

## SEDGEFIELD TOWN COUNCIL

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

on

**Monday 11<sup>th</sup> April 2022**

in

**Sedgefield Parish Hall**

**Present**

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

Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, Catherine Hart, Jenny Haworth, Paul Heasman, David Jasper, Jim Seymour, Julie Towler and Mavis Wayman.

**Officers**

Dr Jane Ayre (Town Clerk)

The Chair, Cllr Mel Carr, started the meeting by welcoming newly co-opted Cllrs Kelly Dickerson and Jenny Haworth to the meeting.

**1. Apologies:**

Cllrs. Allan Blakemore, John Finlayson and Stephen Winter.

**2. Declaration of interest:**

Cllr Paul Heasman declared a non-pecuniary interest in agenda item 9.1. No other Cllrs made any declaration of interest.

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

**a. Minutes of the Finance Working Group held Thursday 3<sup>rd</sup> March 2022:**

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

**b. Minutes of the Monthly Meeting held Monday 14<sup>th</sup> March 2022:**

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

**c. Minutes of the P&R Committee held Monday 14<sup>th</sup> March 2022:**

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

**d. Minutes of Joint Town Council and Sedgefield in Bloom Group Meeting held Thursday 17<sup>th</sup> March 2022:**

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

**e. Minutes of Estates Working Group held Monday 21<sup>st</sup> March 2022:**

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

**f. Minutes of the Community Development & Engagement Committee held Monday 21<sup>st</sup> March 2022:**

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

**g. Minutes of the Environment Committee held Monday 21<sup>st</sup> March 2022:**

The Clerk requested that item 2 be reworded to read "Cllr Paul Heasman declared a non-pecuniary interest in the Sedgefield Development Trust". Cllrs agreed to this amendments. With the inclusion of this amendment these were confirmed as a correct record. ( CH / PH )

**h. Minutes of the Special Town Council Meeting held Monday 28<sup>th</sup> March 2022:**

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

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

**4. Matters of Information:**

**4.1. Councillor Vacancies Update:**

A Special Town Council meeting was held on Monday 28<sup>th</sup> March 2022 at 6.30pm.

**RESOLVED:**

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

**4.2. Report from Durham County Cllr Chris Lines:**

The Clerk has requested from County Cllr Lines an update on DCC's proposed Hardwick Park investment programme. County Cllr Lines has confirmed that he will provide this via his Monthly Reports when further details are known. County Cllr Lines gives reassurance that he is lobbying for the full details of this project.

**RESOLVED:**

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

**4.3. Crime Statistics Sedgefield:**

PC John Seymour has confirmed that for the purposes of the Police's crime statistics "Sedgefield" is defined as all of Sedgefield plus Bradbury and Mordon.

**RESOLVED:**

**To receive this 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 – 3.

**RESOLVED:**

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

With regards planning application DM/22/00442/FPA, the Clerk has liaised with the Planning Officer. Only Livin can answer the Council's question regarding the level of development/number of garages they have chosen to build and this request has been passed to them. With regard to the EV charging points while there is the County Durham Plan policy regarding them, it is generally framed around new residential/commercial development or within the curtilage of dwellings/non-domestic properties, rather than sites such as this. Mr Sandford believed the existing garages did not have an electricity supply and to add it to the new garages would require significantly greater ground works (each garage would need to be connected to the corresponding property in order for them to be debited for use) and it would possibly make the project financially unviable. Again, Mr Sandford has asked Livin to respond on this point. When responses are received from Mr Sandford/Livin the Clerk will share with Cllrs for their information.

**RESOLVED:**

**To receive this information**

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all details of all meetings April 2022 plus civic events until November 2022. The Clerk reported a Policy & Records Management Working Group meeting had now been scheduled for 9.30am on 21<sup>st</sup> April 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.

Mr Roger Clubley said that he had copied the Town Council into an email which he had sent on behalf of Sedgfield Development Trust to DCC Cllrs dated 1<sup>st</sup> April 2022 welcoming DCC's proposal to declare an "ecological emergency" in the area on 6<sup>th</sup> April 2022 but expressed concerns regarding the environmental impact that granting of planning permission to EDCAT for a community athletics track on land near to NETPark could have when considered by Planning Committee on 5<sup>th</sup> April 2022. Mr Clubley noted this item of

correspondence was on the Council's agenda later in the meeting. Mr Clubley noted the planning application had now been granted and DCC had declared an "ecological emergency". Mr Clubley said the Development Trust are now trying to work out if an Act of Parliament can be over-ridden by a planning application determination and are currently uncertain of the situation and where things go from now.

Ms Aitkins said that she was in attendance to support Mr Clubley.

Another female member of the public introduced herself as having 30 years experience as a Leisure Services Manager and declared a vested interest in the nearby livery yard. This lady questioned why the running track was not being built at the school? Based upon her previous experience, she also stated this facility would find it very hard to be self-sustaining when Council owned and operated facilities, operating with allocated budgets from public money, found it impossible to pay their own way within the budgets given to them. This lady said she was a sports person and the best place for the track was to be at the school and again questioned why this had not been the chosen venue. Cllr Mel Carr explained why it was not within the Town Council's powers to make such a decision or be able to provide the rationale for their decision reached. Cllr Mel Carr suggested the lady approach Durham County Council and/or local County Councillors for the answers that she requested.

Another female member of the public commented that at least one County Cllr was present in the room. This lady said that she had no issue with a track being built but that she did have an issue with the location now granted, particularly when considering that the day after the planning application granted the County Council declared an ecological emergency yet this area of land will be dug up and the ecology impacted significantly. Cllr Mel Carr explained how contact can be made with local County Cllrs.

Another female member of the public said that she supported all the comments made by others during public participation and reiterated the view that the running track should be located at the school. This lady said she understood the Town Council could not do anything about this matter but she wanted to have her concern recorded as she was not only concerned about the incorrect location for this facility but also the longer-term sustainability of it. This lady thanked the Town Council for the opportunity to make her comments.

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:**

The Mayor, Cllr Ann Carr, circulated a written report detailing the actions she had undertaken since the Council's last Monthly 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.

**RESOLVED:**

**To receive this information.**

**8.2 Sedgefield Crime Statistics 6<sup>th</sup> March 2022 – 31<sup>st</sup> March 2022:**

Prior to the meeting the Clerk had circulated to all Crime Statistics for Sedgefield between 6<sup>th</sup> March and 31<sup>st</sup> March 2022 as provided by PC John Seymour.

Cllr Mel Carr noted that at the bottom of these statistics was a statement "114 incidents in total" yet the number of incidents reported in the summary totalled 28. The Clerk said she would seek clarification.

Cllr Jenny Haworth commented that these numbers are just for Sedgefield and said that it would be useful to be able to put these into a national/regional/local comparison to get an understanding of what they mean. Cllr Haworth reported that she had looked at information on the Durham Insight system and reported Sedgefield figures (albeit including Bishop Middleham area) and compared provided comparison. From this Cllr Haworth had found the statistics for Sedgefield were half the North East average and considerably lower than elsewhere in the County. Cllrs thanked Cllr Haworth for this information. Cllr Mark Cant suggested the Clerk liaise with PC Seymour to ask if it was possible that future statistics could be reported with some form of comparison information shown so that we can put Sedgefield incidents into some sort of context.

**RESOLVED:**

- i) To receive the information.**
- ii) The Clerk to liaise with PC Seymour in accordance with the Town Council's wishes.**

**9. Correspondence:**

**9.1. Cabinet Meets At County Hall On Wednesday 6<sup>th</sup> April: Councillors Will Be Asked To Declare An Ecological Emergency In County Durham As Part Of Plans To Do More To Stop The Decline Of Wildlife And Natural Habitat (email and attachment from Mr Roger Clubley, Sedgfield Development Trust dated 1<sup>st</sup> April 2022):**

Prior to the meeting the Clerk had circulated to all a copy email sent from Mr Roger Clubley of the Sedgfield Development Trust dated 1<sup>st</sup> April 2022 titled as above which was for the attention of County Cllrs Mark Wilkes and Amanda Hopgood. Cllr Mel Carr confirmed that this correspondence is that to which Mr Clubley referred in his comments during the earlier Public Participation of this meeting.

Cllr Julie Towler said it was very strange that DCC had made a determination on the EDCAT planning application prior to the decision being made regarding the declaration of an ecological emergency in County Durham. Cllrs Ann Carr and Catherine Hart agreed and said the planning application should have been determined after the consideration of DCC's ecological proposal. Cllr Hart expressed her concern regarding Mr Clubley's comment that 36% of the Development Trust's Woodland and Wildlife project area would be lost as a result of the development of the new track. Cllr David Brown said the decision to declare an ecological emergency had been a DCC Cabinet decision and will not be formally adopted until it is considered at the next Full Council meeting, i.e. this is an interim stage. Cllr Brown said there had been lots of contentious issues regarding ecology surrounding this planning application and the recent Full Planning Committee had taken on board the comments made in the ecological survey undertaken following an in-depth study of the whole area one month previously.

**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/22/00761/FPA - machinery/grain storage steel portal framed shed, Cole Hill Farm, Elwick, Hartlepool:**

Cllrs did not have any objection to this application.

**10.2 DM/22/00809/FPA – single storey side extension and reconfiguration to ground floor, Pear Tree House, West Park Lane, Sedgefield:**

Cllrs did not have any objection to this application but did want assurance that the requirements of the Town's Conservation Area would be met.

**10.3 DM/22/00891/FPA – rear single storey extension, 19 The Leas, 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.**

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

The Chair thanked everyone for attending and closed the meeting at 7.17pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **APRIL**  
**POLICY & RESOURCES** of the Council

held following the **Monthly meeting**

on

**Monday 11<sup>th</sup> April 2022**

in

**Sedgefield Parish Hall.**

### **Present**

**Cllr. Mark Cant (Chairman) and**

Cllrs. David Brown, Ann Carr, Mel Carr, Kelly Dickerson, Catherine Hart, Jenny Howarth, Paul Heasman, David Jasper, Jim Seymour, Julie Towler and Mavis Wayman.

### **Officers**

Dr Jane Ayre (Town Clerk)

#### **1. Apologies:**

Cllrs Allan Blakemore, John Finlayson and Stephen Winter.

#### **2. Declaration of interest:**

None.

#### **3. Matters of Information:**

##### **3.1 Tree Inspections:**

Quotations for recommended tree works to those trees on Town Council owned land are now being sought and three contractors have been approached. A deadline for submitted quotes was 31<sup>st</sup> March 2022, however, one contractor has expressed a desire to quote but requested until 30<sup>th</sup> April 2022 due to volume of work dealing with a backlog of storm damage work. The Estates Working Group will consider quotations and bring a recommendation to a future P&R Committee meeting. 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.**



### **3.2 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.**

### **3.3 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.**

### **3.4 Refurbishment of Cemetery Compound:**

The Town Council's appointed contractor for building the new recycling bays in the Council's cemetery compound started this work on 15<sup>th</sup> March 2022. The Council is now awaiting his return to complete this work and then to remove and dispose of green waste and dismantle and remove the existing recycling bays at the top area of the cemetery. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.5 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.**

**3.6 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.**

**3.7 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. Parts are now on order and the adaptation work will be done as soon as they arrive and be done on-site at the Cemetery compound. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Village Green Policy:**

The Clerk is now liaising with DCC regarding a map to accompany this policy. Upon receipt the policy will be published on the Town Council's website, Twitter and next edition of the Sedgefield Extra as well as letters to those businesses and residential properties that border village green. Letters and policies will also be sent to all estate agents operating in the Town. The Clerk to keep Cllrs updated on this matter. Cllr Mark Cant requested a copy of this Policy be shared with Cllrs Kelly Dickerson and Jenny Haworth for their information.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to share with Cllrs Dickerson and Haworth copies of the Town Council's Village Green Policy.**

**3.9 Butterwick Road Cemetery – Rules and Regulations:**

The updated Butterwick Road Cemetery – Rules and Regulations have now been published on the Town Council's website and are being issued as required. These will

be reviewed again in 12 months' time.

**RESOLVED:**

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

**3.10 Sedgefield Hardwick Consultation:**

The Clerk has written to Ms Sally Newton of Sedgefield Hardwick Primary thanking her for giving the Town Council the opportunity to participate in this consultation exercise and informed her this matter has been fully discussed by the Town Council who are open minded and have no definitive view either for or against.

**RESOLVED:**

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

**3.11 Request For Support For AAP Application:**

The Clerk has written a letter for support for DIDO's funding application to the EDRC AAP.

**RESOLVED:**

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

**3.12 Town Clerk Increment:**

The Town Council's payroll provider has been informed of this matter and to update their records with effect from 1<sup>st</sup> April 2022.

**RESOLVED:**

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

**3.13 National Pay Award 2021/22:**

The National Pay Award for 2021/22 has been adopted and back pay to those staff on NJC terms and conditions was issued in March 2022.

**RESOLVED:**

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

**3.14 Refurbishment of Footpaths On Village Greens:**

This work was undertaken on 17<sup>th</sup>-18<sup>th</sup> March 2022.

**RESOLVED:**

**To receive this information.**

**4. Public Participation:**

The Chairman, Cllr Mark Cant, closed the meeting. No members of the public were present. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 St Edmund's Closed Churchyard Update Report by Cllr Mel Carr and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a St Edmund's Closed Churchyard Update Report which confirmed that, as agreed at the March 2022 P&R Committee meeting, she and Cllr Mel Carr had met with the Town Council's solicitor to instruct him to serve notices on Durham County Council and the Parochial Church Council in accordance with resolutions made. The Clerk confirmed that since the production of the report circulated, the notices had now been served on the County Council and Church Council. The Clerk confirmed that she has also instructed the Town Council's grass cutting contractor to resume grass cutting in St Edmund's churchyard until the end of June 2022 at the latest and has duly updated Ms Michele MacCallam of the Parish of the Upper Skerne. This grass cutting will cease as soon as the County Council takes on the maintenance responsibility for the churchyard which will be the end of June 2022 at the latest. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 14<sup>th</sup> March 2022:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14<sup>th</sup> March 2022 numbered 110185 to 110198. The Clerk circulated to all an updated list which includes cheques numbered 110199 to 110208. Cllr Julie Towler questioned if payment had already been received from the member of the public for the memorial bench related to cheque number 110199. The Clerk confirmed that payment had been received. Cllrs confirmed their support for the authorization of all cheques.

With regards to the memorial bench related to cheque number 110199, Cllr Mel Carr reported that work is underway now to get the bench installed outside the Methodist Church. The new bench is larger than the previous bench at that location so some groundwork will be required prior to fitting. Discussions with a possible contractor are underway.

**RESOLVED:**

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Mel Carr and Cllr David Brown plus the Town Clerk to duly sign the cheques.**

**6.2 Financial Budget Comparison Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison report which explained that financial budget comparisons for 2022/23 will commence in the May 2022 P&R Committee packs.

**RESOLVED:**

**To receive this information.**

**6.3 Debtors List as at 31<sup>st</sup> March 2022:**

**RESOLVED:**

**To receive the Debtors List as at 31<sup>st</sup> March 2022.**

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

**RESOLVED:**

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

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

Prior to the meeting the Clerk had circulated to all a March 2022 Bank Reconciliations plus February 2022 Public Sector Deposit Fund Reconciliations and Imprest Account Reconciliation for March 2022 Report. The Clerk circulated to all copies of the March 2022 Public Sector Deposit Fund Reconciliation which had been undertaken as part of the preparations for the 2021/22 year end processes and accounts production.

**RESOLVED:**

**To receive this information.**

**6.6 Year End 2021/22 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Year End 2021/22 Update Report which reminded all of the Special Town Council meeting at 6pm in Sedgefield Parish Hall on Monday 25<sup>th</sup> April 2022 for approval of accounts and year end

documentation. The Clerk reported that meeting packs would be issued to all Cllrs on 19<sup>th</sup> April 2022.

**RESOLVED:**

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

**7. Correspondence:**

**7.1 Double Taxation (email from CDALC dated 22<sup>nd</sup> March 2022):**

Prior to the meeting the Clerk had circulated to all a Double Taxation email from CDALC dated 22<sup>nd</sup> March 2022. For the benefit of new Cllrs, the Clerk provided the background to this item and the reason for the Town Council's decision not to participate in this matter.

**RESOLVED:**

**To note the CDALC Executive Committee's decision following their meeting on 2<sup>nd</sup> March 2022 to not pursue the issue of double taxation any further with DCC.**

**7.2 Cowley House Farm on land East of Stockton Road, Thorpe Larches Community Benefit Deed (letter from Ms Charlotte Kitchin, Lightsourcebp dated 17<sup>th</sup> March 2022):**

Prior to the meeting the Clerk had circulated to all Cowley House Farm Community Benefit Deed and accompanying letter from Ms Charlotte Kitchin of Lightsourcebp dated 17<sup>th</sup> March 2022. The Clerk had also circulated electronically to all Cllrs on 5<sup>th</sup> April 2022 a report entitle "Potential Cowley House Solar Farm Community Fund Report" which had been considered at the P&R Committee meeting on 12<sup>th</sup> October 2020. The Clerk read out this former report which gave Cllrs the background to this matter and confirmed that in October 2020 the Town Council had indicated to Lightsourcebp that it would be willing to be involved in the Community Fund's development and subsequent on-going operations depending upon the content of a proposed Community Benefit Deed. The correspondence now being considered is that Deed.

Cllr Mark Cant asked the question – does the Town Council now wish to sign this Deed? Cllr Jenny Haworth said she had undertaken an internet search and noted a number of other similar Funds with many receiving an annual payment rather than a one off up front sum. Particular examples highlighted by Cllr Haworth were Funds relating to School Aycliffe Solar Farm and several Parish Councils within Dorset. Cllr Haworth suggested the Town Council should refer this back to Lightsourcebp and request an annual payment meaning the area could benefit from more funding. Cllrs

agreed this should be explored.

**RESOLVED:**

**The Clerk to reply to Ms Kitchin to request Lightsourcebp consider making an annual payment to this proposed Fund rather than a one-off up front payment.**

**7.3 Government Response To The Committee On Standards In Public Life Report (email and attachment from CDALC dated 22<sup>nd</sup> March 2022):**

Prior to the meeting the Clerk had circulated to all an email and attachment from CDALC dated 22<sup>nd</sup> March 2022 which shared NALC's statement to the Government's response to the Committee on Standards In Public Life report.

On a separate matter, the Clerk confirmed that advice has been issued through CDALC from DCC's Monitoring Officer recommending changes to the Code of Conduct it recommends Town/Parish Councils adopt. The Clerk confirmed this would be considered at the forthcoming Policy & Records Management Working Group and an appropriately updated Code of Conduct presented as a recommendation to the Town Council's AGM in May 2022.

**RESOLVED:**

**To receive this information.**

The Chair, Cllr Mark Cant, 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.

**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.

**8.3 Planning Application To Expand Butterwick Road Cemetery Update Report by Butterwick Road Cemetery Working Group:**

Prior to the meeting the Clerk had circulated to all an update report on the Planning Application to Expand Butterwick Road Cemetery which was duly considered and a

way forward agreed.

**8.4 Additional Emergency Item – Repairs To Town Council Water Bowser:**

The Clerk reported the Town Council's water bowser, an essential item of equipment for the gardening staffs work, requires urgent refurbishment. This matter was considered and a way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 7.55pm.

DRAFT



# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **APRIL ENVIRONMENT** of the  
**Council** held following the **P&R** committee in the **Parish Hall**,  
Sedgefield, on  
**Monday 11<sup>th</sup> April 2022.**

**Present**                    **Cllr. Mel Carr (Chairman) and**  
Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, Catherine Hart, Jenny  
Haworth, Paul Heasman, Dave Jasper, Jim Seymour, Julie Towler and Mavis  
Wayman.

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

**1. Apologies:**

Cllrs Allan Blakemore, John Finlayson 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 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 commented the situation with vehicles double and triple parking in this location seems to be escalating and is likely to remain as the weather improves and people start to visit the Town. The Clerk proposed to request an update from Mr Morgan and timescale for this work. Cllrs agreed.

**RECOMMENDED:**

- i) To receive the information.**
- ii) The Clerk to seek an update from Mr Morgan.**

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

This area continues to be monitored for signs of damage to the grassed village green area. Cllrs to monitor this area of the Town.

The next Towns and Villages project meeting, organized by County Cllr Chris Lines took place on 14<sup>th</sup> March 2022 at which the wider issues of parking and safer travel were considered further. Notes from this meeting have been shared with Cllrs via County Cllr Lines' Monthly Report.

**RECOMMENDED:**

**To receive the information.**

**3.5 Replanting Snowdrops:**

The Clerk has informed the Chair of the Sedgefield In Bloom Group of the Council's decision to allow snowdrops at Beacon Lane Cemetery to be thinned and some replanted in other areas of the Town.

**RECOMMENDED:**

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

**3.6 Objections to proposed athletics track:**

The Clerk has written to Mr Henry Jones, DCC Planning Officer to make him aware the Sedgefield Development Trust has shared with them a copy of their letter of objections regarding the EDCAT planning application to build an athletics track. The Town Council's letter confirmed that whilst this does not change the Town Council's earlier decision that the EDCAT planning application needs to be determined by DCC's Full Planning Committee giving all those for and against the application the opportunity to express their views before determination is made, the Town Council would like assurance that the concerns raised by the Development Trust will be considered by DCC and all necessary wildlife and ecology reports have been prepared as part of this application.

**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:**

None.

**6. Correspondence:**

**6.1 Sedgefield In Bloom Group (minutes of AGM held 23<sup>rd</sup> March 2022 plus Constitution):**

Prior to the meeting the Clerk had circulated the Sedgefield in Bloom minutes of the AGM held on 23<sup>rd</sup> March 2022 for information plus a copy of their Constitution.

**RECOMMENDED:**

**To receive this information.**

**6.2 Replacement Parson – Ceddesfeld Hall Gardens (email from Ms Alice Hobson, Chair of Sedgefield In Bloom dated 7<sup>th</sup> April 2022):**

The Clerk read out an email from Ms Alice Hobson, Chair of Sedgefield In Bloom, dated 7<sup>th</sup> April 2022. Ms Hobson reported the wicker Parson in the “Walking Through Time” bed in the car park at Ceddesfeld Hall is now damaged and requires replacement. The Bloom Group are hoping to apply for a grant from DCC in order to purchase a metal sculpture replacement. As such the Bloom Group were approaching the Town Council and SCA to seek approval for this proposal before undertaking any further action. The Clerk reminded all that the car park area at Ceddesfeld Hall is the responsibility of the SCA in accordance with the Hall’s lease. Cllrs supported the Bloom’s ambition and hoped the Group would liaison with the SCA regarding the security of any such feature, perhaps via the Hall’s CCTV.

**RECOMMENDED:**

**The Clerk to inform Sedgefield In Bloom of the Town Council’s support for this proposed project.**

The Chair thanked everyone for attending and closed the meeting at 8.01pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **APRIL COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 11<sup>th</sup> April 2022.**

**Present** **Cllr. Ann Carr (Chairman)**  
**Cllr Mavis Wayman (Vice Chairman) and**  
Cllrs. David Brown, Mark Cant, Mel Carr, Kelly Dickerson, Catherine Hart, Jenny Howarth, Paul Heasman, Dave Jasper, Jim Seymour and Julie Towler.

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

**1. Apologies:**

Cllrs Allan Blakemore, John Finlayson and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Citizen of the Year / Young Citizen of the Year 2021:**

Nominations have been received for both awards. The Selection Panel will meet on 20<sup>th</sup> April 2022 to consider and determine winners. The awards will be presented at the conclusion of the Annual Town Meeting on Tuesday 3<sup>rd</sup> May 2022.

**RECOMMENDED:**

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

**3.2 Town Council Summer Coach Trip**

The 49 seater bus for the Town Council's trip to Keswick on 23<sup>rd</sup> June 2022 has now been sold out. A second smaller bus had now been hired to create additional capacity and is very near to being sold out.

**RECOMMENDED:**

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

### **3.3 Sedgefield Youth Club:**

Information is awaited from the Youth Workers regarding their thoughts about revising attendance ages at Youth Club sessions. Sedgefield Youth Club to keep Cllrs updated on this matter.

Cllr Julie Towler reported that more and more young people are attending the Youth Club's sessions. Youth Club activities are being held each morning this week as part of an Easter programme of events and work is underway to create a summer holidays programme. The Clerk confirmed that a report regarding the Youth Club's summer holidays programme will be presented at the next meeting detailing how money obtained from the EDRC AAP prior to the pandemic will be spent.

#### **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 provided the latest information regarding the Town's community event on Saturday 4<sup>th</sup> June 2022 to commemorate the Queen's Platinum Jubilee. Publicity for this event is now in circulation and will be updated as the musical programme for the afternoon is finalised. The Clerk also confirmed that a community plogging event for the morning of Sunday 5<sup>th</sup> June 2022 has now been organized and will be promoted in the publicity material produced.

#### **RECOMMENDED:**

**To receive this information.**

### **6. Correspondence:**

None.

The Chairman thanked everyone for attending and closed the meeting at 8.05pm.

# SEDGEFIELD TOWN COUNCIL

## SPECIAL MEETING

Minutes of the proceedings of the **SPECIAL MEETING** of the **Council**  
**to Approve 2021/2022 year end accounts** held at 6pm in the **Parish**  
**Hall**, Sedgefield, on  
**Monday 25<sup>th</sup> April 2022.**

**Present**            **Cllr. Mel Carr (Chairman)**  
**Cllr. Allan Blakemore (Vice Chairman) and**  
Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, John Finlayson, Catherine  
Hart, Jenny Haworth, Mavis Wayman and Stephen Winter

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

1.    **Apologies:**  
Cllrs Paul Heasman, Dave Jasper and Jim Seymour.
  
2.    **Declaration of interest:**  
None.
  
3.    **To approve the financial accounts for 2021/22 including: -**
  - a.    **Statement of Internal Control (2021/22 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Finance Working Group):**  
Prior to the meeting the Clerk had circulated to all a 2021/22 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by the Finance Working Group which detailed the Council's scope of responsibility under the Account and Audit Regulations 2015, the purpose of the Council's system of internal control, an explanation of the Council's internal control environment and a statement of the actual internal controls in operation.

**RESOLVED:**

**To approve the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.**

- b.    **Annual Governance Statement (2021/22 Annual Governance Statement Report by Finance Working Group):**

Prior to the meeting the Clerk had circulated to all a 2021/22 Annual Governance

Statement Report produced by the Finance Working Group. The Clerk explained to all the purpose of this report, the consultation which had taken place in its production and the background to an Annual Governance Statement before referring Cllrs to Appendix A which detailed the Town Council's response and evidence to show how it has fully complied with each of the 8 statements made in an Annual Governance Statement.

Cllr Jenny Haworth proposed that in relation to statements 5, 6 and 7 a hyperlink is included taking the reader to the Town Council's Corporate Risk Management Schedule which is already displayed on the Town Council's website. All Cllrs agreed.

**RESOLVED:**

**With the inclusion of inserting a hyperlink to the Town Council's Corporate Risk Management Schedule, to approve the Annual Governance Statement contained in Appendix A and Section 1 of the Annual Governance and Accountability Return.**

**c. Year End Accounts for 2021/22:**

Prior to the meeting the Clerk had circulate to all the Council's Income and Expenditure Account for 2021/22, the Consolidated Balance Sheet as at 31<sup>st</sup> March 2022 and the Council's Fixed Assets Schedule for 2021/22.

**RESOLVED:**

**i) Cllrs approved the 2021/22 year end account.**

**ii) he Clerk to ensure the 2021/22 Income and Expenditure account plus Balance Sheet feature in the Town Council's Annual Report for 2021/22 which will be published at the Town's forthcoming Annual Town meeting along with copies via the Town Council offices, on the website and through the residents database as well as promotion through Twitter.**

**d. Annual Governance and Accountability Return for 2021/22:**

Prior to the meeting the Clerk had circulated to all a completed copy of Section 2 of the Town Council's Accounting Statement for 2021/22 along with an explanation of differences between Boxes 7 and 8 on the AGAR and explanation of significant variances.

The Clerk then explained to Cllrs how Boxes 1 to 11 of this Statement had been completed using the year end accounts, balance sheet and fixed assets schedule considered under item 3c) as follows:



- Box 1 stated the Council's carried forward balance from 31<sup>st</sup> March 2021;
- Box 2 stated the Council's precept for 2021/22;
- Box 3 stated all Council income less the precept;
- Box 4 stated staff costs, i.e. salaries, PAYE, NI, pension contributions and employment expenses only. The Clerk highlighted that the amount stated in the AGAR was less than that stated on the income and expenditure account as the "Personnel" heading also included PPE, travel costs and training costs etc. The Clerk explained the difference between the Town Council's personnel budget heading and the information required for the AGAR. The Clerk confirmed that the other personnel costs had been included in Box 6;
- Box 5 stated the loan interest/capital repayments;
- Box 6 stated all other payments, i.e. total expenditure less staff costs stated in Box 4;
- Box 7 states the total balances and reserves at the end of the financial year (this is confirmed by adding Boxes 1, 2 and 3 then subtracting Boxes 4, 5 and 6. The final figure matches the figure stated on the Council's balance sheet as at 31<sup>st</sup> March 2022);
- Box 8 total value of cash and short-term investments (refer to financial summary – cashbook closing figure);
- Box 9 stated the Council's total fixed assets figure;
- Box 10 stated the amount of Public Works Loan Board balance remaining as at 31<sup>st</sup> March 2022;
- Box 11 is not applicable as the Town Council does not hold any Trust Fund(s).

The Clerk pointed out there were differences in the figures stated in Boxes 7 and 8 for 2021/22 and this difference is because the accounts are calculated on an income and expenditure basis rather than on a receipts and payments basis, i.e. Box 8 is cash whereas Box 7 includes the closing debtors, creditors, payments in advance and receipts in advance. Prior to the meeting the Clerk had circulated to all a report explaining these differences.

The Clerk reminded Cllrs that when there is a +/- 15% variation between a box figure quoted in the last two financial years an explanation for such is required by the External Auditor. The Clerk reported that when comparing 2021/22 with 2020/21 there were significant variances for the areas of "Total Other Receipts" and "Total Other Payments". Prior to the meeting the Clerk had circulated to all an explanation for these variances. Cllrs accepted the explanations given and the Clerk confirmed that would be submitted to the External Auditor along with the AGAR.

The Clerk reported that as the Town Council has either an income or expenditure of over £200,000 it is required to submit to the External Auditor additional evidence as part of their intermediate audit work. The Clerk confirmed that each year the External Auditor requests different evidence and for 2021/22 such related to approved Standing Orders, Financial Regulations and Corporate Risk Management Schedule.

**RESOLVED:**

- i) To approve the Accounting Statements 2021/22 for Sedgefield Town Council.**
- ii) The Chair of the Council and Clerk to sign the AGAR on behalf of the Town Council.**
- iii) The Clerk to submit the AGAR and all necessary intermediate audit evidence to the External Auditors.**

**4. VAT Reclaim Update For Period 1<sup>st</sup> October 2021 – 31<sup>st</sup> March 2022 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated a report to all detailing that a VAT reclaim for the period of 1<sup>st</sup> October 2021 to 31<sup>st</sup> March 2022 for £10483.28 had been submitted to HMRC via their on-line submission system on 7<sup>th</sup> April 2022. The Clerk confirmed that since the production of that report full payment had been received on 21<sup>st</sup> April 2022.

**RESOLVED:**

**To receive this information.**

**5. Internal Audit Reports:**

**5.1 Internal Audit Report Sedgefield Town Council End of Year Accounts (2021/22) by Mr Gordon Fletcher:**

Prior to the meeting the Clerk had circulated to all copies of Mr Fletcher's Internal Audit Report Sedgefield Town Council End of Year Accounts (2021/22) which provided the Council with a Full Assurance rating. The Clerk confirmed that subsequently Mr Fletcher had completed and signed the Internal Audit page of the Council's AGAR.

Cllr Mark Cant expressed his thanks to Council staff for work in the achievement of Full Assurance rating.

**RESOLVED:**

**To receive this information.**

**5.2 Internal Audit Annual Report 2021/22 Sedgefield Town Council by Mr Gordon Fletcher:**

Prior to the meeting the Clerk had circulated to all copies of Mr Fletcher's Internal Audit Annual Report 2021/22 which provided the Council with a Full Assurance rating. The Clerk said she was proud of the achievement of Full Assurance ratings in all 10 internal audit inspections undertaken in 2021/22.

**RESOLVED:**

**To receive this information.**

**6. Exercise of Public Rights Dates Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights Dates Report by the Finance Working Group proposing the Town Council sets its exercise of public rights dates as Monday 13<sup>th</sup> June 2022 to Friday 22<sup>nd</sup> July 2022.

**RESOLVED:**

**To approve the Council's exercise of Public Rights dates commencing Monday 13<sup>th</sup> June 2022 and ceasing on Friday 22<sup>nd</sup> July 2022.**

**7. Internal Audit Plan 2022/23 Recommendation by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Internal Audit Plan 2022/23 Recommendation report by the Finance Working Group which was accompanied by a proposal from Mr Fletcher for internal audit work in 2022/23.

**RESOLVED:**

**To approve the proposed Internal Audit Plan for 2022/23.**

**8. Amendment Required To Community Chest Opening Balance 2022/23 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Amendment Required To Community Chest Opening Balance 2022/23 Report. The Community Chest at 1<sup>st</sup> April 2022 should have an opening balance of £1020 which is made up of £520 carried forward from the 2021/22 financial year added to the £500 allocation given by the Town Council in 2022/23.

**RESOLVED:**

**The Clerk to work with Mr Chris Edge to amend the Community Chest opening balance for 2022/23 to £1020 to accurately reflect this year's allocation plus the previous financial year's carry forward and to use the "Funded From Reserves" procedure going forward ensuring that any future carried forward monies are in appropriate ear-marked reserves with transfers being done automatically through the**

**Edge system.**

The Chair expressed his thanks to the Town Clerk and Council staff for their sterling work in producing the Town Council's year end accounts and all associated processes. The Chair thanked everyone for attending and closed the meeting at 6.38pm.

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