

## SEDGEFIELD TOWN COUNCIL



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

on

**Monday 11<sup>th</sup> July 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, Jenny Haworth, Paul Heasman, Dave Jasper, Julie Towler and Stephen Winter.

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Catherine Hart and Mavis Wayman.

**2. Declaration of interest:**

None.

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

**a. Minutes of the Community Chest held Monday 13<sup>th</sup> June 2022:**

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

**b. Minutes of the Monthly Meeting held Monday 13<sup>th</sup> June 2022:**

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

**c. Minutes of the P&R Committee held Monday 13<sup>th</sup> June 2022:**

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

**d. Minutes of the Community Development and Engagement Committee held  
Monday 13<sup>th</sup> June 2022:**

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

- e. **Minutes of the Environment Committee held Monday 13<sup>th</sup> June 2022:**  
These were confirmed as a correct record. ( M Cant / JF )
  - f. **Minutes of the Fireworks Working Group held on Monday 20<sup>th</sup> June 2022:**  
These were confirmed as a correct record. ( AB / M Carr )
  - g. **Minutes of the Personnel Committee held on Monday 27<sup>th</sup> June 2022:**  
These were confirmed as a correct record. ( AB / AC )
- RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

**4. Matters of Information:**

**4.1 Sedgefield Crime Statistics:**

Via the Clerk, Cllr Haworth had shared with all Cllrs the hyperlink for Durham Insight.

**RESOLVED:**

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

**4.2 Public Participation:**

The Clerk has contacted the EDRC AAP to request details of information regarding potential funding for refurbishment of shop fronts. The Clerk circulated to all information which had been received since the production of Committee packs.

**RESOLVED:**

**Cllrs to consider this matter and forward any comments to the Clerk by no later than 25<sup>th</sup> July 2022 so that these can be considered by the Estates Working Group.**

**4.3 Questions for Consideration:**

The Clerk has replied to the resident's questions submitted.

**RESOLVED:**

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

**4.4 Neighbourhood Policing:**

A response from Durham Constabulary's Chief Constable is still awaited in response to the Town Council's question when will the PC vacancy on the local police team be filled. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.5 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 6.

**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 July 2022 plus civic events until March 2023. The Clerk confirmed the Estates Working Group had now been rescheduled to Tuesday 26<sup>th</sup> July 2022 at 9.30am and that work was underway to schedule a Personnel Committee, hopefully before the conclusion of July 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 was in attendance and reminded all Cllrs that he was happy to accept any questions either from Cllrs directly or collated via the Clerk regarding his latest Monthly Report.

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 Dave Jasper, had circulated a written report detailing the actions he had undertaken since the Council's last Monthly Meeting as well as giving information regarding his forthcoming events and future plans. Cllrs thanked Cllr Jasper for his very comprehensive report and noted that he has been extremely busy.

**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 thanked County Cllr Lines for his very detailed report.

**RESOLVED:**

**To receive this information.**

**8.2 Sedgefield Crime Statistics 30<sup>th</sup> May 2022 – 29<sup>th</sup> June 2022 (From PC John Seymour, Durham Constabulary):**

Prior to the meeting the Clerk had circulated to all Crime Statistics for Sedgefield between 30<sup>th</sup> May 2022 and 29<sup>th</sup> June 2022 as provided by PC John Seymour.

**RESOLVED:**

**To receive the information.**

**9. Correspondence:**

**9.1. Sedgefield Squash Club Formal Application for S106 Funds (email and attachment from Mr Stephen Reed, DCC dated 20<sup>th</sup> June 2022):**

Prior to the meeting the Clerk had circulate to all an email from Mr Stephen Reed of DCC dated 20<sup>th</sup> June 2022 accompanied by the recently submitted Section 106 application form from Sedgefield Squash Club with an array of supporting documentation. Mr Reed was seeking the Town Council's view on this application.

Cllrs unanimously supported the application submitted by Sedgefield Squash Club.

**RESOLVED:**

**The Clerk to inform Mr Stephen Reed of DCC of the Town Council's support for the Section 106 funding application submitted by Sedgefield Squash Club.**

**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/22/01706/FPA – single storey extension to rear and installation of concrete ramp to front door, 17 East End, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2 DM/22/01845/FPA – two storey rear extension, first floor roof terrace, insertion of first floor window in West gable and replacement windows to front, Brook House, Mordon:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1 – 2 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 adjoining the Parish of Sedgefield:

**DM/22/01952/FPA – external and internal alterations to the existing petrol filling station, Bradbury Service Station, West Road, Bradbury**

**DM/22/01779/FPA – single storey side extension, Fishburn Youth and Community Centre, Butterwick Road, Fishburn**

**RESOLVED:**

**i) Cllrs to forward any comments regarding the above planning applications to the Clerk by no later than 9am on Monday 25<sup>th</sup> July 2022.**

**ii) During the summer recess period the Clerk to share electronically the weekly planning applications lists with all Cllrs and stipulate the deadline date by which they must submit any comments. If necessary, a Special Town Council meeting can be called in August 2022.**

The Chair thanked everyone for attending and closed the meeting at 7.08pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JULY**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly meeting**

on

**Monday 11<sup>th</sup> July 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, Paul Heasman, Dave Jasper, Julie Towler and Stephen Winter.

### **Officers**

Dr Jane Ayre (Town Clerk)

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

Cllrs Catherine Hart and Mavis Wayman.

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

None.

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

##### **3.1 Section 106 Funding:**

No further information has been received from Durham County Council regarding the general matter of Section 106 funding. However, information received from Durham County Council regarding Sedgefield Squash Club's application for Section 106 funding was considered at the earlier Monthly Meeting.

Discussions have commenced regarding a possible Section 106 funding application relating to play provision in the Town and would be considered under agenda item 5.1.

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.**

**3.2 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.**

**3.3 Refurbishment of Cemetery Compound:**

The new recycling bays in the cemetery compound have now been finalised and the former bays at the top area of the cemetery have been dismantled and removed.

**RESOLVED:**

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

**3.4 Parish Hall CCTV:**

The Estates Working Group are to prepare a CCTV Policy. When done a recommendation will be presented to a future P&R Committee for approval. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 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.**

**3.6 Adaptations To Town Council Tractor and Winter Gritting Equipment:**

This work is now underway. There has been a problem with one particular part, however, it is hoped this will be delivered soon and this work completed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Draft 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. This matter would be discussed further under agenda item 8.1 for an additional update. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.8 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.**

**3.9 Repairs to Town Council Water Bowser:**

This work has now been completed and the water bowser is fully operational.

**RESOLVED:**

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

**3.10 Timings of Council Meetings:**

The Town Council's trial of meeting once per month until review date in October 2022 has been publicised via Sedgefield Extra, Twitter, Town Council website and through the residents database. The Council to consider the trial process at its P&R Committee meeting in October 2022 to determine the way forward.

Note: Special meetings will be called if necessary.

**RESOLVED:**

**To receive this information.**

**3.11 Cowley House Farm - Community Benefit Deed:**

The Clerk has informed Ms Charlotte Kitchin on Lighsource bp that the Town Council accepts the proposed Community Benefit Deed. Necessary paperwork has been signed by the Chair of the Council and submitted to Ms Kitchin. Further information is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Electrical Work in Town Council Offices and Parish Hall:**

Electrical building inspections in both buildings have now been completed. Some remedial repair work was identified, and this was approved via the Clerk's emergency spending powers. This matter is to be considered at the next Estates Working Group meeting and if necessary, a further report brought back to the P&R Committee.

**RESOLVED:**

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

**3.13 Butterwick Road Cemetery Expansion Update:**

The Clerk has asked DCC Planning Officer Ms Hilary Sperring to provide a date by which the Town Council will know the determination of its planning application to expand Butterwick Road Cemetery. A response is now required and further requests requesting a response have been submitted to Ms Sperring. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Photocopier Upgrade:**

The new photocopier was delivered and installed on Monday 27<sup>th</sup> June 2022.

**RESOLVED:**

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

**3.15 Cemetery Lodge:**

A copy of the Doven's inspection findings report, minus photographs, has been forwarded to Cllr Dickerson for information.

**RESOLVED:**

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

**3.16 Invoices for Payment:**

In light of the completion of the cemetery recycling bays cheque number 110242 has been released.

**RESOLVED:**

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

**3.17 Exercise of Public Rights Dates:**

The Council's Exercise of Public Rights dates will cease on 22<sup>nd</sup> July 2022. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.18 Writing Off Bad Debt:**

The Clerk has written to Mr Brown to make him aware that his debt has been written off and that no future Parish Hall bookings will be accepted from him.

**RESOLVED:**

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

**3.19 Parish Hall Hire Fees:**

The Clerk has written to Mrs Wills explaining that no donation in recompense of Parish

Hall hire fees can be given for her recent Ukraine disaster appeal fund raiser.

**RESOLVED:**

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

**3.20 Outdoor Music:**

Tweets have been prepared and scheduled throughout the year to remind people of the correct procedure for reporting noise concerns.

**RESOLVED:**

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

**3.21 Programme of Treeworks:**

The successful contractor has been informed of their awarded work. Copies of DCC permission have been shared. The contractor is aware the Town Council would like this work to be undertaken as soon as possible and will liaise with the Clerk when they know when they will be able to perform this work.

An article explaining this work will feature in the next edition of the Sedgefield Extra as well as being shared through Twitter and the residents database.

Longer-term when this work has been completed then the Town Council will consider how trees mapped on all Town Council owned land (i.e. location and species) could be displayed on the Town Council's website and potentially form part of a nature trail in the Town with potential involvement from members of Sedgefield Youth Club.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.22 Removal of Green Waste:**

Green waste has now been removed from the former recycling bays at the top of Butterwick Road Cemetery.

**RESOLVED:**

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

**4. Public Participation:**

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

**5. Reports:**

**5.1 Section 106 Funding Application – Play Provision in Sedgefield Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Section 106 Funding Application – Play Provision In Sedgefield Report. This report explained the progress which has been made in working jointly with local County Cllrs and DCC to prepare a joint Section 106 funding application to improve play provision across the Town, including the Town Council's play area at Eden Drive. This work is in the early stages and when plans and costings are obtained there will be a public consultation before an application is submitted. The public consultation will be promoted by DCC as well as the Town Council to ensure as many people as possible participate.

Cllr Paul Heasman noted suggestions for the possible use of some form of rubber mulch from the main footpath to the items of play equipment to make items more accessible for more of the year during periods of bad weather when the grass becomes muddy. Cllr Heasman said former Cllrs had expressed their concerns regarding standing water at this location and asked if drainage was to be part of this proposed project. The Clerk confirmed this matter had been discussed during the recent on-site meeting and whilst the DCC representative will seek costings for appropriate drainage work it was probable this may be outside of the scope/costings of the project. The Clerk will keep Cllrs updated on this matter.

Several Cllrs also noted that litter can be an issue at times at Eden Drive Play Area, particularly after nice weather and weekend, and questioned if additional bins could feature in proposals for this area. The Clerk to share these comments with Mr James Young of DCC for inclusion into the plans being drawn up. The Clerk also made the Council aware that some concerns have been expressed about litter at various locations across the Town and initial discussions were taking place with DCC, via County Cllr Chris Lines, to see if it was possible that joint communications could be issued through as many different medias as possible to encourage people to take their rubbish home with them or to pick up their rubbish and put it in the nearest bin. Cllrs agreed this would

be a useful exercise.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to give feedback to Mr James Young of DCC and County Cllr Chris Lines regarding comments relating to Eden Drive Play Area.**

**5.2 Fireworks Display 2022 Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Fireworks Display 2022 Update Report by the Fireworks Working Group.

**RESOLVED:**

- i) To delegate responsibility for the delivery of the Town Council's Annual Fireworks Display to the Fireworks Working Group with future progress reports being presented to the Community Development & Engagement Committee.**
- ii) To factor the increase in fireworks costs into this year's event planning.**
- iii) Admission ticket prices remain frozen as per charges in 2021, i.e. £2.50 per adult and £1.50 per child (under the age of 16 years), with the increased costs of fireworks being absorbed by the Town Council as a way of recognizing the importance of this event in terms of community safety while also acknowledging the impact the increased cost of living is having on residents.**
- iv) To promote iii) to residents via the Sedgefield Extra.**
- v) The Clerk to determine if there is any remaining Sedgefield 700+ money following the recent Queen's Platinum Jubilee event and, if so, this to be transferred to the Fireworks Display budget.**

**5.3 Active Travel Project Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Active Travel Project Update Report by the Town Clerk. Accompanying this report were the notes from the last Active Travel Group meeting held on 20<sup>th</sup> June 2022, at which the Town Council was represented by the Clerk and Cllr Mel Carr. The Clerk confirmed that once a finalised draft community consultation survey had been agreed this would be shared with all Town Cllrs for their comments and feedback as part of a piloting process before going live across the electoral ward. The next meeting of the Group is to be held on 18<sup>th</sup> July 2022 when it is hoped further progress will be made on survey. 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 13<sup>th</sup> June 2022:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13<sup>th</sup> June 2022 numbered 110254 to 110275. The Clerk circulated to all an updated list which includes cheques numbered 110276 to 110282. 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 1<sup>st</sup> July 2022:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1<sup>st</sup> July 2022. The Clerk reported at the previous week's Finance Working Group meeting consideration had been given to the budgetary allocations made by the Council towards energy and fuel costs. The work undertaken by the Town Council via it's Energy Management SLA with DCC had put the Town Council in a strong position to deal with rising energy costs. The Clerk also reported that she and the Head Gardener & Cemetery Superintendent are looking at ways in which the weekly watering can be reduced from three days to two days per week without negatively impacting upon the plants. A report regarding this will be brought to the September 2022 Environment Committee meeting.

**RESOLVED:**

**To receive this information.**

**6.3 Debtors List as at 1<sup>st</sup> July 2022:**

**RESOLVED:**

**To receive the Debtors List as at 1<sup>st</sup> July 2022.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> June 2022:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> June 2022.**

**6.5 June 2022 Bank Reconciliations Plus May and June 2022 Imprest Account Reconciliations and May 2022 Public Sector Deposit Fund Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a June 2022 Bank Reconciliations plus May and June 2022 Imprest Account Reconciliations and May 2022 Public Sector Deposit Fund Update Report.

**RESOLVED:**

**To receive this information.**

**6.6 Sedgefield Extra Future Printing Options Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Extra Future Printing Options Report. Cllrs unanimously agreed the Extra in its black and white format did not look as professional as it could and acknowledged that images displayed within the quarterly publication lost their impact. Whilst the cost per print run for each edition of the Extra being produced in colour, and on higher quality paper, was minimal it was agreed that in times of economic uncertainty this was something that should be trialled first before a definitive decision was made. Cllr Allan Blakemore proposed the remaining editions of the Extra for 2022/23 be produced in colour and a review take place in March 2023. This was seconded by Cllr John Finlayson and agreed unanimously.

**RESOLVED:**

**The Clerk to progress this matter with the printer.**

**6.7 Finance Working Group Terms of Reference 2022/23:**

The Clerk circulated to all for information the Finance Working Group's Terms of Reference for 2022/23.

**RESOLVED:**

**To receive this information.**



## **7. Correspondence:**

### **7.1 Seeking Any Nominations For President, Vice President (x3), Honorary Treasurer and Honorary Auditor (email from CDALC dated 7<sup>th</sup> June 2022):**

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 7<sup>th</sup> June 2022 seeking nominations for President, 3 x Vice Presidents, Honorary Treasurer and Honorary Auditor at the October 2022 CDALC AGM. Cllrs unanimously agreed to nominate Cllr Allan Blakemore to continue in his role as Honorary Treasurer and to give full support to all existing officials who have said they are happy to be re-elected to their respective posts.

#### **RESOLVED:**

**The Clerk to inform CDALC of the Town Council's decision.**

### **7.2 Active Travel Plan for Sedgefield & Fishburn Towns and Villages Project Proposal – Bike Racks (from Ms Emma McLoughlin, EDRC AAP received 22<sup>nd</sup> June 2022):**

Prior to the meeting the Clerk had circulated to all an Active Travel Plan for Sedgefield & Fishburn Towns and Villages Project Proposal for Bike Racks received from Ms Emma McLoughlin of the EDRC AAP received on 22<sup>nd</sup> June 2022. The Clerk informed Cllrs that this matter related to the Active Travel work considered under earlier agenda item 5.3. The specific location of the proposed racks was on the central village green area next to the bus shelter from where the telephone box had been removed. Cllrs agreed with this proposal whereby the Town Council would seek funding from the AAP to purchase and install the proposed bike racks on the area of village green identified and then the Town Council would assume the ongoing maintenance for this facility. Once the facility had been installed it would be promoted as widely as possible.

#### **RESOLVED:**

- i) To accept the presented proposal to install bike racks on the former site of the telephone box next to the bus shelter on the central village green area.**
- ii) The Clerk to now progress this matter with the EDRC AAP, DCC Conservation Officer and Active Travel Group.**

### **7.3 Sedgefield Bowls Club Outdoor Facility (letter and attachments from Mr Chris Vincent on behalf of Sedgefield Bowls Club received 4<sup>th</sup> July 2022):**

Prior to the meeting had circulated to all a letter and attachments received from Mr

Chris Vincent on 4<sup>th</sup> July 2022 on behalf of the Sedgefield Bowling Club in which he reported the Bowling Club's project to create an outdoor bowling green in the Town can no longer be achieved. The Clerk reminded all that the Town Council has been holding as an earmarked reserve an allocation of Terrace Hill money for the Bowling Club's project. Cllr David Brown reminded all that the Town Council was only the custodian of this money and requested a copy of the Bowling Club's Constitution be sought to determine if there were arrangements already in place for where such funds have to go. Cllr John Finlayson asked if it was known who was the Chair of the Bowling Club and clarification on Mr Vincent's role, i.e. is he Chair or acting as an agent. It was agreed by all that correct legal and governance channels were followed in this matter and advice should be sought as necessary.

**RESOLVED:**

- i) The Clerk to liaise with Mr Chris Vincent to obtain a copy of the Sedgefield Bowling Club's Constitution.**
- ii) The Clerk to present to the September 2022 P&R Committee meeting a report detailing the background to Terrace Hill funding and conditions/criteria assigned to allocating.**
- iii) This matter to be discussed further at the September 2022 P&R Committee meeting.**

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 Ceddesfeld Hall Boundary Wall Report by Cllr Mel Carr and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Ceddesfeld Hall Boundary Wall

Report by Cllr Mel Carr and herself which was duly considered and a way forward agreed.

**8.4 Parish Hall Security Officer – Amendment To Weekly Hours Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Security Officer – Amendment To Weekly Hours Report by the Personnel Committee which was duly considered and ratified.

The Chair thanked everyone for attending and closed the meeting at 8.06pm.

APPROVED

## SEDGEFIELD TOWN COUNCIL

### COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JULY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 13<sup>th</sup> July 2022**.

**Present**

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

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Kelly Dickerson, John Finlayson, Jenny Haworth, Paul Heasman Dave Jasper, Julie Towler and Stephen Winter.

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Catherine Hart and Mavis Wayman.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

None.

**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 Additional Summer Coach Trip Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all an Additional Summer Coach Trip Update Report by the Projects & Media Co-ordinator. The Clerk hoped the proposed date of 25<sup>th</sup> August 2022 for visiting Richmond and Northallerton would be confirmed by the travel operator later that week so that publicity materials could be issued and tickets go on sale. The Clerk also reported several people had already left their details as expressions of interest in this trip. Cllrs were pleased to hear there was

support for the Town Council's popular coach trips.

**RECOMMENDED:**

**To receive this information.**

**5.2 Keswick Summer Coach Trip Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Keswick Summer Coach Trip Update Report. The trip which was held on Thursday 23<sup>rd</sup> June 2022 had been extremely successful and everyone agreed it was important that this community service had resumed post-covid. The Clerk expressed thanks to Cllrs Ann Carr and Mavis Wayman who had attended the trip as the Town Council's representatives and first point of contact for any emergency situation.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Sedgefield Youth Club Management Committee (minutes of meeting held 13<sup>th</sup> June 2022):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Youth Club Management Committee meeting held on 13<sup>th</sup> June 2022. Everyone agreed that it was extremely positive to see the Youth Club so active and well attended following its re-launch in September 2021 after the various covid lockdowns and restrictions. Youth Club sessions have been revised slightly to accommodate demand with the first session running from 6pm – 7pm for Years 3 -5 and the second session running from 7pm – 8.30pm for Years 6 upwards. Cllr Julie Tower confirmed the Youth Club have an excellent programme of activities for the school summer holidays. Cllr Stephen Winter noted in the minutes that Youth Club staff use Microsoft Office and said that they would probably be incurring charges for that and should perhaps consider looking at cheaper/free alternatives. The Clerk believed any software would be provided to the Youth Workers by their employer Spennymoor Youth Association and that no individual Youth Worker or Youth Club at which they worked would incur costs.

**RECOMMENDED:**

**To receive this information.**

**6.2 Thank You From Help The Heroes (letter from Team H4H, Help The Heroes dated 14<sup>th</sup> June 2022):**

Prior to the meeting the Clerk had circulated to all a thank you letter from Team H4H of Help The Heroes dated 14<sup>th</sup> June 2022 for the donation given following the church collection at St Edmund's Church on 4<sup>th</sup> June 2022 during the ecumenical service to start the Town's community celebrations to mark the Queen's Platinum Jubilee.

**RECOMMENDED:**

**To receive this information.**

The Chairman thanked everyone for attending and closed the meeting at 8.22pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **JULY ENVIRONMENT** of the  
**Council** held following the **Policy &**  
**Resources Committee** in the **Parish Hall**, Sedgefield, on  
**Monday 11<sup>th</sup> July 2022.**

- Present**            **Cllr. Stephen Winter (Chairman)**  
                         **Cllr. Mark Cant (Vice Chairman) and**  
                         Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Kelly Dickerson, John  
                         Finlayson, Jenny Haworth, Paul Heasman, Dave Jasper and Julie Towler
- Officer**            Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Catherine Hart and Mavis Wayman.

**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 Butterwick and Winterton Allotments:**

The Clerk has requested the Projects & Media Co-ordinator liaise with Cllr Dickerson, Allotments Champion, to schedule a familiarization visit.

**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:**

**5.1 Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by the Projects & Media Co-ordinator. The Clerk confirmed that while several allotment plots over both sites have been relinquished by tenants the number of people on the waiting list far exceeds that and there is no cause for concern at this time.

**RECOMMENDED:**

- i) Work to be scheduled to remove the weeds behind the Winterton allotment cabin.**
- ii) Work to be scheduled in late August/early September to bruise and spray the horsetail infestation on the right hand side of Winterton allotments. The Projects & Media Co-ordinator to liaise with tenants nearer the time.**
- iii) A letter to be sent to all Winterton plot holders advising them of the best methods to control horsetail and of the work the Town Council will carry out on the right hand side of the plot to assist this.**



**5.2 Tub Planting Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Tub Planting Report which detailed the return of this much loved community event on Thursday 23<sup>rd</sup> June 2022. Attached to this report was an email of thanks from Mrs Marie Etherington of the Sedgefield In Bloom group. Cllrs Dave Jasper and Mel Carr said how much they had enjoyed the event and how much the young people taking part had too.

**RECOMMENDED:**

**To receive the information.**

**6. Correspondence:**

**6.1 Ceddesfeld Compound (email from Mrs Alice Hobson, Sedgefield In Bloom dated 21<sup>st</sup> June 2022):**

Prior to the meeting the Clerk had circulated to all an email from Mrs Alice Hobson, Chair of the Sedgefield In Bloom group in which she sought the Town Council's approval for the group's plan to replace their wooden shed in their compound in the car park at Ceddesfeld Hall with a new metal shed placed discretely. Cllrs were appreciative of the group keeping the Town Council updated. The car park area at Ceddesfeld Hall, in accordance with the lease between the Town Council and SCA, was the responsibility of the SCA. Cllr David Brown said the group were a professional organization who would comply with whatever stipulations needed to be met. All Cllrs agreed.

**RECOMMENDED:**

**The Clerk to inform Mrs Hobson that the Town Council are supportive, however, the car park area is the responsibility of the SCA.**

**6.2. Sedgefield In Bloom (minutes of meeting held on 29<sup>th</sup> June 2022):**

The Clerk circulated to all for information copies of the most recent Sedgefield In Bloom minutes of their meeting held on 29<sup>th</sup> June 2022. The Clerk had been asked to point out one inaccuracy relating to item 3. The amount raised by the Bloom's recent music night was included in their bank balance and was not a separate, additional amount.

**RECOMMENDED:**

**To receive the information.**

The Chair thanked everyone for attending and closed the meeting at 8.13pm.

APPROVED