Finlayson, Catherine Hart, Paul Heasman, Dave Jasper, Allan Nicholson, Julie Towler and Mavis Wayman.
- Officer**            Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Request for consideration of Environment Committee:**

The Estates Working Group are considering the current usage and potential future usage of Station Road Playing field and when ready will bring a recommendation back to Council. The Estates Working Group to keep Cllrs updated on these matters.

**RECOMMENDED:**

**To receive the information.**

**3.2 Garden of Remembrance:**

The Clerk and Head Gardener & Cemetery Superintendent have investigated this area of the cemetery and confirm that a footpath could be permitted without encroaching upon burial land (such a path would connect the existing main burial area to the Garden of Remembrance).



This matter to now be included into the work of the Butterwick Road Cemetery Working Group when designing groundworks for the new area of the cemetery.

**RECOMMENDED:**

**To receive the information.**

**3.3 Composting:**

The Clerk has informed Mr Howard Smith and the Town Council's gardening staff that it would be appreciated if efforts could be made by all to reduce adding any further material to the existing recycling bays. This matter is on the agenda for the rescheduled Joint Town Council/Bloom meeting on 17<sup>th</sup> November 2021 and the Clerk has asked all to prepare details of the types of green waste collected over the year so that it can be determined what can be easily recycled and for which matter further discussions are needed to come up with alternative suggestions in order to produce guidance for all and new procedures/arrangements. The Clerk to keep Cllrs updated on this matter.

See agenda item 6.1.

**RECOMMENDED:**

**To receive the information.**

**3.4 Village Green at front of Impeccable Pig:**

As requested, the Clerk has spoken with the Town Council's solicitor regarding the proposals presented by DCC for making bays at this location to try to overcome the parking difficulties in this area. Our solicitor has in turn considered this proposal from the view of the Town Council as landowner. He sees no reasons why the Town Council could not consent to the County Council proposals in its capacity as the registered proprietor of the Village Green. We are aware there are no legal rights to park or drive on the Village Green unless it is with the consent of the Town Council, however, this has clearly been used for many years notwithstanding the fact that a prescriptive right is not capable of arising. The Clerk has confirmed to our solicitor that the parking bays would not be specifically for The Impeccable Pig and as such there is no need for any specific licence, however, the consent of the Town Council will need to be given to the County Council by way of a simple letter. The Clerk has asked our solicitor to prepare such a letter and send to Mr Daniel Morgan at DCC as

quickly as possible. On 6<sup>th</sup> October 2021 Mr Daniel Morgan of DCC confirmed receipt of the Town Council's solicitor's correspondence granting DCC permission to install the proposed works in front of the Impeccable Pig. Mr Morgan will keep the Town Council updated on progress.

The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.5 Planning Matters:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments in relation to planning application DM/21/03091/FPA, DM/21/03031/FPA and the amended planning application relating to Walkway Wind Farm, High Swainston Farm.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Mel Carr, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Local Listings Project Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Local Listings Project Report by the Estates Working Group which had been deferred from the cancelled October 2021 Environment Committee meeting. The Clerk confirmed that an article regarding this DCC project had appeared in the last edition of the Sedgefield Extra, however, no further information had been received from DCC nor nomination forms delivered to the Town Council Offices. The Clerk asked Cllr David Brown if he would be able to get an update on this project via his role as County Cllr. Cllr Brown agreed.

**RECOMMENDED:**

- i) To receive this information.**
- ii) County Cllr David Brown to get an update on the current status of DCC's**

## **Local Listings Project.**

### **5.2 Northumbria In Bloom Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom Report which had been deferred from the cancelled October 2021 Environment Committee meeting. Attached to this report was a copy of the Judges feedback from their summer judging. Cllrs expressed their thanks to Town Council gardening staff and members of the Bloom Group for the achievement in obtaining Gold in the Small Town category, an accolade which had been promoted via Twitter, the website and Sedgefield Extra.

#### **RECOMMENDED:**

**To receive this information.**

### **5.3 Sedgefield In Bloom (minutes of meeting held 18<sup>th</sup> August 2021):**

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting held on 18<sup>th</sup> August 2021.

#### **RECOMMENDED:**

**To receive this information.**

### **5.4 Grass Cutting Tendering Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Grass Cutting Tendering Report.

#### **RECOMMENDED:**

**i) To receive this information.**

**ii) The Town Council's next grass cutting contract be awarded for a period of two years commencing on 1<sup>st</sup> April 2022.**

**iii) Tenders to be collated and presented to a future P&R Committee meeting for determination.**

### **5.5 Allotment Champion Vacancy Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Allotment Champion Vacancy Report which requested the Council seek a new Champion following the resignation of Cllr Alf Walton. Cllr David Brown proposed Cllr Allan Nicholson for this role and this was seconded by Cllr Mark Cant. Cllr Nicholson accepted this role.

**RECOMMENDED:**

- i) Cllr Allan Nicholson to take on the role of the Town Council's Allotment Champion.**
- ii) Letters be issued to all allotment holders making them aware of Cllr Nicholson's appointment.**
- iii) The Clerk to share with Cllr Nicholson the Town Council's Allotment Rules and Regulations as well as forthcoming allotment training opportunities through CDALC.**
- iv) Cllr Nicholson to consider whether or not the annual Allotment Challenge competition is to be pursued in future years.**

**5.6 Annual Headstone Safety Testing Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing Report confirming that such testing is now underway for 2021/22 and a findings report will be presented to the P&R Committee meeting in January 2022.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Green Waste (letter from Mr Gary Hetherington received 25<sup>th</sup> September 2021):**

Prior to the meeting the Clerk had circulated to all a letter received from Mr Gary Hetherington on 25<sup>th</sup> September 2021. This letter had been due to be considered at the October 2021 Environment Committee meeting but following the cancellation of that was deferred to this. The Clerk proposed that a letter be sent to Mr Hetherington detailing the work that is taking place in the cemetery and Council compound areas with the relocation of recycling bays and the work that is taking place in conjunction with the Bloom Group in order to identify all materials generated as part of the Town's gardening activities, to agree on future recycling and identify those materials which might pose a problem so that alternative solutions can be found jointly. Cllrs agreed and felt that this issue had perhaps been misconstrued as there was no intention to request the Bloom to dispose of their green waste just to review what materials are gathered and how recycling can be achieved collectively.

**RECOMMENDED:**

**The Clerk to reply to Mr Hetherington.**

**6.2 Cemetery (email from Ms Lisa Stockill dated 16<sup>th</sup> October 2021):**

Prior to the meeting the Clerk had circulated to all an email from Ms Lisa Stockill dated 16<sup>th</sup> October 2021` in which she expressed concerns regarding Butterwick Road Cemetery. Cllrs agreed that the concerns raised by Ms Stockill needed to be investigated and that a response should be sought from the Council's appointed grass cutting contractor.

**RECOMMENDED:**

- i) The Clerk to write to the Council's appointed grass cutting contractor to make him aware of the complaint received and request written feedback.**
- ii) The Clerk to inform Ms Stockill of the actions which have been taken by the Town Council in response to her email.**

**6.3 Northumbria In Bloom 2022 (email and letter from Ms Jo Wood dated 24<sup>th</sup> October 2021):**

Prior to the meeting the Clerk had circulated to all an email and letter from Ms Jo Wood inviting the Town Council to enter the Northumbria In Bloom competition for 2022. Entries will be accepted from 1<sup>st</sup> November – 31<sup>st</sup> December 2021. The Clerk reported that this matter had been due to be discussed at the Joint Bloom/Town Council meeting that had been scheduled for October but which had needed to be cancelled due to her recent case of covid. Discussions were underway to reschedule this meeting, however, it was apparent that this would now be held in the New Year. In the interim, the Clerk had asked the Bloom Group's Chair, Mr Howard Smith, to talk with Group members to see how they felt about the 2022 competition as it was understood the Group would be going through some membership changes over the coming months. Mr Smith is to discuss this matter with the Group and will feedback to the Clerk. Cllrs David Brown and Allan Blakemore proposed the Town Council accepts the invitation to enter the 2022 Northumbria In Bloom, and possibly Britain In Bloom, competitions subject to the support from Sedgfield In Bloom Group. If the Bloom Group do not feel able to commit/support in 2022 then the Town Council will withdraw from the competition. All Cllrs agreed. The Clerk reassured members that if the latter was the case then the Town's flower beds and tubs would still be maintained to a high standard as was the case in 2020 when the Bloom competitions did not take place.

**RECOMMENDATIONS:**

- i) **To enter the 2022 Bloom competitions subject to support from the Sedgefield In Bloom Group.**
- ii) **The Clerk to keep Cllrs updated on this matter.**

**6.4 The County Council of Durham (Public Bridleway No 50 Sedgefield Parish) Public Path Extinguishment and Definitive Map and Statement Modification Order 2021 (letter and attachments from Ms Sharon Renwick, DCC dated 2<sup>nd</sup> November 2021):**

Prior to the meeting the Clerk had circulated to all a letter and accompanying attachments relating to the notice of making the above Order together with a copy of the Order and relevant plan.

**RECOMMENDED:**

**To receive this information.**

**6.5 The County Council of Durham (Public Bridleway No 57 Sedgefield Parish) Public Path Extinguishment and Definitive Map and Statement Modification Order 2021 (letter and attachments from Ms Sharon Renwick, DCC dated 2<sup>nd</sup> November 2021):**

Prior to the meeting the Clerk had circulated to all a letter and accompanying attachments relating to the notice of making the above Order together with a copy of the Order and relevant plan.

**RECOMMENDED:**

**To receive this information.**

**ADDITIONAL ITEM:**

The Clerk reminded all that it had been agreed to delegate from the previous week's Monthly Meeting to this meeting consideration of planning application **DM/21/03756/FPA for the underground electricity cables and associated infrastructure to connect the consented solar farms to the approved 132kV substation at Middlefield Farm at A177 Durham Road between Fir Tree Holdings and Midway Garage, Thorpe Larches.** Cllr John Finlayson had previously queried why and how the location for the point at which these cables cross the road had been chosen as it did not

seem the most direct route. The Clerk had liaised with Mr Chris Shields the DCC Planning Officer overseeing this application who had explained the route of the underground cable is broadly in a southerly direction along the A177. This joins the approved Cowley Farm House solar farms most south-west corner to the north-east corner of the approved Thorpe Bank solar farm. As such, this is the most efficient and shortest route for the underground cable. The majority of the route will be within a trench in the carriageway or highway verge of the A177. Where the cable crosses the A177 the cable will be constructed through the road using trenchless technology, such as directional drilling. This will remove the need for any road closure or traffic management measures. All of the highway subject to the works will be reinstated with appropriate highways agreements. Cllrs agreed they did not have any objections to this application.

**RESOLVED:**

**Cllrs did not have any objection to this planning application and the Clerk to duly notify DCC Planners.**

The Chair thanked everyone for attending and closed the meeting at 7.57pm.

APPROVED