



## SEDGEFIELD TOWN COUNCIL



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

on

**Monday 14<sup>th</sup> February 2022**

in

**Sedgefield Parish Hall**

<b>Present</b>	<b>Cllr. Mel Carr (Chairman)</b> <b>Cllr. Allan Blakemore (Vice Chairman) and</b> Cllrs. David Brown, Mark Cant, Ann Carr, John Finlayson, David Jasper, Julie Towler, and Stephen Winter
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Catherine Hart, Paul Heasman, Jim Seymour and Mavis Wayman.

**2. Declaration of interest:**

None.

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

**a. Minutes of the Monthly meeting held Monday 17<sup>th</sup> January 2022:**

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

**b. Minutes of the P&R committee held Monday 17<sup>th</sup> January 2022:**

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

**c. Minutes of the Finance Working Group held Thursday 20<sup>th</sup> January 2022:**

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

**d. Minutes of the Community Development & Engagement Committee held Monday 24<sup>th</sup> January 2022:**

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

e. **Minutes of the Environment Committee held Monday 24<sup>th</sup> January 2022:**

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

f. **Minutes of the Estates Working Group held Monday 31<sup>st</sup> January 2022:**

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

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

**4. Matters of Information:**

**4.1. County Cllr Report:**

County Cllr David Brown reported that the light on the road island at the junction of High Street/North End had been repaired by DCC earlier that day.

**RESOLVED:**

**To receive this 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 – 2.

**RESOLVED:**

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

**4.3. Planning Applications:**

Planning applications DM/21/03925/TPO and DM/21/04082/FPA were considered at the Environment Committee on 24<sup>th</sup> January 2022.

**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 February 2022 plus civic events until November 2022.

**RESOLVED:**

**To receive the information.**

## **6. Public Participation:**

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

County Cllr Chris Lines said that further to his report to be considered under agenda item 8.1, he was now able to confirm that following the deadline of 31<sup>st</sup> January 2022 that DCC had received three new applications for the sporting monies of Section 106 monies available from the Eden Drive large scale development. These applications had been submitted by Sedgefield Cricket Club, Sedgefield Squash Club and Fishburn Football Club. This means that from the seven sporting clubs offered provisional allocations of such monies four had now come forward with their applications as their projects had progressed. County Cllr Lines felt this reflected a robust process that had been put in place for claiming such monies and, excluding Sedgefield Bowling Club, this meant that the four largest allocations were now being progressed and tallied with what S106 capital projects should be for. The latest applications will now be assessed thoroughly by DCC for determination. County Cllr Lines concluded by saying that work to agree a process for the allocation of community funds has now begun and DCC would keep the Town Council updated on this matter. County Cllr Lines said that if the Council were agreeable then he would be happy to answer any questions regarding his report when discussed under agenda item 8.1.

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

Cllrs confirmed that they would be happy to allow County Cllr Lines to answer any questions raised under agenda item 8.1. in response to his County Cllr Update Report.

## **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 Councillor Vacancies Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Councillor Vacancies Report. The Clerk confirmed that, further to seeking advice and providing that an election is not called for, then two co-optees can be appointed from those who return application forms by 25<sup>th</sup> February 2022 in order to fill the vacancies left by former Cllrs Walton and Nicholson. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**8. External Reports:**

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

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division.

Cllr Mel Carr noted that within this report was reference to the significant monies available for highways works and hoped that attention would be given to the southbound lane of the A177 at Stobbs Cross near to the Hare and Hounds. In relation to the matter of progressing the Towns and Villages work, which includes safer travel, Cllr Mel Carr reported that meeting had now been scheduled for 14<sup>th</sup> March 2022. Cllr Mel Carr also noted that within the report both local County Cllrs had pledged support to Platinum Jubilee events being held in Fishburn and hoped that there would be similar support for events in Sedgefield. The Clerk and Cllr Allan Blakemore responded by saying that at this stage it was not believed that any additional money would be required for the events planned in Sedgefield, however, this would be reviewed as arrangements progressed.

Cllr Mark Cant noted that DCC are proposing to spend £1.5 million at Hardwick Park and asked what this would be for. County Cllr Lines said this would be for a various works including refurbishment of the play area near to the Visitors Centre, upgrading the Visitors and Educational Centres. County Cllr Lines said that he was lobbying to

get the full details of the scheme and wanted to ensure the link from the Park to Station Road was also included in this work to enable residents to travel safely without a vehicle between the two locations. Hardwick Park is undoubtedly an asset for the whole of the County but is on the doorstep of Sedgefield and such safe links were essential. County Cllr Lines said that this project was subject to the proposed DCC budget being approved.

Cllr Stephen Winter noted within the Sedgefield Electoral Division issues element of the report the proposal to have signage around the duck pond arear near Eden Drive in response to recent rat activity. Cllr Winter questioned if such signage was necessary and whether advisory information issued via social media and the Sedgefield Extra/News would be more appropriate as he did not want to see this area of the Town being spoilt by lots of additional signage. County Cllr Lines shared Cllr Winter's concerns and hence his report stated work was being undertaken to explore the potential for adding some appropriate signage in this area of the Town. County Cllr Lines had informed DCC and Livin that the Town Council needed to be involved in this matter. Some residents in this area of the Town have requested signage and work is being done through DCC/Livin Officers to persuade people to stop feeding birds in the wrong way. County Cllr Lines said that to date information being issued solely by social media was not working and more needed to be done but also did not wish to see the area being littered with signs.

Cllr David Brown noted the Town Council continue to hold Terrace Hill money on behalf of the Sedgefield Bowling Club, a club which he now believed no longer existed. The Clerk reminded all that prior to the pandemic Mr Chris Vincent, acting on behalf of the Sedgefield Bowling Club, had provided updates on the Club's project to have their own outdoor bowling green in the Town. As far as the Town Council are aware this Club is still in existence and progressing their project. Cllr Allan Blakemore noted that the Bowling Club had not applied for any S106 monies and queried how their project would be achieved without such funding. The Clerk proposed she write to Mr Vincent to seek a further progress update for presentation to a future P&R Committee meeting. Cllrs agreed.

**RESOLVED:**

- i) **To receive this information.**
- ii) **The Clerk to contact Mr Chris Vincent of the Sedgefield Bowling Club to request a progress update in relation to their allocation of Terrace Hill**

## **Funding.**

### **8.2 Crime Statistics Sedgefield:**

Prior to the meeting the Clerk had circulated to all Crime Statistics for Sedgefield between 15<sup>th</sup> January 2022 – 3<sup>rd</sup> February 2022 as provided by PC John Seymour.

Cllr Allan Blakemore proposed that a note of thanks be given to PC Seymour for providing this information and to seek an update on the latest situation regarding the current PC vacancy within the Sedgefield Policing Team. All Cllrs agreed.

### **RESOLVED:**

**The Clerk to thank PC John Seymour for providing this information and to request an update on the current PC vacancy within the Sedgefield Policing Team.**

## **9. Correspondence:**

### **9.1. Town and Country Planning Act 1990 – outline application for residential development of up to 30 no unites (22 no shown on submitted plans) – all matters reserved, land to the West of Stobart Terrace, Fishburn (letter from Mr Mark O'Sullivan, DCC dated 10<sup>th</sup> February 2022):**

Prior to the meeting the Clerk had circulated electronically to all a letter received from Mr Mark O'Sullivan of DCC dated 10<sup>th</sup> February 2022 informing the Town Council that the outline planning application relating to land to the West of Stobart Terrace, Fishburn was to be considered by the South West Planning Committee at its meeting on 17<sup>th</sup> February 2022. The Clerk reminded all of the comments which the Town Council had submitted regarding this application on 22<sup>nd</sup> May 2022, i.e. that within the Section 106 agreement relating to this application some allocations are made towards sport and community which can be spent across the electoral ward. Cllr Mel Carr noted that DCC Planning Officers were recommending this application be refused. Cllrs agreed there were no further comments to make regarding this application, and as previous comments were included in the report to be presented to members of the Planning Committee, there was no need for the Town Council to be represented at the Planning Committee meeting.

### **RESOLVED:**

**To receive this information and for the Town Council not to be represented at the South West Planning Committee meeting on 17<sup>th</sup> February 2022.**

**9.2 Town and Country Planning Act 1990 – outline planning application for the erection of up to 14 dwellings, including means of access (all other matters reserved), land to the East of Sedgefield Community College, Hawthorn Road, Sedgefield (letter from Mr Barry Gavillet, DCC dated 10<sup>th</sup> February 2022):**

Prior to the meeting the Clerk had circulated electronically to all a letter received from Mr Barry Gavillet of DCC dated 10<sup>th</sup> February 2022 informing the Town Council that the outline planning application relating to land to the East of Sedgefield Community College was to be considered by the South West Planning Committee at its meeting on 17<sup>th</sup> February 2022. The Clerk reminded all of the comments which the Town Council submitted in writing on 21<sup>st</sup> July 2020 when objecting to this application, i.e. no regard for policies relating to type of housing, density of housing and quality of housing as contained in the Town's formally adopted neighbourhood plan, the turning circle and junction proposal, the detrimental impact of increased traffic from this development in the locality, no indication of how footpaths and access to the Town's centre would be effectively achieved in ways other than via vehicular traffic, no S106 monies being allocated to mitigate against this development.

Cllr David Brown said the planning application was in outline and that if permission was granted further detailed plans would then be presented which should be considered. This was effectively DCC applying for permission from themselves to build on their own land. Cllr Brown had considered the report which has been prepared by the DCC Planning Officer and said the planning application gets judged against the NPPF and then the County Durham Plan. Cllr Brown believed there was a contradiction between the Town Council's previous objection and Policy C6 in The Sedgefield Plan in which it was stated the Town would support any development within the Town's build up area boundary. Cllr Brown noted that within the DCC Planning Officer's report the land now being considered was described as grazing land as it was part of the former school's farm many years ago. Following recent building work at the Community College spoil material was dumped on the area of land now being considered and since then this was referenced as being a brown field site. Cllr Brown concluded that there was a site meeting taking place on this land on Wednesday 16<sup>th</sup> February 2022.

Cllr Allan Blakemore said that now the land had been identified as a brown field site and was within the Town's built up area boundary the Town Council did not have any grounds upon which to object and needed to ensure it did not contradict The

Sedgefield Plan.

Cllr Mel Carr noted the proposed allocations of S106 monies relating to this application and felt that the monies should be allocated to within Sedgefield rather than the electoral ward, i.e. to mitigate the impact of where the development is proposed. Cllr Mel Carr noted that since the Town Council first considered this application amendments have been made to address some of the problems highlighted, most notably in relation to traffic concerns. Cllr Mel Carr noted that the DCC Planning Officer leading this application has recommended it for approval.

Cllr Stephen Winter questioned if the Town Council should push further for improved cycle routes. The Clerk confirmed that this was in the original comments submitted by the Town Council and that these would be included in the DCC Planning Officer's report. Cllr Brown confirmed that these matters were included and that local residents who have made comments on this application previously will also be given the opportunity to participate in the forthcoming Planning Committee meeting. The Clerk reminded all that the wider issue of safer travel, which includes cycling routes, is a matter being progressed in partnership working with DCC and the EDRC AAP through the Town and Villages work for which the next meeting is scheduled to take place on 14<sup>th</sup> March 2022.

**RESOLVED:**

**To receive this information and for the Town Council not to be represented at the South West Planning Committee meeting on 17<sup>th</sup> February 2022.**

**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/22/00050/FPA – erection of 2.4m high security fence, storage units to the west of Spring Lane, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2 DM/22/00073/FPA – detached garden room to side, 32 St Lukes Crescent, Sedgefield:**

Cllrs did not have any objection to this application.

- 10.3 **DM/22/00104/FPA – conversion of garage to habitable space, levelling of garage eaves and pitched roof above and to front, 100 The Meadows, Sedgefield:**  
Cllrs did not have any objection to this application.
- 10.4 **DM/22/00170/FPA – single storey side extension, 56 Station Road, Sedgefield:**  
Cllrs did not have any objection to this application.
- 10.5 **DM/22/00204/FPA – first floor side extension, single storey rear extension, conversion of garage and pitched roof to front canopy, 26 The Meadows, Sedgefield:**  
Cllrs did not have any objection to this application.
- 10.6 **DM/22/00212/FPA – two storey side extension, single storey rear extension and raised patio area to rear, 1 Cragside, Sedgefield:**  
Cllrs did not have any objection to this application.

**RESOLVED:**

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

**ADDITIONAL PLANNING APPLICATIONS:**

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

- DM/21/03340/FPA – change of use of land to the side from public open space to residential garden including decking and erection of a 1.5 metre boundary fence, 16 Mitford Court, Sedgefield**
- DM/21/03805/VOC – variation of condition 2 pursuant to DM/19/03821/FPA (Demolition of 2 no single storey garage buildings and construction of a dwelling with associated parking and landscaping) to allow for changes to the size, design, materials and layout of the dwelling, 46 West End, Sedgefield**
- DM/21/04077/AD – installation of signage above bay window, 6A Church View, Sedgefield**
- DM/22/00267/FPA – two storey side and rear extension, porch to front and rendering of whole property, 29 Hawthorn Road, Sedgefield**
- DM/22/00292/FPA – detached double garage, Connor Lodge, 1 Durham Road, Sedgefield**

**RESOLVED:**

To delegate the consideration of planning application matters to the Environment Committee meeting on Monday 21<sup>st</sup> February 2022.

The Chair thanked everyone for attending and closed the meeting at 7.45pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the FEBRUARY  
POLICY & RESOURCES of the Council  
held following the **Monthly meeting**  
on  
**Monday 14<sup>th</sup> February 2022**  
in  
**Sedgefield Parish Hall.**

<b>Present</b>	Cllr. Allan Blakemore (Chairman) Cllr Mark Cant (Vice Chairman) and Cllrs. David Brown, Ann Carr, Mel Carr, John Finlayson, Dave Jasper, Julie Towler, and Stephen Winter.
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

### 1. Apologies:

Cllrs Catherine Hart, Paul Heasman, Jim Seymour and Mavis Wayman.

### 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:

This will now link into the recommendations made in the recent independent tree

inspector's reports and be considered when a recommendation is brought to a future P&R Committee by the Estates Working Group.

The Clerk to keep the P&R Committee updated on this matter.

**RESOLVED:**

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

**3.3 Footpath – Malton Terrace:**

The Chair of the Estates Working Group had met in February 2022 with a contractor to obtain quotes for patching areas of footpaths on village green including Malton Terrace. This contractor has now informed the Town Council that they do not have capacity to undertake any work at this time. Another contractor has been identified and a similar meeting will take place with them with the hope that a recommendation can be brought to a future P&R Committee meeting for consideration.

**RESOLVED:**

**To receive the information.**

**3.4 Butterwick Road Cemetery Expansion:**

Since the production of Committee papers the Clerk has received feedback via Ms Hilary Sperring of DCC in relation to the Town Council's planning application to expand Butterwick Road Cemetery. The Clerk is going to schedule a meeting with CDS and the Butterwick Road Cemetery Working Group as it is essential to get specialist advice on the feedback received. Cllr Allan Blakemore expressed his strong support for this action. An update will be brought to a future P&R Committee meeting for this matter to be considered.

**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 6<sup>th</sup> October 2021 to discuss priority findings. The tree inspection reports were considered at the Estates Working Group meeting held on 22<sup>nd</sup> 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 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.**

**3.7 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.**

**3.8 Refurbishment of Cemetery Compound:**

The Town Council's appointed contractor for building the new recycling bays in the Council's cemetery compound, remove and dispose of green waste and dismantle and remove the existing recycling bays at the top area of the cemetery had hoped to start this work the week commencing 7<sup>th</sup> February 2022 but had been unable to do so due

to machinery breakdown. It is hoped that he can start very soon before green waste starts to gather. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Parish Hall CCTV:**

The Estates Working Group are to prepare a CCTV Policy. When done a recommendation will be presented to a future P&PR Committee for approval.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 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.**

**3.11 Annual Headstone Safety Testing 2021/22:**

The Clerk has written to the PCC of the Upper Skerne reporting the findings of the recent headstone safety testing and confirming that the Town Council will not undertake any further such testing in this area as such responsibility now rests with the PCC or whoever they transfer the maintenance responsibility of the churchyard too.

**RESOLVED:**

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

**3.12 Discretionary Grant Update:**

Letters have been sent to all regular Parish Hall users making them aware that from 1<sup>st</sup> April 2022 all bookings cancelled within 24 hours will be charged in full as per the Parish Hall's User Policy.

**RESOLVED:**

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

**3.13 2022/23 Precept Request:**

All completed documentation relating to the Town Council's 2022/23 precept has been submitted to DCC and receipt of such confirmed. An article regarding this matter was included in the February 2022 edition of the Sedgefield Extra.

**RESOLVED:**

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

**3.14 Review of Fees and Charges 2022/23:**

Publicity has been issued regarding all increases in fees and charges from 1<sup>st</sup> April 2022. Appropriate documentation has been updated to reflect such as well as website. Letters have been issued to all regular Parish Hall users regarding hire fees and allotment holders regarding allotment fees.

**RESOLVED:**

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

**3.15 Medium Term Financial Plan:**

The recently adopted Plan has now been uploaded to the Council's website.

**RESOLVED:**

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

**3.16 Squash Club Update:**

The Clerk has written on behalf of the Town Council a letter of support for Sedgefield Squash Club's Project 22.

**RESOLVED:**

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

**3.17 Adaptations To Town Council Tractor and Winter Gritting Equipment**

The Clerk has notified the contractor of their successful quotation and issued a purchase order number along with request this work be done as soon as possible.

The Head Gardener & Cemetery Superintendent has liaised with the contractor who has confirmed that there is no problem with using the turf tyres with this winter gritting equipment. 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. No members of the public were present. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Six Monthly Lift Inspection Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report confirming that the lift in the Parish Hall had been inspected successfully.

**RESOLVED:**

**To receive this information.**

**5.2 Draft Village Green Policy Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Draft Village Green Policy Recommendation Report by the Estates Working Group which was accompanied by a copy of the policy.

Cllr Mark Cant proposed that as well as copies of this Policy being sent to businesses which border village green such should also be sent along with covering letter to those residents who properties border village green. All Cllrs agreed. Cllr Mark Cant also proposed that copies of the Policy be sent to estates agents operating in the Town to make them aware of the issues relating to village green and ownership should any future properties for let or sale be affected. All Cllrs agreed.

**RESOLVED:**

- i) **To adopt the draft Village Green Policy with immediate effect.**
- ii) **A copy of the adopted Policy to be placed on the Town Council's website and this be promoted in the next edition of the Sedgefield Extra and via the Council's Twitter account.**
- iii) **All businesses and residential properties in the Town who border village**

- green to be sent a covering letter and copy of the Village Green Policy.
- iv) All estates agents operating in the Town be sent a covering letter and copy of the Village Green Policy.

**5.3 Updated Parish Hall User Policy Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all an Updated Parish Hall User Policy Recommendation Report by the Estates Working Group. Accompanying this report was a copy of the updated Policy. Cllrs agreed unanimously with the updated policy.

Cllr John Finlayson suggested that it would be beneficial to review the various equipment instructions in the Hall and for this to be in the form of either a leaflet or displayed instructions. The Clerk confirmed that a review of such signage is already underway but proposed this would be a useful piece of work to progress through the Estates Working Group.

**RESOLVED:**

- i) To adopt the revised Sedgefield Parish Hall User Policy with immediate effect
- ii) To progress the issue of equipment instructions through the Estates Working Group with a view to producing either separate “leaflets” or inclusion in future version of User Policy.

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 17<sup>th</sup> January 2022:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 17<sup>th</sup> January 2022 numbered 110141 to 110155. The Clerk circulated to all an updated list which includes cheques numbered 110156 and 110163. Cllrs confirmed their support for the authorization of all cheques.

Cllr David Brown requested clarification as to the difference between cheque numbers 110141 and 110163 which were for the same amount to the same provider. The Clerk gave a detailed explanation of the different work for both invoices. Cllr Brown thanked the Clerk.

**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 27<sup>th</sup> January 2022:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 27<sup>th</sup> January 2022.**

**6.3 Debtors List as at 27<sup>th</sup> January 2022:**

The Clerk highlighted one transaction numbered 6048 which whilst not a problem at the moment is being actively chased. The Clerk will keep the Finance Working Group updated if this becomes an issue.

**RESOLVED:**

**To receive the Debtors List as at 27<sup>th</sup> January 2022.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> January 2022:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> January 2022.**

**6.5 January 2022 Bank Reconciliations plus December 2021 Public Sector Deposit Fund Reconciliations Plus Imprest Account Reconciliation for January 2022 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a January 2022 Bank Reconciliations plus December 2021 Public Sector Deposit Fund Reconciliations and Imprest Account Reconciliation for January 2022 Report. The Clerk then circulated to all copies of the bank reconciliations relating to this report.

**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 which informed Cllrs of the internal audit work to be undertaken on 17<sup>th</sup> February 2022 and the terms of reference for each inspection. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

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

**6.7 Double Taxation Proposal Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Double Taxation Proposal Recommendation Report by the Finance Working Group. This report explained the issue of double taxation and was accompanied by a paper taken by the Local Councils Working Group to DCC's Cabinet on 14<sup>th</sup> December 2021 outlining ways in which double taxation could be eradicated but would require all CDALC members to participate in an Special Expenses Scheme exercise . This matter had been discussed a length at the Town Council's recent Finance Working Group meeting due to the significant resources requirements that would be needed, both in terms of staff time and new stand-alone financial systems, the recommendation was being made that Sedgefield Town Council do not participate in this as it is not a viable use of resources.

**RESOLVED:**

- i) **Sedgefield Town Council will not participate in the double taxation exercise proposed by DCC.**
- ii) **The Clerk to inform CDALC of this resolution.**

**6.8 Corporate Risk Management Schedule Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Corporate Risk Management Schedule Recommendation Report by Finance Working Group.

**RESOLVED:**

**To adopt the revised Corporate Risk Management Schedule with immediate effect.**

**7. Correspondence:**

None.

The Chair, Cllr Allan Blakemore, explained that due to the confidential nature of the following items these would be discussed under Exempt Information then had any members of the public and/or press been present they would have been asked to leave the meeting at this point (Section

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 duly considered and a way forward agreed.

**8.2 Potential Recognition Award Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Potential Recognition Award Update Report which was duly considered and a way forward agreed.

**8.3 Hedges Maintenance Recommendation Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all a Hedges Maintenance Recommendation report which was duly considered and a way forward agreed.

**8.4 Durham County Council Human Resources SLA Recommendation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a DCC HR SLA Recommendation Report which was duly considered and a way forward agreed.

**8.5 Grass Cutting 2022/23 and 2023/24 Contract Recommendation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Grass Cutting 2022/23 and 2023/24 Contract Recommendation Report which was duly considered and a way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.21pm.

## SEDGEFIELD TOWN COUNCIL ENVIRONMENT

Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of  
the **Council** held at **7pm** in the **Parish Hall**, Sedgefield, on  
**Monday 21<sup>st</sup> February 2022.**

<b>Present</b>	<b>Cllr. Stephen Winter (Chairman) and</b> Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, John Finlayson, Paul Heasman and Mavis Wayman.
<b>Officer</b>	Dr Jane Ayre (Town Clerk)

### 1. Apologies:

Cllrs Catherine Hart, Dave Jasper and Julie Towler.

The Clerk reminded all that powers to consider planning matters had been delegated from the previous week's Monthly Meeting to this Committee meeting and such would be considered at the end of the meeting's agenda.

### 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 Bloom Group's green waste has been brought to the existing recycling bays at Butterwick Road Cemetery and will be disposed of by the Town Council's appointed contractor when these bays are dismantled and new bays are created. When new bays are created an on-site meeting will be scheduled between the Clerk, Head Gardener & Cemetery Superintendent plus Chair of the Bloom Group to determine what materials can be recycled/composted and then identify any problem materials to come up with a workable solution. The Clerk will bring this matter back to the Environment Committee if there is any problem.

**RECOMMENDED:**

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

**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 Cheery Tree and Sycamore Tree:**

The Clerk has replied to Mr Ian Hartshorn in explaining the reason for these trees being felled.

**RECOMMENDED:**

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

**3.6 Parking Outside Julia and Sofia's:**

The Clerk has issued letters to all businesses operating along Church View and North End requesting they ask their staff and clients to park considerately and make them aware the grassed village green has been damaged. The letter thanks people for their understanding but says that further action will be taken if this situation continues.

The Clerk has requested from County Cllr Lines an update on the Towns and Villages scoping work as well as emailed details of the comments made by Cllrs during the last Environment Committee meeting showing the clear linkage between the current problems and the aims of the Towns and Villages project. This matter will be discussed during the next Towns and Villages meeting scheduled for 14<sup>th</sup> March 2022.

Cllr Stephen Winter commented that Cllr Paul Heasman had recently taken photographs showing damage to this grassed area which is evidence that vehicles are being driven over it. The Clerk reminded all that at the previous week's P&R Committee meeting the Council had adopted its Village Green Policy which now need to be issued to all businesses and residential properties that bordered such areas. It was suggested that wording be included in those letters about the need to prevent damage to grassed areas. Cllrs to monitor this area of the Town.

**RECOMMENDED:**

**To receive the information.**

**3.7 Tree Cut Back:**

The Clerk has given Mr Lamb the Town Council's permission to cut back trees as stated in his email of 2<sup>nd</sup> December 2021. Mr Lamb has confirmed receipt and thanked the Town Council.

**RECOMMENDED:**

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

**3.8 Parking East End:**

The Clerk has written to Ms K Hindmarch informing her that the Town Council does not have any further information regarding the marquee in the Dun Cow car park and that we have asked local County Cllrs for an update on electric charging points in the Town.

County Cllrs Brown and Lines to provide the Town Council with an update regarding plans for future electric charging points in the Town (Note: This may well tie in with the Towns and Villages work being scoped with EDRC AAP officers). County Cllr Brown reported that DCC are currently looking at locating electric charging points on their own land at Hardwick Park and near to the Health Centre.

**RECOMMENDED:**

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

**3.9 Current Planning Applications:**

Comments regarding planning applications DM/21/03925/TPO and DM/21/04082/FPA were forwarded to DCC Planners.

**RECOMMENDED:**

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

**3.10 Amendments To Planning Application – EDCAT community athletics facility DM/21/01984/FPA:**

The Clerk wrote to Mr Henry Jones of DCC informing him that the amendments relating to EDCAT's planning application to create a community athletics facility did not change the Town Council's comments made to him in a letter dated 14<sup>th</sup> July 2021, i.e. the Town Council is supportive of the creation of an athletics track but does have concerns regarding the impact this planning application will have upon nearby

residents in terms of light pollution, noise disturbance and implications for highway safety and car parking as a result of additional traffic generated by the site hence therefore requesting this planning application be determined by Full Planning Committee to ensure the views and concerns of all parties, for and against, are heard and considered as part of the determination process.

**RECOMMENDED:**

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

**3.11 Planning Matters:**

The Clerk has forwarded to DCC Planning officers the Town Council's comments in relation to planning application DM/21/03756/FPA.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Stephen Winter, closed the meeting for the public to give their views and comments. No members of the public were present. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Allotment Inspections 2022 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Allotment Inspections 2022 Report in which it was explained that such inspections will resume for the 2022 growing season now that covid restrictions have been lifted. These inspections will be undertaken by Town Council staff in accordance with the Council's Allotment Rules and Regulations.

**RECOMMENDED:**

**To receive this information.**

**5.2 Allotment Champion Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Allotment Champion report reminding all that this position is vacant following former Cllr Nicholson's resignation. Cllr Stephen Winter reported that he is happy to take on this role until the Council's AGM in May 2022 to see how workable such would be when working full-time. The Clerk thanked Cllr Winter for taking on this role and outlined the actions the Town

Council has taken to try to reduce the workload of this position, work which included future allotment inspections being undertaken by Town Council staff.

Cllr Ann Carr asked how many vacant allotment plots there were. The Clerk replied that no plots were vacant and the Town Council has a waiting list of 20+ people.

Cllr John Finlayson requested clarification on the location of the Council's allotment plots which the Clerk provided. The Clerk suggested that Cllrs would find the Council's Allotment Rules and Regulations, displayed on the Council's website, very useful with specific information detailing the number of plots at each allotment site and their size.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Sedgefield In Bloom Group (minutes of meeting held 19<sup>th</sup> January 2022):**

Prior to the meeting the Clerk had circulated the Sedgefield in Bloom minutes of the meeting held on 19<sup>th</sup> January 2022 for information. The Clerk informed Cllrs that following Cllr Nicholson's recent resignation the Council's role of Bloom Champion was vacant. The Clerk had spoken to Cllr Mel Carr who had performed this role previously to ask if he would take on this role until the Council's AGM in May 2022. Cllr Mel Carr had agreed.

Cllr David Brown noted that within the minutes was reference to the Bloom Group's green waste. The Clerk confirmed this matter has been resolved with the Group's green waste having been removed from their compound and put into the Council's soon to be emptied and dismantled recycling bays at Butterwick Road Cemetery. It had been hoped that work on the new bays would have begun the previous week, however, the contractor had a machinery breakdown which has delayed this. Once the new bays are in place then an on-site meeting between the Clerk, Head Gardener & Cemetery Superintendent, Bloom Champion and Bloom Chair will take place to agree future recycling procedures and if any problems are identified then actions to seek resolution.

**RECOMMENDED:**

**To receive this information.**

**6.2 The County Council of Durham (Sedgefield) (Prohibition & Restriction of Waiting & Stopping, Parking Places & Disabled Parking) Order 2022 (Amendment No 1) Order 2021 (email and attachments from Ms Sharon Renwick, DCC dated 1<sup>st</sup> February 2022):**

Prior to the meeting the Clerk had circulated to all correspondence and attachments received from Ms Sharon Renwick of DCC dated 1<sup>st</sup> February 2022 in relation to the above order which came into force on 14<sup>th</sup> February 2022.

**RECOMMENDED:**

**To receive this information.**

**ADDITIONAL ITEMS:**

As reported at the start of this meeting, powers were delegated to this meeting to consider planning matters.

**Current Planning Applications:**

**DM/21/03340/FPA – change of use of land to the side from public open space to residential garden including decking and erection of a 1.5 metre boundary fence, 16 Mitford Court, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/21/03805/VOC – variation of condition 2 pursuant to DM/19/03821/FPA (Demolition of 2 no single storey garage buildings and construction of a dwelling with associated parking and landscaping) to allow for changes to the size, design, materials and layout of the dwelling, 46 West End, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/21/04077/AD – installation of signage above bay window, 6A Church View, Sedgefield:**

Cllrs did not have any objection to this application but requested assurance that the views of DCC's Conservation Officer would be sought when making determination.

**DM/22/00267/FPA – two storey side and rear extension, porch to front and rendering of whole property, 29 Hawthorn Road, Sedgefield:**

Cllrs did not have any objection to this application but requested assurance the views of DCC's Conservation Officer be sought as no other property in this location has rendering.

**DM/22/00292/FPA – detached double garage, Connor Lodge, 1 Durham Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

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

**Town and Country Planning Act 1990 – Formation of community athletics track facility with associated floodlighting, access, car parking, drainage and landscaping at land South West of Burdon Place, Sedgefield (letter received from Mr Henry Jones, DCC dated 21<sup>st</sup> February 2022):**

The Clerk reported that prior to the meeting she had shared with all Cllrs a letter entitled as above from Mr Henry Jones of DCC dated 21<sup>st</sup> February 2022 which informed the Town Council that the EDCAT planning application would be considered and determined by County Planning Committee on 1<sup>st</sup> March 2022. The Clerk reminded all of the comments which the Town Council had submitted regarding this application on 14<sup>th</sup> July 2021, comments which the Town Council said were still valid following more recent consideration of amendments to this planning application, i.e. the Town Council is supportive of the creation of an athletics track but does have concerns regarding the impact this planning application will have upon nearby residents in terms of light pollution, noise disturbance and implications for highway safety and car parking as a result of additional traffic generated by the site hence the Town Council's request that this application be called in for determination by Full Planning Committee so as to ensure that the views and concerns of all parties, for and against, are heard and considered as part of the determination process. Cllrs agreed that the Town Council had submitted its comments and did not need to attend or be presented at the forthcoming County Planning Committee meeting as these comments featured in the report presented to those Committee's members. The Clerk reminded all that they could access that report and all documentation relating to the forthcoming Planning Committee meeting by using the hyperlinks contained in the letter she had electronically shared earlier that day.

Cllrs Mavis Wayman and John Finlayson asked if members of the public were able to attend this meeting and speak. Cllr David Brown and the Clerk reminded all of the procedures underpinning Planning Committee meetings and the requirement that members of the public who had previously submitted comments, for or against this planning application, would, in the same way that the Town Council had, be written to and informed of this Committee meeting and given the chance to register their wish to attend and speak.

Cllr Paul Heasman reiterated his comments from a previous Council meeting confirming he had visited this site and likened this location and its usage to that of Racecourse Road which is an area that is typically quiet unless events are taking place. Cllr Heasman felt that when comparing the two locations, in his opinion, the road safety risk with this planning application within a 40mph zone were far less than those relating to Racecourse Road in a 60mph zone. With regards to light pollution, Cllr Heasman had noted that NETPark was on higher ground and the lights from that location had far more impact than any would have from the proposed athletics track. Cllr Heasman noted that in summer

when the sun sets very late that it was unlikely that floodlighting would be needed for very long. Cllr Blakemore acknowledged Cllr Heasman's comments regarding road speeds but pointed out that this area has only recently become a 40mph zone, previously when this area had two very busy hospitals on-site the speed limit was 60mph and felt that this could be used as a counter argument. Cllr Blakemore felt it was important that the County Planning Committee now made their determination.

**RESOLVED:**

**To receive this information and for the Town Council not to be represented at the County Planning Committee meeting on 1<sup>st</sup> March 2022.**

The Chair thanked everyone for attending and closed the meeting at 7.23pm.

APPROVED

## SEDGEFIELD TOWN COUNCIL

### COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment Committee meeting in the **Parish Hall**, Sedgefield, on **Monday 21<sup>st</sup> February 2022.**

<b>Present</b>	<b>Cllr. Ann Carr (Chairman)</b> <b>Cllr Mavis Wayman (Vice Chairman) and</b> Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, John Finlayson, Paul Heasman and Stephen Winter
<b>Officer</b>	Dr Jane Ayre (Town Clerk)

#### 1. Apologies:

Cllrs Catherine Hart, Dave Jasper and Julie Towler.

#### 2. Declaration of interest:

None.

#### 3. Matters of Information:

##### 3.1 Citizen and Young Citizen of the Year Award 2021:

A nomination for these awards has been agreed with the Development Trust and will feature as an insert in the March edition of the Sedgefield News. The Clerk will soon schedule a judging panel meeting for early April 2022. The Clerk to keep Cllrs updated on this matter.

#### RECOMMENDED:

To receive the information.

#### 4. Public Participation:

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

**5. Reports:**

**5.1 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 by Cllr Allan Blakemore and herself which had informed all that the next planning meeting for this community event scheduled for 4<sup>th</sup> June 2022 would take place on 14<sup>th</sup> February 2022. On 16<sup>th</sup> February 2022 the Clerk had circulated to all the notes from that latest planning meeting which provided Cllrs with a clear explanation of the community event, the actions that had taken place to date, the organisations involved and the work still to be completed as well as update on the event's financing. The next planning meeting is scheduled to take place on 30<sup>th</sup> March 2022 at 11am. All Cllrs are welcome to attend.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Minutes of (Sedgefield) Youth Club Meeting held Monday 24<sup>th</sup> January 2022:**

Prior to the meeting the Clerk had circulated to all the minutes of Sedgefield Youth Club's latest meeting held on Monday 24<sup>th</sup> January 2022. The Clerk commented that the junior youth club sessions are thriving with up to 23 members attending sessions. An array of exciting themes have been developed for youth club sessions including a visit by Crazy Creatures to that evening's session. Numbers attending the senior sessions are low but further work will be done on this and it is possible that such sessions may only increase in numbers as junior members attending age. Work is soon to be undertaken on progressing the summer holidays programme of activities for which funding obtained from the EDRC AAP prior to the pandemic can be used. Cllr Julie Towler to keep Cllrs updated on these matters.

**RECOMMENDED:**

**To receive this information.**

The Chairman thanked everyone for attending and closed the meeting at 7.31pm.