

SEDFIELD TOWN COUNCIL

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

on

Monday 13th December 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, Julie Towler, Mavis Wayman and Stephen Winter

Officers

Dr Jane Ayre (Town Clerk)

The Chairman, Cllr Mel Carr, welcomed all to the meeting and explained that due to the government's recent introduction of certain covid restrictions, and based upon advice received from CDALC, the decision had been made earlier that day to cancel the Environment and Community Development & Engagement Committee meetings planned for later this evening. These meetings will take place in January 2022 and the Clerk will continue to ensure the Town Council follows the guidance issued by central government and our national association.

1. Apologies:

Cllr Jim Seymour.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of Community Chest meeting held Monday 8th November 2021:

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

b. Minutes of the Monthly meeting held Monday 8th November 2021:

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

c. Minutes of the P&R committee held Monday 8th November 2021:

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

d. Minutes of Community Development & Engagement committee held Monday 15th November 2021:

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

e. Minutes of Environment committee held Monday 15th November 2021:

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

f. Minutes of Personnel committee held Monday 22nd November 2021:

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

g. Minutes of Estates Working Group Meeting held Monday 22nd November 2021:

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

h. Minutes of Finance Working Group Meeting held Thursday 25th November 2021:

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

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 will now come via County Cllr Lines Monthly Update Report and any correspondence sent via the AAP.

RESOLVED:

To receive the information and to close this matter.

4.2 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 3.

RESOLVED:

To receive the information and to close this matter.

4.3 Planning Applications

Planning application DM/21/035756/FPA was considered at the Environment Committee meeting held on 15th November 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 December 2021 plus civic events until October 2022. The Clerk reminded all about the Environment and Community Development & Engagement Committee meetings of later this this day being cancelled based upon advice from the national association.

RESOLVED:

To receive the information.

6. Public Participation:

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

Chris Lines, in his County Cllr role, commented that within his County Cllr report to be considered under agenda item 8.1 he had detailed the sale of Sirap UK and contacted Kenton Robbins, MD of the PFF Group which had bought the company. County Cllr Lines had subsequently met on-site with Kenton Robbins to discuss PFF's plans for the business which is to be located on the former Pactiv site. When PFF's plans for the site become clearer they wish to play an active role in the community and have been encouraged to share further details of such plans with the Town Council once in a position to do so. Mr Robbins had stated that one of the reasons for choosing the site in Sedgefield was that he liked the area and particularly the continued development of NETPark showing that success breeds further success and opportunity. Chris Lines then in his Sedgefield Harriers role expressed thanks on behalf of the group to the Mayor of Sedgefield and the Chair of the Council for attending the recent Cross Country Championships the previous weekend. This had been an extremely successful event with clubs from around the region taking part. There had been very positive feedback from participants and supporters. The running course had been praised as well as the event's management. In delivering the event, there had been a commitment to buy food from businesses within Sedgefield as well as utilize the Town's facilities and involve local community groups.

The Chairman thanked the member of the public for their comments and re-opened the meeting.

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a copy of the Chairman's report which detailed the actions he had undertaken since the Council's last Monthly Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a copy of the Mayor 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 Casual Vacancy Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Town Councillor Casual Vacancy Report. This report detailed that the Town Council is now able to fill the vacancy left following Cllr Walton's resignation via co-option. Attached to the report was a proposed Notice of Vacancy along with application form. The Clerk proposed a deadline date for applications as 25th February 2022 to allow sufficient time for this vacancy to be advertised in the next edition of the Sedgefield Extra as well as through the other usual channels of Town noticeboards, website and twitter. All Cllrs agreed.

RESOLVED:

The Clerk to issue the Notice of Vacancy and keep Cllrs updated on this matter.

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 Mel Carr expressed his thanks to both local County Cllrs for their financial support towards the Town's festive lighting scheme refurbishment project.

Cllr Stephen Winter expressed his on-going thanks to County Cllr Lines for submitting his monthly reports which are well put together and very useful.

RESOLVED:

To receive the report provided by County Cllr Lines.

9. Correspondence:

9.1 Master Plans Consultations (email from Mr G Paul, DCC dated 23rd November 2021):

Prior to the meeting the Clerk had circulated to all an email from Mr G Paul of DCC dated 23rd November 2021 which detailed master plans consultations relating to Chester le Street, Durham City, Sniperley, Newton Aycliffe, Peterlee, Stanley and Three Towns (Crook, Tow Law and Willington).

RESOLVED:

To receive this information.

9.2 Town and Country Planning Act 1990 – Planning Consultation (letter from Mr Stuart Timmiss, DCC dated 22nd November 2021):

Prior to the meeting the Clerk had circulated to all a letter from Mr Stuart Timmiss of DCC dated 22nd November 2021 entitled Town and Country Planning Act 1990 – Planning Consultation that related to variations in the conditions of planning application DM/21/00209/FPA. The Clerk informed Cllrs that this application was to be considered under agenda item 10.

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/21/02445/FPA – change of use from residential dwelling to children’s day nursery, 5 High Street, Sedgefield:

While a children’s day nursery would be welcomed facility in the Town, Cllrs did not feel this was the correct location for such a facility. This address is next to a busy road

which would have linked to it a safeguarding issue in the form of road safety for young children entering and exiting the building. In addition, this facility would generate significant additional traffic for which there is no dedicated/additional parking identified. For these reasons the Town Council will object to this application.

10.2 DM/21/03103/FPA – erection of single storey side extension, 12 Chestnut Road, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/21/03501/FPA – flat roof ground floor and first floor extensions with balcony to the rear, 3 Ruddick Mews, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/21/03755/FPA – replacement of existing aluminium single glazed windows with PVCu double glazed windows (to all dwellings and communal areas), 1-14 Crispin Court, Sedgefield:

Cllrs did not have any objection to this application.

10.5 DM/21/03915/VOC – variation of condition 2 and 3 on planning permission DM/21/00209/FPA to form an external roller shutter housing, 60-62 Front Street, Sedgefield:

Cllrs do not object to this application but are concerned about the visual impact that external roller shutters will have and request the views of DCC's Conservation Officer are sought so that consideration is given to ways in which such could be made more aesthetically pleasing and in keeping with the surrounding area.

10.6 DM/21/04017/TPO – remove 3 no limbs overhanging the outbuildings back to the main stem to T8 Ash and crown lift up to 4m and prune overhanging branches from the building up to 4m to T9 Sycamore, St Catherine's Church, Front Street, Fishburn:

Cllrs did not have any objection to this application.

10.7 DM/21/04052/FPA – single storey side/rear extension and porch to front, 37 Chestnut Road, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1 – 7 above to be submitted to DCC Planners.

The Clerk reported that in the list of planning applications published earlier that day by DCC there had been no planning applications from within the Parish of Sedgefield.

The Chair thanked everyone for attending and closed the meeting at 7.25pm

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER POLICY & RESOURCES** of the **Council** held following the
Monthly meeting
on
Monday 13th December 2021
in
Sedgefield Parish Hall.

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

Officers Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Jim Seymour.

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 took place on 6th October 2021 to discuss priority findings. The tree inspection reports were considered at the Estates Working Group meeting held on 22nd November 2021 and quotations are now being sought so that a recommendation report can be prepared for a future P&R Committee meeting and link into future budgeting work. The Estates Working Group to keep the P&R Committee updated. 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 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.

3.7 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.

3.8 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.

3.9 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. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Treeworks Relating To Festive Lighting Scheme:

All requested treeworks were approved by DCC and undertaken by the Town Council's appointed treeworks contractor and then inspected/singed-off by our independent tree inspector. 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 and to close this matter.

3.11 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.

3.12 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.

3.13 Emergency Item: Veteran Sycamore, Old Beacon Lane:

This work has now been completed.

RESOLVED:

To receive the information and to close this matter.

3.14 Festive Lighting:

This work has now been completed. Cllr Julie Towler requested an update on the lights around the living Christmas tree as many were not illuminated. Cllr Mel Carr explained that numerous strands of those lights had been damaged beyond repair due to Storm Arwen. Replacement lighting had been ordered and was due to be delivered on Wednesday 15th December 2021. A contractor had been appointed to remove the existing lighting and install the new lighting and switch it on immediately. This situation had been unfortunate but was unavoidable due to the extreme weather conditions. Thanks were expressed to Cllr Mel Carr for all his work in this matter.

RESOLVED:

To receive the information and to close this matter.

3.15 2022/23 Financial Planning:

The Finance Working Group will have a series of recommendation reports to present to the January 2022 P&R Committee meeting in order to be able to determine the Council's 2022/23 precept request plus income/expenditure budget. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Finance Working Group Membership:

Following the November 2021 P&R Committee meeting, Cllr Dave Jasper has also volunteered to join the Finance Working Group meeting. He and Cllr Allan Nicholson

attended their first meeting on 25th November 2021.

RESOLVED:

To receive the information and to close this matter.

3.17 St Edmund's Church Yard:

The Clerk has written to the PCC of the Upper Skerne stating that the Town Council do not accept the PCC's application to transfer maintenance responsibility for the graveyard at St Edmund's Church. Within that letter the Clerk had also highlighted the errors in the site's address and on the site plan. The PCC have subsequently confirmed receipt of the Town Council's letter and will now approach DCC regarding this matter. The Clerk 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 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 Rural Services Network Membership Report by Cllr Allan Blakemore:

Prior to the meeting the Clerk had circulated to all a Rural Services Network Membership Report by Cllr Allan Blakemore. Cllr Blakemore reminded all that a trial free membership had been offered to the Town Council by the Rural Services Network. Cllr Blakemore had agreed to be the Town Council's representative on this Network and had found it to be a good organization. However, free trial period is now ending and Cllr Blakemore believed this organization did not provide any information which the Town Council does not already received via CDALC.

RESOLVED:

Sedgefield Town Council write to the Rural Services Network thanking them for the trial period and cancel its membership.

5.2 Cemetery Lodge Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update Report.

The Clerk confirmed that a tenant was due to move into the Lodge this week.

RESOLVED:

To receive this information.

5.3 Parish Hall Champion Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall Champion Report by the Estates Working Group. The purpose of this report was to make Cllrs aware that Cllr John Finlayson has now taken over the role of Parish Hall Champion from Cllr Allan Blakemore. Cllr Finlayson is well versed with the Hall and involved with several community groups. Cllrs thanked Cllr Finlayson for taking on this role. The Clerk reported that Parish Hall users have been made aware of this change and an article will feature in the next edition of the Sedgefield News.

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 8th November 2021:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 8th November 2021 numbered 110085 to 110111. The Clerk circulated to all an updated list which includes cheques numbered 110112 to 110120. 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 2nd December 2021:

RESOLVED:

To receive the Financial Budget Comparison as at 2nd December 2021.

6.3 Debtors List as at 2nd December 2021:

RESOLVED:

To receive the Debtors List as at 2nd December 2021.

6.4 Direct Debits and BACS List for 1st – 30th November 2021:

RESOLVED:

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

6.5 November 2021 Bank Reconciliations plus October 2021 Public Sector Deposit Fund Reconciliations and Imprest Account Reconciliations for July – September 2021 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a November 2021 Bank Reconciliations plus October 2021 Public Sector Deposit Fund Reconciliations and Imprest Account Reconciliations for July – September 2021 Report.

RESOLVED:

To receive this information.

6.6 Sedgefield 700+ Monies Recommendation Report by Cllr Allan Blakemore and Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield 700+ Monies Recommendation Report by herself and Cllr Allan Blakemore. All Cllrs agreed with the recommendations made and Cllr Blakemore will keep Cllrs update on the community event for the Queen's Platinum Jubilee via the Community Development & Engagement Committee.

RESOLVED:

- i) The Town Council agreed to release the Sedgefield 700+ money totalling £997 and for it to be spent in supporting the community event for the Queen's Platinum Jubilee on Saturday 4th June 2022.**
- ii) From this £997 allocation, a cheque for £400 to be given to the SCA as the Sedgefield 700+'s match funding to support the SCA funding application for the purchase of a marquee.**

6.7 VAT Reclaim For Period 1st April 2021 – 30th September 2021 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a report detailing that a VAT reclaim had been submitted for the period 1st April 2021 – 30th September 2021 on 17th November 2021 directly to HMRC. The Clerk confirmed that since the production of this report a full refund of £7720.66 had now been received. The next reclaim will be submitted after 31st March 2022.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 East Durham Community Athletics Track – Use of Terrace Hill Funds (email from Mr Mike Wood, EDCAT dated 9th November 2021):

Prior to the meeting the Clerk had circulated to all a letter from Mr Mike Wood of EDCAT dated 9th November 2021. The purpose of Mr Wood's email was to inform the Town Council about changes to the charity that was formally called Friends of Sedgfield Harriers and is now known as the East Durham Community Athletics Track (EDCAT). Mr Wood stated the new name emphasized the geographical scope of the project ensuring that it has a strong business plan and also fits with the original aims of the Friends of Sedgfield Harriers. Mr Wood also stated that a charitable incorporated organization was the most appropriate vehicle for this project and therefore reflecting the name and the phase that the project had reached the Friends of the Harriers had been renamed EDCAT to widean its appeal and take on a lead role in progressing this project. Mr Woods gave assurance that the aims and objectives of the charity had not changed and confirmed the Terrace Hill funds were being used precisely for what they were awarded which was to build a track and field facility in Sedgfield.

Cllr Allan Blakemore proposed that a letter of thanks be sent to Mr Woods for providing this update and request that he keeps the Town Council updated on the track's progress. All Cllrs agreed.

RESOLVED:

The Clerk to write to Mr Woods thanking him for his recent update and to ask that he keeps the Town Council updated on the track's progress.

7.2 The County Council of Durham Sedgefield Prohibition & Restriction of Waiting and Stopping Parking Places & Disabled Parking Places Amendment Order 2021 (email and accompanying attachments from Ms Sharon Renwick, DCC dated 1st December 2021):

The Clerk reported that in light of the national advice received which had resulted in the cancellation of that evening's Environment Committee meeting this item had been transferred from the Environment Committee's agenda (item 6.5) to the P&R Committee's agenda as comments were required by DCC by no later than 24th December 2021. All Cllrs expressed their support for the proposals presented. Cllr Paul Heasman proposed that in addition this support being given by the Town Council to DCC that a request also be added that when the proposals are put in place that DCC undertakes enforcement measures to ensure compliance. All Cllrs agreed.

RESOLVED:

Sedgefield Town Council supports the proposals presented by DCC and requests that once these are put in place that enforcement measures are used to ensure compliance.

The Chair, Cllr Allan Blakemore, explained that due to the confidential nature of the following items these would be discussed under Exempt Information and members of the public, and press if any had been present, were 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 a course of action agreed.

8.2 Potential Recognition Award Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Potential Recognition Award which was discussed and a course of action agreed.

The Chair thanked everyone for attending and closed the meeting at 7.51pm.