

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MAY**
MONTHLY MEETING of the **Council** held following
the **AGM**
on
Monday 16th May 2022
in
Sedgefield Parish Hall

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, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter.

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Paul Heasman.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly Meeting held Monday 11th April 2022:

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

b. Minutes of the P&R Committee held Monday 11th April 2022:

With the correction to Cllr Haworth's surname in the "Present" section of the minutes, these were confirmed as a correct record. (AC / DJ)

c. Minutes of the Environment Committee held Monday 11th April 2022:

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

d. Minutes of the Community Development & Engagement Committee held Monday 11th April 2022:

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

e. Minutes of Finance Working Group held Tuesday 19th April 2022:

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

f. Minutes of Policy & Records Management Working Group held Thursday 21st April 2022:

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

g. Minutes of Special Town Council Meeting held Monday 25th April 2022

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

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

4. Matters of Information:

4.1. Current Planning Applications:

No further information has been received from Livin regarding planning application DM/22/00442/FPA regarding the number of garages being built and whether electrical charging points will feature are part of this development.

The Clerk to circulate such information if it is provided.

RESOLVED:

To receive this information and to close this matter.

4.2 Crime Statistics Sedgefield:

The Clerk has contacted PC Seymour in accordance with the Council's wishes, ie why the total number of incidents differs to the number reported on the statistics sheet and if future statistics could be presented with some form of comparison information shown. PC Seymour had replied stating the Police have crime related incidents and non-crime related incidents which are split into a lot of other categories. There are a lot of road related incidents in the Sedgefield area based on the A689/A177 and the A1(M). It would take a lot of time to go through all the incidents and dissect them hence just the total figure is provided.

RESOLVED:

To receive this information and to close this matter.

4.3 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.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings May 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.

Mrs Julia Bowles said that she would like clarification from the Town Council regarding a comment made during the recent Annual Town Meeting which it was suggested the Town Council had submitted or were going to submit an application seeking Section 106 monies towards the cost of expanding Butterwick Road Cemetery. If so, she questioned if this was fair that the Town Council tries to use such monies without any public consultation and residents paying twice through double taxation for cemeteries? Mrs Bowles also asked if any thought had been given to her comments about better measures for meeting with the public. Cllr Mel Carr replied the Town Council does intend to apply for Section 106 funding rather than such monies be left in a "pot" held by DCC. The Clerk reported an initial funding application had been submitted to show the Town Council's expression of interest, however, DCC had confirmed that no community money was available at that time and they are working on the process they will use for the allocation of such monies when received. Once the process is ready DCC have said they will publicise this across the Electoral Ward to make sure all are aware. Mrs Bowles said that whilst DCC might not have all community money in she believed they did have some and that DCC were sitting on this. Mrs Bowles said that she was not biased in favour of any group getting Section 106 monies she just wanted to ensure allocations were made fairly through a robust consultation process. Mrs Bowles also noted there was Towns and Villages funding and thought this might be a better avenue for the Town Council's expansion plan. Cllr Mel Carr suggested Mrs Bowles contact

her local County Cllrs in order to get answers to her queries. Cllr Mel Carr said that as yet the Town Council had not had time to progress any comments made by Mrs Bowles during the recent Annual Town Meeting. Cllr Allan Blakemore provided Mrs Bowles with an update on the situation County wide in relation to double taxation and the agreement amongst CDALC members not to challenge this any further as the potential impact was some Councils could lose far more in LCTRS grant than they would receive in alternative funding.

County Cllr Chris Lines said that information regarding Towns and Villages Funding was already in the public domain. With regards to Section 106 funding he confirmed that DCC are working on a proposed process in relation to community money and that when this is ready he and County Cllr David Brown would ensure it was promoted across the Ward as community consultation was important. County Cllr Lines said he was unsure what weight community consultation would have on the actual subsequent allocation, but noted that he was aware of several projects that hope to apply and there would be competition for such monies.

The Chairman thanked the members 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 outgoing 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.

7.3 Draft Annual Town Meeting Minutes Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Draft Annual Town Meeting

Minutes Report which was accompanied by the minutes drafted from that meeting held on 3rd May 2022. Whilst the minutes will not be approved until the next Town Meeting in 2023 the draft minutes will be uploaded to the Council's website.

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 Jenny Haworth thanked County Cllr Lines for providing such a useful and informative report to the Town Council giving regular feedback from DCC. Cllr Haworth welcomed the approach being taken whereby the findings of the AAP priority survey will also feed into the Section 106 community monies allocating process. Cllr Haworth was pleased there was going to be further consultation with the public following the Annual Town Meeting as it was important something happens beyond the AAP process and there is a widening out to all residents. Cllr Haworth was also pleased with County Cllr Lines' update regarding Hardwick Park improvements which impacted upon the visitors centre, educational facilities and play facilities. Cllr Haworth said she would welcome further information about any proposals relating to the historic structures in the Park which she understood from speaking to Mr Fitzpatrick of the Sedgefield Development Trust several years ago were to be the subject of refurbishment work. Cllr Haworth highlighted the Parks' biodiversity areas and asked how these could be helped and supported further.

Cllr Mel Carr noted within County Cllr Lines' report reference to a scheme to improve the play area at Winterton Park and hoped that this would also link into improvements at Eden Drive and Station Road play facilities.

RESOLVED:

i) To receive this information.

ii) The Clerk to forward Cllr questions to County Cllr Lines for consideration.

8.2 Sedgefield Crime Statistics 31st March 2022 – 29th April 2022:

Prior to the meeting the Clerk had circulated to all Crime Statistics for Sedgefield between 31st March 2022 and 29th April 2022 as provided by PC John Seymour.

The Clerk reminded all that the local Policing Team had been operating with one PC vacancy for nearly two years and it was some considerable time ago when the Town Council had last been told that this vacancy was to be filled soon. The Clerk proposed the Town Council write to the Chief Constable with copy to the Police & Crime Commissioner asking for an update on this matter and timescale for recruitment to the current vacancy. Cllrs agreed with this proposal.

Cllr Jenny Haworth reminded all the Town Council had previously asked if was possible for crime statistics to be displayed alongside some form of comparative information. This had not happened and that was most likely due to lack of resources do that. Cllr Haworth made Cllrs aware of Durham Insight which is a DCC platform specifically for County Durham from which a comparison could be made. Cllr Haworth offered to share the link for this with the Clerk so it could then be passed to all Cllrs for their own use. Cllrs agreed they would find this useful. Cllr Finlayson said Police websites also have comparative information and agreed that it would be useful to have an understanding of trends and changes to determine if there was any correlation between unfilled roles and a rise in crime.

RESOLVED:

- i) To receive the information.**
- ii) The Clerk to write on behalf of the Town Council to the Chief Constable, with copy to the Police & Crime Commissioner, asking for an update and timescale for filling the PC vacancy on the local Policing Team.**
- iii) Cllr Haworth to share with the Clerk for dissemination to all Cllrs the hyperlink for Durham Insight so that Sedgefield crime statistics can be compared against other information.**

9. Correspondence:

9.1. Planning Permission Approved For EDCAT Athletics Track (email and accompanying letter from Ms Kay Aitkin dated 11th April 2022):

Prior to the meeting the Clerk had circulated to all a copy email and accompanying letter from Ms Kay Aitkin dated 11th April 2022.

Cllr David Brown comments this letter was very comprehensive but felt it was weighted very much on one side and it was for the array of reasons stipulated in this letter that the Town Council had requested this planning application be determined by Full Planning Committee. Cllr Brown said that it was incorrect that the Town Council would be happy to “foot the bill” for this facility and said there were a number of statements made within the letter to which he did not agree with. Cllr Mel Carr said the Town Council had considered this planning application carefully in its role and the Town Council’s response in that application process was clearly document in minutes as well as through the letters submitted to DCC as the Local Planning Authority who have responsibility for determining planning applications. Cllr Mel Carr asked the Clerk to read out the letter which the Town Council submitted to Mr Henry Jones, DCC Planning Officer in July 2021 when the request was made, along with rationale, for the application needing to be determined by Full Planning Committee. Cllr Mavis Wayman noted in Ms Aitkin’s letter the statement that as this planning application has been approved this means other development could take place in that area in the future. Cllr Allan Blakemore said that was a questionable statement and could be misleading as any further development would need planning permission. Cllr David Brown agreed with Cllr Blakemore’s comments and said that change of use would also most likely be required.

RESOLVED:

To note Ms Aitkin’s letter.

9.2 Supplementary Planning Documents Consultation (email from Mr Geoff Paul, DCC dated 22nd April 2022) [Note: this was emailed to all Cllrs on 27th April 2022]:

Prior to the meeting the Clerk had circulated to all an email from Mr Geoff Paul of DCC dated 22nd April 2022 which contained information regarding supplementary planning documents consultation being undertaken in relation to development viability, affordable housing and developer contributions supplementary planning document; parking and accessibility supplementary planning document; residential amenity standards and the highway design code.

RESOLVED:

To receive this information.

9.3 Questions For Consideration (submitted by Mrs Gloria Wills received 9th May 2022):

The Clerk distributed to Cllrs three questions which had been submitted by resident Mrs Gloria Wills which she had requested be considered by the Full Council. The Clerk had informed Mrs Wills that her questions had been received after the agenda had been produced for this meeting but that they would be shared with Cllrs at the meeting. Cllr Mel Carr proposed that Cllrs now need time to consider the questions being asked and these should be discussed at the June 2022 Monthly Meeting. All Cllrs agreed.

RESOLVED:

- i) Cllrs to consider the questions submitted by Mrs Wills and to discuss these at the June 2022 Monthly Meeting.**
- ii) The Clerk to update Mrs Wills.**

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/22/00301/OUT – outline application for the erection of two houses (all matters reserved), Land to the West of Maplewood, The Garth, Bradbury:

Cllrs did not have any objection to this application.

10.2 DM/22/01139/FPA – kennel block and stable block, Autumn Leaves, Salters Lane, Fishburn:

Cllrs agreed that from the information relating to this planning application it was unclear the exact location of this proposed kennel and stable block. The Clerk was asked to liaise with the Planning Officer to find out the precise location and what arrangements were being proposed for noise control.

10.3 DM/22/01194/FPA – retention of garage, 21 Cragside, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/22/01238/FPA – change of use to operational railway land to facilitate the construction of a new feeder station to enable upgraded power supply to the East Coast Main Railway line and associated works, land North East of Aycliffe, Aycliffe Village, Mordon:

Cllrs did not have any objection to this application.

10.5 DM/22/01313/FPA – single story rear extension, 35 Matfen Court, Sedgefield:

Cllrs did not have any objection to this application.

10.6 DM/22/01327/NPC – prior notification for the conversion of office accommodation (Class E) to create 1 no dwelling (Class C3), Firtree Farm, Bradbury:

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 application had been published earlier that day by DCC within the Parish of Sedgefield:

DM/22/01333/FPA – summerhouse to rear garden, 16 Saddler Drive, Sedgefield

RESOLVED:

To delegate the consideration of planning application matters to the Environment Committee meeting on Monday 23rd May 2022.

The Chair thanked everyone for attending and closed the meeting at 8.00pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



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

held following the **Monthly meeting**

on

Monday 16th May 2022

in

Sedgefield Parish Hall.

Present

Cllr. Allan Blakemore (Chairman)

Cllr Jenny Haworth (Vice Chair) and

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Catherine Hart, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter.

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Paul Heasman.

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. A deadline for submitted quotes was 31st March 2022 but an extension was given to one contractor who expressed an interest in this work but was having difficulty compiling quotations due to backlog of work as a result of storm damage work. The Clerk confirmed that a quotation had been received earlier that day and would be considered at the next Estates Working Group meeting so that a recommendation can be brought to a future P&R Committee meeting. The Clerk confirmed that all necessary approvals have been obtained from DCC for such treeworks to take place. 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 15th March 2022. The Council is now awaiting the completion of 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. Note: The Town Council's commissioned RoSPA inspection is scheduled to take place in June 2022. 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. DCC have queried some of the areas of Town Council

owned village green and the Clerk has provided evidence. The Clerk to keep Cllrs updated on this matter. The Clerk has shared copies of this Policy be shared with Cllrs Dickerson and Haworth.

RESOLVED:

To receive this information.

3.9 St Edmund's Churchyard:

The Clerk reported the Town Council's solicitor has received an email from DCC confirming receipt of the Town Council's notice and confirmed DCC's acceptance of the transfer of responsibility for the closed churchyard. Due to the brief nature of DCC's email and lack of clarification regarding transfer date the Town Council's solicitor has requested additional information. The Clerk to keep Cllrs updated on this matter and to confirm when grass cutting responsibility ceases at the churchyard.

RESOLVED:

To receive this information.

3.10 Invoices for Payment:

Arrangements are in hand for the new memorial bench to be sited in the area outside Sedgefield Methodist Church. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Cowley House Farm Community Benefit Deed:

The Clerk wrote to Ms Charlotte Kitchin requesting that consideration be given to the Community Benefit Fund receiving annual payments rather than a one-off upfront payment. See agenda item 7.1.for Ms Kitchin's response.

RESOLVED:

To receive this information.

3.12 Repairs to Town Council Water Bowser:

The contractor has been told of their successful quotation and work is underway to get this repair work done as soon as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4. Public Participation:

The Chairman, Cllr Allan Blakemore closed the meeting. The member of the public in attendance did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

5.1 Timings of Council Meetings Report by Cllr Allan Blakemore:

Prior to the meeting the Clerk had circulated to all a Timings of Council Meetings Report by Cllr Allan Blakemore proposing that all Council Committee meetings take place on the same evening rather than over two Monday evenings. The majority of Cllrs agreed with this proposal. Cllr John Finlayson expressed his concern that once a month was not practical to discuss all necessary matters. Cllr David Brown proposed the Town Council trial for a period of 6 months holding all Council Committee meetings, excluding Personnel Committee, on the date scheduled for Monthly Meetings, i.e. the second Monday of the month in Sedgefield Parish Hall, then review this matter again. All Cllrs agreed with this proposal. The Clerk confirmed that if required the Town Council could call Special Town Council meetings in the intervening time in accordance with Standing Orders. Cllr Blakemore suggested that if successful, and meetings remained on one evening, then this could allow an opportunity for Cllrs to get together informally update each other on topics of interest.

RESOLVED:

- i) The June, July, September and October 2022 Monthly, P&R, Environment and Community Development & Engagement Committee meetings all to take place on the second Monday of the month as a trial process.**
- ii) The Council to consider the trial process at its P&R Committee meeting in October 2022 to determine the way forward.**
- iii) All Cllrs to keep the November 2022 to April 2023 scheduled Committee meeting dates in their diaries.**
- iv) The Clerk to update the Council's meetings calendar accordingly and promote via the Council's website and Twitter account as well as reference in the next edition of the Sedgefield Extra.**

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 11th April 2022:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11th April 2022 numbered 110209 to 110223. The Clerk circulated to all an updated list which includes cheques numbered 110224 to 110228.

In relation to cheque number 110213, Cllr Julie Towler asked which flooring in the Parish Hall this related. The Clerk confirmed this was the sprung, wooden flooring in the main hall which had required repair work to be undertaken. Cllr Towler asked if cheque number 110217 related purely to legal work in relation to The Pickled Parson. The Clerk confirmed this was for legal advice in relation to a number of village green matters covering a number of locations.

Cllrs confirmed their support for the authorization of all cheques.

RESOLVED:

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

6.2 Financial Budget Comparison as at 6th May 2022:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 6th May 2022.

RESOLVED:

To receive this information.

6.3 Debtors List as at 6th May 2022:

RESOLVED:

To receive the Debtors List as at 6th May 2022.

6.4 Direct Debits and BACS List for 1st – 30th April 2022:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th April 2022.

6.5 April 2022 Bank Reconciliations Plus April 2022 Imprest Account Reconciliation and April 2022 Public Sector Deposit Fund Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an April 2022 Bank Reconciliations plus April 2022 Imprest Account Reconciliation and April 2022 Public Sector Deposit Fund Update Report.

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 confirmed that all documentation and evidence relating to the 2021/22 year end has been formally submitted to the external auditor, Mazars. The Clerk has informed the Council's Internal Auditor that his work programme for 2022/23 has been accepted and that the work to enable the use of the "Funded Through Reserves" function of the Council's financial software has been completed.

RESOLVED:

To receive the information in the report.

6.7 Review of Community Chest Terms of Reference Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Community Chest Terms of Reference Report by the Finance Working Group. All Cllrs agreed with the minor amendments being suggested. The Clerk informed Cllrs that several requests had now been received for consideration by the Community Chest.

RESOLVED:

i) To adopt the reviewed Community Chest Terms of Reference with immediate effect.

ii) The Clerk to place the updated Community Chest Terms of Reference on the Council's website.

iii) A Community Chest meeting to be held on Monday 13th June 2022 at 6.15pm in Sedgefield Parish Hall.

7. Correspondence:

7.1 Re: Cowley House Farm, on land East of Stockton Road, Thorpe Larches, Stockton on Tees TS21 3HH (the “Project”) Community Benefit Deed (email from Ms Charlotte Kitchin, Lightsource bp dated):

As reported under agenda item 3.11, a response had been received from Ms Charlotte Kitchin of Lightsource bp following the Town Council’s request that consideration be given to making an annual payment per year linked to this facility. Cllrs considered Ms Kitchin’s response dated 5th May 2022. Ms Kitchin explained that in the post-subsidy environment that solar projects are now being developed in, and given the significant upfront costs of installation associated with a solar farm, the offer of £1000 per Megawatt of installed capacity as an upfront payment, is considered to be the maximum amount which can be offered while still providing a viable project which will progress to construction. Cllr Jenny Haworth proposed the Town Council accept this offer. All Cllrs agreed.

RESOLVED:

Sedgefield Town Council to sign and accept the proposed Community Benefit Deed.

The Chair, Cllr Allan Blakemore, explained that due to the confidential nature of the following items these would be discussed under Exempt Information and had any member 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 Electrical Work in Town Council Offices and Parish Hall Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Electrical Work in Town Council Offices and Parish Hall Report which was duly considered, and a way forward agreed.

8.4 Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report by the Butterwick Road Cemetery Working Group which was duly considered.

The Chair thanked everyone for attending and closed the meeting at 8.52pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **MAY ENVIRONMENT** of the
Council held at **7pm** in the **Parish Hall**, Sedgefield, on
Monday 23rd May 2022.

- Present** **Cllr. Stephen Winter (Chairman)**
 Cllr. Mark Cant (Vice Chairman) and
 Cllrs. Allan Blakemore, David Brown, Mark Cant, Kelly Dickerson, John Finalyson,
 Jenny Haworth and Dave Jasper.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Ann Carr, Mel Carr, Catherine Hart, Paul Heasman, Julie Towler and Mavis Wayman.

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 Village Green at front of Impeccable Pig:

Line marking was installed by DCC on 26th April 2022.

RECOMMENDED:

To receive the information and to close this matter.

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 and report to the Clerk if any issues are identified.

Cllr Stephen Winter reported PC John Seymour had attended the last Neighbourhood Watch meeting so Cllr Winter had taken that opportunity to make PC Seymour aware of the parking issued around the Town, including the state of vehicles being parked on various areas of village green. PC Seymour said it had been very useful when the Town Council had promoted images, with registration plates blanked out, highlighting this issue. PC Seymour requested the Town Council continue to take images and forward unredacted versions to him so that advisory letters can be sent to those vehicle owners in the first instance making them aware of their inappropriate actions. Cllrs agreed to continue to take images and to then forward them to the Clerk who will in turn liaise with PC Seymour.

RECOMMENDED:

To receive the information and to close this matter.

3.5 Replacement Parson – Ceddesfeld Hall Gardens:

The Clerk has notified the Chair of Sedgefield In Bloom of the Town Council's support for their proposed project to replace the wicker Parson with a metal sculpture.

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 in attendance. The Chairman re-opened the meeting.

5. Reports:

None.

6. Correspondence:

None.

ADDITIONAL ITEM – CURRENT PLANNING APPLICATIONS:

As reported at the start of this meeting, powers had been delegated from the previous week's Monthly Meeting in order to consider current planning applications.

DM/22/01333/FPA – summerhouse to rear garden, 16 Saddler Drive, Sedgefield:

Cllrs did not have any objection to this planning application.

RESOLVED:

The Clerk to notify DCC Planners.

DM/22/01139/FPA – kennel block and stable block, Autumn Leaves, Salters Lane, Fishburn:

The Clerk reminded all that this planning application had been considered at the previous week's Monthly Meeting. Cllrs had requested the Clerk to liaise with the appropriate DCC Planning Officer to ascertain the exact location of this proposed development and ask what arrangements were being proposed for noise control. The Clerk confirmed that earlier that day she had sent electronically to all information from DCC's Mark O'Sullivan which showed the red line boundary for this development on land to the north of Tyre House. Mr O'Sullivan had also confirmed he had no further information in relation to noise mitigation but this application was being considered by his colleagues in

Environmental Health. Cllrs confirmed that with this additional information they did not have any further concerns or objections to this planning application.

RESOLVED:

The Clerk to notify DCC Planners.

The Chair thanked everyone for attending and closed the meeting at 7.06pm

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **MAY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 23rd May 2022.**

Present

Cllr. Allan Blakemore (Chairman) and

Cllrs. David Brown, Mark Cant, Kelly Dickerson, John Finlayson, Jenny Howarth, Dave Jasper and Stephen Winter.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Ann Carr, Mel Carr, Catherine Hart, Paul Heasman, Julie Towler and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

None.

4. Public Participation:

The Chairman, Cllr Allan Blakemore, 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 4th June 2022 to

commemorate the Queen's Platinum Jubilee. The Clerk confirmed that since the production of this report arrangements have now been finalised for the ecumenical church service and thanked Cllr Jenny Haworth for volunteering to give a reading and representing the Town Council. The Clerk confirmed there will not be any outdoor element to this church service but instead a member of the Village Veterans will carry their Standard into St Edmund's Church. Cllr Allan Blakemore said additional volunteers to help with erecting/dismantling gazebos/marquees on the morning and afternoon of Saturday 4th June 2022. If anyone was able to help Cllr Blakemore asked them to get in touch with Mrs Sarah Guest of the SCA and the Clerk confirmed that she had previously shared with all Mrs Guest's email address so they could make direct contact with her. Cllr Blakemore confirmed that he would give verbal feedback at the next Community Development & Engagement Committee meeting regarding the event.

RECOMMENDED:

To receive this information.

5.2 Sedgefield Youth Club 2022 Summer Holiday Programme Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club 2022 Summer Holiday Programme Report by the Projects & Media Co-ordinator. The Clerk confirmed that since the production of this report the Youth Club's programme has been finalised and a further update would be shared at the next Committee meeting.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held 11th May 2022):

The Clerk reminded all that it had been agreed at the recent AGM that anyone representing the Town Council on an external organization had been asked to keep the Town Council updated on the work/discussions of those Groups. The Clerk thanked Cllr Stephen Winter, the Town Council's representative on the Sedgefield Neighbourhood Watch Group, for sharing the Group's latest minutes from their meeting held on Wednesday 11th May 2022. Copies of those minutes were circulated to all for information and the Clerk confirmed copies will also be shared with those Cllrs not in attendance at the meeting.

Cllr Stephen Winter highlighted an error in these minutes in relation to discussions about the introduction of 20mph speed limits within the new Taylor Wimpey and Storey Homes development. It was stated in the minutes that such a speed limit had “not yet happened” when this should read “was not going to happen”. Cllr Winter gave Cllrs the background to this matter whereby DCC had at one time made a statement that all new estates would have a 20mph speed limit through them. Cllr Winter said he would share with Cllrs electronically the previous information that had been considered by the Town Council. Cllr David Brown said it was his understanding that strict criteria needed to be met before a 20mph speed limit could be introduced and pointed out that DCC had the whole of the County to consider not just Sedgefield. The Clerk noted that within the minutes from the Neighbourhood Watch meeting reference was made to the BAT Group collecting signatures for a petition to see a 20mph speed limit introduced along Front Street. The Clerk asked if this petition was to be presented to DCC and, if so, were the Group aware of DCC’s rules for accepting such, i.e. they must be in the correct format. Cllr Winter understood the Group were liaising with County Cllr Lines on this matter.

Cllr Kelly Dickerson noted these minutes being uploaded to the Neighbourhood Watch’s Facebook page had generated lots of positive feedback. Cllr Winter said the page had 379 members with the majority being Sedgefield residents and was proving to be a very good resource. A discussion then ensued capturing all the many different communication channels which are used by both the Town Council and other groups in the Town to spread and share messages. It was felt the Town has a very diverse range of communication channels and whilst no one channel would capture everyone the array of different channels in existence captured a significant number in a way to reflect the Town’s diversity and demographics. It was also acknowledged that all Town Councillor’s names and contact details are promoted regularly by the Town Council which results in most Councillors being contacted directly by residents to progress concerns. The Clerk confirmed the Town Council Offices are as busy as ever dealing with a huge variety of residents concerns and issues which can either be actioned by the Town Council or signposted to the correct organization.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 7.30pm

APPROVED