

SEDFIELD TOWN COUNCIL

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

on

Monday 26th September 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, Dave Jasper,
Julie Towler, and Mavis Wayman.

Officers

Dr Jane Ayre (Town Clerk)

Cllr Mel Carr, Chair, welcomed all to the meeting and announced a 2 minutes silence would take place to mark the passing of HM Queen Elizabeth II. A silence was duly observed by all.

1. Apologies:

Cllrs Catherine Hart, Jenny Haworth, Paul Heasman and Stephen Winter.

2. Declaration of interest:

Cllr Kelly Dickerson declared a non-pecuniary interest in an additional planning application published earlier today to be considered under agenda item 10. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Finance Working Group held Thursday 7th July 2022:

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

b. Minutes of the Monthly Meeting held Monday 11th July 2022:

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

c. Minutes of the P&R Committee held Monday 11th July 2022:

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

d. Minutes of the Environment Committee held Monday 11th July 2022:

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

e. Minutes of the Community Development and Engagement Committee held Monday 11th July 2022:

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

f. Minutes of the Estates Working Group held on Tuesday 26th July 2022:

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

g. Minutes of the Personnel Committee held on Monday 15th August 2022:

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

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

4. Matters of Information:

4.1 Public Participation:

The matter of information supplied by the EDRC AAP regarding potential funding for refurbishment of shop fronts was considered at the Estates Working Group meeting. It was agreed that this funding is administered and held by the EDRC AAP and therefore there is no benefit in the Town Council duplicating work but instead should direct any queries regarding this matter to the AAP. To date no businesses or landlords have made any enquiries regarding such funding.

RECOMMENDED:

To receive the information and to close this matter.

4.2 Neighbourhood Policing:

The Clerk had issued a follow up reminder to the Chief Constable regarding the Town Council's correspondence to her earlier in the year requesting an answer to when the PC vacancy on the local police team would be filled. A response has been received and will be considered under agenda item 9.1.

RECOMMENDED:

To receive the information.

4.3 Sedgefield Squash Club Formal Application for S106 funds:

The Clerk has informed Mr Stephen Reed of DCC of the Town Council's support for

the Section 106 funding application submitted by Sedgefield Squash Club. The Clerk read out an email received from Ms Sheila Peden of the Squash Club in which she thanked the Town Council for their support and that she would keep the Town Council updated on the Club's progress in this matter.

RECOMMENDED:

To receive the information and to close this matter.

4.4 Current Planning Applications:

The Clerk had submitted to DCC Planners comments agreed in relation to planning applications 1 – 2.

RECOMMENDED:

To receive the information and to close this matter.

4.5 Additional Planning Applications:

No comments had been submitted to the Clerk in relation to planning applications DM/22/01952/FPA or DM/22/01779/FPA.

Planning applications received up to 8th August 2022 had been issued weekly to Cllrs for comment. All planning applications received after that date would be considered later at this meeting.

RECOMMENDED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings September 2022 plus civic events until March 2023. Cllr Dave Jasper, Mayor of Sedgefield, reported that in addition to the civic dates stated he had now organized to have a charity stall at Sedgefield Farmers Market on 2nd October 2022, a coffee morning in Sedgefield Parish Hall on 2nd December 2022 and a New Year's Eve Dance with entertainment by Mamma Said in Sedgefield Parish Hall on 31st December 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 his County Cllrs report to be considered later at this meeting had been produced at the start of the month. Since that time a County Councillor Council meeting had taken place last week at County Hall but business content had understandably been light as are result of recent national events and commemorations. County Cllr Lines reported that, linked to the much discussed Active Travel project in the Town, a funding application was to be considered on Tuesday 27th September 2022 by the EDRC AAP for the project to create a footpath from the Town to Hardwick Park to improve accessibility. County Cllr Lines reported that he and County Cllr Brown are continuing to press DCC Officers for information regarding the process for promoting an allocation Section 106 community contribution monies and they have been assured they will receive news on this matter later this week. County Cllrs will keep the Town Council informed.

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.

RESOLVED:

To receive this information.

7.3 Councillor Resignation Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Resignation Report. Since the production of this report the Clerk confirmed the relevant public notice provided by DCC's Electoral Services was published and shared around the Town from 14th September 2022 with a closing date of 5th October 2022. The Clerk will liaise with DCC's Electoral Services on 6th October 2022 and then give a further update at the October 2022 Monthly Meeting as to whether the Town Council can move towards filling the vacancy by co-option.

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. Cllrs noted the verbal update which County Cllr Lines had given earlier during public participation in relation to the footpath connection between the Town and Hardwick Park as well as information due imminently regarding Section 106 community contribution monies.

RESOLVED:

To receive this information.

8.2 Sedgefield Crime Statistics 29th June 2022 – 30th July 2022 (From PC John Seymour, Durham Constabulary):

Prior to the meeting the Clerk had circulated to all Crime Statistics for Sedgefield between 29th June 2022 and 30th July 2022 as provided by PC John Seymour. The Clerk then circulated additional information provided by PC Seymour which covered the period 1st August 2022 – 14th September 2022.

RESOLVED:

To receive the information.

9. Correspondence:

9.1. Recruitment Update (letter from Mr Gary Ridley, Durham Constabulary dated 26th August 2022):

Prior to the meeting the Clerk had circulated to all a Recruitment Update letter from

Mr Gary Ridley of Durham Constabulary dated 26th August 2022. This letter had been received in response to the letter the Town Council sent to the Chief Constable asking when the long-standing PC vacancy in the local police team would be filled. Cllrs noted Mr Ridley's letter but were disappointed that there was no date by when a dedicated PC would be added to the local police team. Several Cllrs expressed their concerns regarding an increase in anti-social behaviour across the Town. The Clerk requested that in such instances, or if residents contact Town Cllrs to report such matters, these be reported directly to the Police to ensure such incidents are officially logged.

RESOLVED:

To note the content of Mr Ridley's letter.

9.2 Fishburn Parish Council – Fishburn Playing Fields (email from Mr Stephen Reed, DCC dated 16th September 2022, with attached Section 106 Application form):

Prior to the meeting the Clerk had circulated to all an email from Mr Stephen Reed of DCC dated 16th September 2022 which was accompanied by a Section 106 funding application from Fishburn Parish Council relating to Fishburn Playing Fields seeking £30,000 from the Section 106 Agreement relating to planning application DM/17/03887/OUT for the former Turners Garage site developed by Livin. Mr Reed said that monies were available for this proposed scheme within the Electoral Division and as such the proposal was considered to have merit in principle, however, a final decision on the request would only be made when the application had been considered at a forthcoming meeting of the County Council's Section 106 Working Group. In accordance with standard procedures Mr Reed was obliged to receive any comments from the Town Council within 21 days.

Prior to the meeting Cllr Stephen Winter had expressed his objection to Fishburn receiving any monies from development within Sedgfield. Cllr Allan Blakemore echoed this view. Cllr Mel Carr did not disagree with those views, however, he pointed out the application which had been submitted by Fishburn Parish Council was in accordance with the Section 106 Agreement of December 2017 in which it stated there must be a Public Open Spaces contribution made of £151,397.50 which had to be spent on the provision of, or maintenance of, play/recreational space in the Electoral Division. Cllr Mel Carr reminded all of the boundary of the Electoral Division. Cllr Mel Carr also reminded all Cllrs that the Town Council and County Cllrs

are currently working on proposals for reviewing play provision across Sedgefield which will result in a Section 106 funding application being submitted to other monies available from this same Section 106 Agreement. The Clerk confirmed that an update on this matter would be given during the following P&R Committee meeting.

Cllr Allan Blakemore reminded all that through CDALC representation had been made by all in the Town/Parish Council sector to be given a place on DCC's Section 106 Working Group when applications for such funds were to be considered that related to their locality. Despite numerous representations DCC have only said Town/Parish Councils may be consulted not that they must be consulted.

RESOLVED:

The Clerk to inform Mr Stephen Reed of DCC that the Town Council does not have any objections to Fishburn Parish Council's Section 106 Application relating to Fishburn Playing Fields.

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/22/02423/FPA – change of use of land to side from open space to residential (no enclosure), 9 The Lane, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/22/02454/FPA – single storey side extension, 2 The Meadows, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/22/02461/FPA – single storey side extension, 3 Rowan Oval, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/22/02510/FPA – single storey front and side extension, 7 Hardwick Road, Sedgefield:

Cllrs did not have any objection to this application.

10.5 DM/22/02578/FPA – single storey rear extension, 5 Saddler Drive, Sedgefield:

Cllrs did not have any objection to this application.

10.6 DM/22/02673/FPA – prior notification for the erection of new barn for storage and staff facilities (including removal of existing), Elstob Hall Farm, Great Stainton:

Cllrs did not have any objection to this application.

RESOLVED:

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

ADDITIONAL PLANNING APPLICATIONS:

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

DM/22/02667/FPA – replacement roof, rebuilding chimney stack, new black uPVC gutters and rendering of the property, 4 Malton Terrace, Sedgefield

DM/22/02731/FPA – two storey side extension to the side, enlarged porch and new vehicle access and driveway to front, 37 Beacon Avenue, Sedgefield

RESOLVED:

Cllrs to forward any comments regarding the above planning applications to the Clerk by no later than 9am on Monday 3rd October 2022.

The Chair thanked everyone for attending and closed the meeting at 7.22pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER**
POLICY & RESOURCES of the Council
held following the **Monthly meeting**
on
Monday 26th September 2022
in
Sedgefield Parish Hall.

Present **Cllr. Allan Blakemore (Chairman) and**
Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, John
Finlayson, Dave Jasper, Julie Towler, and Mavis Wayman.

Officers Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Catherine Hart, Jenny Haworth, Paul Heasman and Stephen Winter.

2. Declaration of interest:

Cllr David Brown declared an interest in item 7.2 as he was Chair of DCC's Licensing Committee and would therefore leave the meeting before this was discussed. No other Cllrs made any declaration of interest.

3. Matters of Information:

3.1 Section 106 Funding:

With the exception of Sedgefield Squash Club's Section 106 funding application, no further information has been received from Durham County Council regarding the general matter of Section 106 funding.

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 expressed concern as to how long this item has been outstanding and requested she take this matter back to the Personnel Committee for further consideration. Cllrs agreed.

RESOLVED:

To receive the information.

(Cllr John Finlayson joined the meeting)

3.3 Parish Hall CCTV:

Work is well underway in preparing a CCTV Policy for the Parish Hall. When completed the Estates Working Group will present a recommendation to a future P&R Committee for approval.

RESOLVED:

To receive the information.

3.4 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 latest RoSPA inspection was undertaken in June 2022 and findings have now been shared with DCC for comment. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 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.

3.6 Draft Village Green Policy:

DCC have now produced a village green map. Work is now underway to upload this map to the website and issue the Village Green Policy. The Policy will be published on the Town Council's website, Twitter and the next edition of the Sedgefield Extra as well as letters to those businesses and residential properties that border village green them. Letters and policies will also be sent to all estates agents operating in the Town.

RESOLVED:

To receive the information and to close this matter.

3.7 Invoices for Payment:

The new memorial bench has now been installed at the area outside Sedgefield Methodist Church.

RESOLVED:

To receive this information and to close this matter.

3.8 Timings of Council Meetings:

The Town Council's trial of meeting once per month until review date in October 2022 has been publicized via Sedgefield Extra, Twitter, Town Council website and through the resident's 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.

3.9 Cowley House Farm - Community Benefit Deed:

The Clerk has now received a fully signed copy of the Community Benefit Deed document. The Clerk had also requested further information from Ms Charlotte Kitchin of BP Lightsource as to the next stage in the process for setting up this Community Benefit Deed. The Clerk reported Ms Kitchin has confirmed on 18th August 2022 that payment would be issued to the Town Council within 2 months of energization, i.e. once the solar farm becomes operational. It was agreed the Clerk would notify the Committee when payment is received so that this matter can be discussed further but it was acknowledged that receipt of payment is still some way off.

RESOLVED:

To receive this information and to close this matter.

3.10 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. The Clerk has recently requested an indication of a start date in order to be able to answer various questions being asked by residents.

An article explaining this work featured in the latest 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.

3.11 Section 106 Funding Application – Play Provision in Sedgefield:

The Clerk has fed back to County Cllr Chris Lines and Mr James Young the comments made regarding Eden Drive Play area. Mr Young reported to the Clerk that he is

making good progress with pulling together designs and costings in order to progress to a public consultation about play provision in Sedgefield which will hopefully lead to a joint Section 106 funding application being submitted. However, Mr Young has confirmed that he is still awaiting a number of quotations and specifications in order to finalise this work. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Fireworks Display:

See agenda item 5.3 on the CD&E Committee agenda.

RESOLVED:

To receive this information and to close this matter.

3.13 Sedgefield Extra Future Printing Options:

The Clerk had circulated to all copies of the last edition of the Sedgefield Extra printed in black and white along with a comparable copy in colour. The September edition of the Sedgefield Extra is now out in colour. All remaining editions of the Extra in 2022/23 will be printed in colour. The future printing of the Sedgefield Extra to be determined in March 2023.

RESOLVED:

To receive the information.

3.14 Seeking Nominations For President, Vice President, Honorary Treasurer and Honorary Auditor – CDALC Executive:

The Clerk has informed CDALC of the Town Council decision.

RESOLVED:

To receive the information and to close this matter.

3.15 Active Travel Plan for Sedgefield & Fishburn Towns and Villages Project Proposal – Bike Racks:

DCC's Conservation Officer has confirmed that the base required for the bike racks on the village green needs to be similar to the Turning Circle materials (and not that presented in information from Ms McLoughlin). A specification has now been

prepared and letters sent out in order to seek three quotations for such work. These will then need to be collated and a funding application submitted to the EDRC AAP's Towns and Villages funding in order to undertake this work. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Ceddesfeld Hall Boundary Wall:

All repair work has now been completed.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Allan Blakemore, closed the meeting for the public gave their views and comments.

County Cllr Chris Lines commented the Section 106 funding application considered by the Town Council at the previous meeting was an application which it was historically already aware of and was not something new. County Cllr Lines reminded all of the process agreed in 2018 for the allocation of Section 106 monies to various sporting groups in the local area. County Cllr Lines concluded by saying applications had not been submitted by Sedgefield Bowling Club, Sedgefield Rugby Club or Sedgefield Youth FC.

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

5. Reports:

5.1 Active Travel Project Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Active Travel Project Update Report. Since the production of that report the public consultation questionnaire has now been finalised and is ready for piloting amongst Town Councillors and representatives from the BATS group. Findings from the piloting process will be analysed by DCC which will allow the Active Travel Group to ensure they are able to gather all the views they wish. This would be the final stage at which to modify the questionnaire before it is launched across Sedgefield and Fishburn. The Clerk

confirmed that when the public consultation is ready to go live then the Town Council will promote this alongside DCC and Sedgefield Development Trust's BATS Group.

RESOLVED:

i) Cllrs to complete the pilot questionnaire and return to the Town Clerk by no later than midnight on Sunday 2nd October 2022.

ii) The Active Travel Group to keep the Town Council updated on this Project.

5.2 Estates Working Group Terms of Reference 2022/23 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all the Estates Working Group Terms of Reference for 2022/23.

RESOLVED:

To receive the Estates Working Group's Terms of Reference for 2022/23.

5.3 Future Parish Hall Electrical Inspections Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Future Parish Hall Electrical Inspections Recommendation Report by the Estates Working Group which recommended that Electrical Installation Condition Reports were to be undertaken annually in the Parish Hall rather than the recommended every 5 years. Cllr John Finlayson supported this recommendation and said that in some instances work undertaken elsewhere in the Parish Hall, not of an electrical nature, had impacted upon the electrics in the building hence the need for more regular inspections.

RESOLVED:

Electrical Installation Condition Reports to be undertaken in Sedgefield Parish Hall on an annual basis.

5.4 Butterwick Road Cemetery Expansion Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update report. Since the production of this report the Clerk confirmed that official notification had been received from DCC that the Council's planning application to expand Butterwick Road Cemetery had been granted. The Clerk circulated to all copies of that determination notice and explained that some pre-commencement conditions had been assigned for which costings had been obtained. This matter would be considered further under agenda item 8.7. In addition, work was also to be

undertaken to gather full costings for the actual cemetery expansion project so that a Special Town Council meeting could be scheduled on 31st October 2022 to consider this matter further.

RESOLVED:

To receive this information.

5.5 Disciplinary Policy Revision Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Disciplinary Policy Revision Recommendation Report by the Personnel Committee and emailed to all the proposed revised Policy.

RECOMMENDED:

To adopt the revised Disciplinary Policy with immediate effect.

6. Financial Matters:

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

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11th July 2022 numbered 110310 to 110327. The Clerk circulated to all an updated list which includes cheques numbered 110328 to 110348. 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 1st September 2022:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1st September 2022.

RESOLVED:

To receive the financial budget comparison as at 1st September 2022.

6.3 Debtors List as at 1st September 2022:

RESOLVED:

To receive the Debtors List as at 1st September 2022.

6.4 Direct Debits and BACS List for 1st – 31st July 2022 and 1st - 31st August:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 31st July 2022 and 1st – 31st August 2022.

6.5 July and August 2022 Bank Reconciliations Plus July and August 2022 Imprest Account Reconciliations and June and July 2022 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

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

RESOLVED:

To receive this information.

6.6 Exercise of Public Rights For 2021/22 Year End Accounts Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights For 2021/22 Year End Accounts Update Report confirming this period had now ceased.

RESOLVED:

The Town Council's Exercise of Public Rights Dates For 2021/22 Year End Accounts, which commenced on Monday 13th June 2022 and ceased on Friday 22nd July 2022, concluded with no requests received from the public.

6.7 Conclusion of 2021/22 Year End Accounts Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Conclusion of 2021/22 Year End Accounts Report confirming that External Auditor, Mazars, had successfully concluded their work on the Town Council 2021/22 accounts and issues or minor scopes for improvement had been recommended. The Clerk confirmed the latest version of the Council's AGAR including Mazar's findings was now on the Town

Council's website and a Conclusion of Audit Notice would be published and promoted on 27th September 2022.

RESOLVED:

To note the Conclusion of the 2021/22 Year End Accounts and to publish and display the Conclusion of Audit Notice from 27th September 2022.

6.8 Smaller Authorities' Audit Appointments (SAAA) 2022/23 Onwards Opt-In Recommendation Report By Finance Working Group:

Prior to the meeting the Clerk had circulated to all an SAAA 2022/23 Onwards Opt-In Recommendation Report by the Finance Working Group in which it was highlighted the existing scheme for appointment of External Auditors is ending and the next 5 year appointing period runs from 2022-23 until 2026-27. SAAA have undertaken a procurement exercise to appoint auditors to each County area from 1st April 2022. The Finance Working Group had considered all options as well as seeking advice from CDALC and the Council's internal auditor before recommending the Town Council continues to be part of the SAAA system for external audit arrangements and continues opted into this system. All Cllrs agreed this was the best approach.

RESOLVED:

Sedgefield Town Council continues to be part of the SAAA system for external audit arrangements of smaller authorities and remains 'opted-in'.

6.9 Internal Audit Work 2022/23 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Work 2022/23 Report. Following the production of this report the Clerk had received the Terms of Reference for the areas of work to be audited – creditors (accounts payable), debtors (accounts receivable) and payroll. Copies of these Terms of Reference were circulated to all Cllrs for information. The Finance Working Group will keep the Committee updated on the outcome of the audit work.

RESOLVED:

To receive this information.

6.10 Sedgefield Bowling Club Terrace Hill Money Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Bowling Club Terrace Hill Money Update Report which provided Cllrs with the history to the allocation of

Terrace Hill monies and an update on attempts to date to obtain a copy of the Sedgefield Bowling Club's constitution document. Cllrs were grateful for the background information on this matter. It was agreed that until this matter can be progressed the Town Council needs to determine whether or not the Bowling Club has a constitution and how this would/would not influence what happens with any Terrace Hill funding allocated to the Club.

RESOLVED:

- i) To receive the information contained in this report.**
- ii) The Clerk to continue trying to make contact with the Bowling Club and determining whether or not they have a formal constitution document.**

7. Correspondence:

7.1 Vacancy On The CDALC Executive Committee For The East Durham Rural Area Parish Council (email from CDALC dated 9th August 2022):

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 9th August 2022 in which a volunteer was being sought to fill a vacancy on the CDALC Executive Committee from the East Durham Rural Councils area. Cllr John Finlayson kindly volunteered to put his name forward for this vacancy.

RESOLVED:

- i) Cllr John Finlayson be nominated to fill the vacancy on the CDALC Executive.**
- ii) The Clerk to duly inform CDALC.**

(Cllr David Brown left the meeting at this point due to his earlier declaration of interest)

7.2. New Premises Licence Application – 6 North End, Sedgefield (email from CDALC dated 21st September 2022):

Prior to the meeting the Clerk had circulated to all Cllrs electronically an email received from CDALC dated 21st September 2022 informing the Town Council that a new Premises Licence application had been submitted for 6 North End, Sedgefield. Prior to the meeting Cllr Stephen Winter had circulated his hope that parking issues would not be brought into this matter when considering the Town Council's response. Also prior to the meeting Cllr Paul Heasman circulated his belief the Town Council should not support the application due to the potential anti-social noise and issued

associated to increased parking in this area of the Town.

Cllr Mel Carr reminded all this licence had been submitted by Mrs Lesley Edmundson for the property which was formerly The Juicy Pear which falls in the Conservation Area. This licence to now be considered was for the proposed sale and consumption of alcohol on the premises for Monday to Wednesday 5pm – 11pm, Thursday to Saturday 12pm – 11pm and Sunday 12pm – 9pm. Cllr Mel Carr explained proposal was for the food preparation area to be upstairs and then the bar area will be at the rear of the ground floor with customer seating towards the front. Cllr Mel Carr also reminded all that objections to such applications can only be made on the grounds of prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm. Cllrs agreed there were no objections to this new premises licence application on those grounds.

RESOLVED:

Sedgefield Town Council do not have any objection to the new Premises Licence application for 6 North End, Sedgefield.

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).

(Cllr David Brown returned to the meeting at this point).

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 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 way forward agreed.

8.3 Staffing Establishment Recommendation by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Staffing Establishment Recommendation Report by the Personnel Committee which was duly considered and

a way forward agreed.

8.4 Hedge Cutting Recommendation Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all a Hedge Cutting Recommendation Report by the Town Clerk and Head Gardener & Cemetery Superintendent. The quotation to accompany this report had not been received so this matter was deferred until the October 2022 meeting.

8.5 Councillor Request For Dispensation Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Request For Dispensation on behalf of Cllr Catherine Hart. A dispensation 6 months, with option to return sooner, was granted to Cllr Hart.

8.6 Festive Lighting Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Festive Lighting Recommendation Report from the Finance Working Group which was duly considered and a way forward agreed.

8.7 Butterwick Road Cemetery Expansion Verbal Recommendation Report by Town Clerk:

Further to agenda item 5.4, the Clerk referred everyone to the information which she had early issued. The Clerk reported that a Special Town Council meeting to consider the costing of the Cemetery expansion, the design of that expansion and options for funding such work will take place at 7pm on Monday 31st October 2022 in Sedgefield Parish Hall. A representative from CDS will also be in attendance to answer any Cllr questions. Regardless of whether or not the cemetery expansion project's design changes, conditions 3, 4 and 5 needed to be undertaken. Costings for such were considered and approved.

The Chair thanked everyone for attending and closed the meeting at 8.24pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **SEPTEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **P&R Committee** in the **Parish Hall**, Sedgefield, on **Monday 26th September 2022.**

Present

Cllr. Ann Carr (Chairman) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Kelly Dickerson, John Finlayson, Dave Jasper, Julie Towler, and Mavis Wayman.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Catherine Hart, Jenny Haworth, Paul Heasman and Stephen Winter.

2. Declaration of interest:

Cllr Julie Towler declared an interest in agenda item 6.2. No other Cllrs made any declaration of interest.

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 Richmond and Northallerton Coach Trip Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Richmond and Northallerton Coach Trip Update Report. The Clerk confirmed this had been another very successful trip with all tickets sold out. A small surplus of £45 had been generated which will go towards future trip costs.

RECOMMENDED:

To receive this information.

5.2 Winter Coach Trip Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Winter Coach Trip Update Report. Since the production of this report the Clerk confirmed this trip to York will take place on 24th November 2022 and that tickets are on sale now and all publicity material issued. The Clerk confirmed that tickets are selling well. Cllrs Ann Carr and Mavis Wayman confirmed they were happy to attend this trip as the Town Council's representatives. The Clerk to bring a further update report to Committee after the trip has taken place.

RECOMMENDED:

To receive this information.

5.3 Town Council Fireworks Display Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Town Council Fireworks Display Update Report. Since the production of this report the Clerk confirmed that tickets went on sale on 20th September 2022 from the Town Council Offices and Ceddesfeld Hall. All event publicity has been issued. Considerable further work has taken place in relation to the event and a further report will be brought to the October 2022 Committee meeting.

RECOMMENDED:

To receive this information.

5.4 Remembrance Sunday Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Remembrance Sunday Update Report which confirmed the Town's Remembrance Sunday commemorations for 2022 will return to their much loved pre-covid arrangements. In addition, the report included the kind offer of a custom-made large poppy wreath holder which has been made by a local resident, Mr Ray Carmichael, and which he would like to gift to the Town Council. The Clerk confirmed this feature has been viewed by DCC's Conservation Officer who is happy and the Town Council's Head Gardener & Cemetery Superintendent. Cllrs agreed this was a very kind gift which they would like to accept. The Clerk confirmed that poppy wreaths would be laid as normal around the war memorial on Remembrance Sunday and then tied to the holder the next day by Town Council staff.

RECOMMENDED:

i) To receive the information regarding this year's Remembrance Sunday commemorations.

ii) To accept Mr Carmichael's gift and the Town Council to oversee the installation of this feature at the Town's war memorial and the Clerk to liaise with the Council's insurance company.

iii) A thank you article to feature in a future edition of the Sedgefield News regarding Mr Carmichael's gift to the Town.

5.5 Snow Party Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report. Since the production of that report the Clerk confirmed that considerable additional work has taken place and that a further update report would be presented to the October Committee meeting.

RECOMMENDED:

To receive this information.

5.6 Sedgefield Youth Club Summer Activities Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Summer Activities Update Report by the Projects & Media Co-ordinator. Cllrs were pleased to hear the summer activities programme had been a success and noted the many positives to come from this. The Clerk confirmed she had met with Cllr Julie Towler on 14th September 2022 at which the Youth Club's definitive financial position was confirmed and a way forward agreed to build on the Youth Club's successes as well as a number of ways to identify how governance and reporting could be improved. A Youth Club AGM is to be held at 5.30pm on Monday 10th October 2022 in the Fletcher Room of the Parish Hall. Cllr Towler confirmed this meeting was to be promoted and extended an invitation to Cllrs to attend. Cllr Towler will keep the Committee updated on Youth Club matters.

Cllr Mark Cant expressed his thanks to Cllr Towler and the Youth Club Leader for all their work and proposed a letter of thanks be sent to the Youth Club Leader. All Cllrs agreed.

RECOMMENDED:

i) To receive this information.

ii) The Clerk to write a letter of thanks to the Youth Club Leader on behalf of the Town Council.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 13th July 2022):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 13th July 2022.

RECOMMENDED:

To receive this information.

6.2 Guides Bench (email from Mrs Julie Towler dated 9th August 2022):

Prior to the meeting the Clerk had circulated to all an email from Mrs Julie Towler dated 9th August 2022 in which she sought the Town Council's permission for the Guides to decorate their bench on the village green with poppies for this year's Remembrance. The bench will be decorated on 1st November 2022 and decorations will be removed by no later than 19th November 2022. Cllrs were pleased to support this request as this decorated bench has become a much loved feature of the Town's Remembrance commemorations.

RECOMMENDED:

The Clerk to reply to Mrs Towler's email giving the Town Council's permission.

6.3 Sedgefield Neighbourhood Watch (minutes of meeting held on 14th September 2022):

The Clerk circulated to all for information the minutes from the Sedgefield Neighbourhood Watch meeting held on 14th September 2022.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.34pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **SEPTEMBER ENVIRONMENT** of the **Council** held following the **Community Development and Engagement Committee** in the **Parish Hall**, Sedgefield, on **Monday 26th September 2022.**

Present **Cllr. Mark Cant (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Dave Jasper and Julie Towler

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Catherine Hart, Jenny Haworth, Paul Heasman 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 Butterwick and Winterton Allotments:

Work will be scheduled to remove the weeds behind the Winterton allotment cabin.

Work is underway to bruise and spray the horsetail infestation on the right hand side of Winterton allotment. Letters have been issued to all Winterton plot holders advising them of the best methods to control horsetail and the work Town Council staff are undertaking.

See agenda item 5.1 for latest allotment inspection findings.

RECOMMENDED:

To receive the information and to close this matter.

3.4 Ceddesfeld Compound:

The Clerk has informed Mrs Hobson that the Town Council is supportive of the Bloom's proposal to have a new metal shed placed discretely in their compound at Ceddesfeld Hall, however, the car park area is the responsibility of the SCA.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, 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. Cllrs

noted the content of this report.

RECOMMENDED:

- i) To receive the information in this report.**
- ii) Work be scheduled to remove all remaining items and dead weeds from the vacant Winterton plots to bring them to a suitable standard to let out.**

5.2 Weekly Watering Update Report by Town Clerk and Head Gardener & Cemetery Superintendent :

Prior to the meeting the Clerk had circulated to all a Weekly Watering Update Report by herself and the Head Gardener & Cemetery Superintendent. This report detailed the work trialled during the 2022 growing season to reduce work-day weekly watering from 3 days to 2 days without any detrimental impact upon the Town's floral displays. It was agreed that this had been a great success and thanks were expressed to the Town Council's gardening staff. It was also noted that prior to covid the Town Council charged a token amount to the Bloom Group for watering their installations. Cllr Ann Carr questioned why this had been the case. Cllr Allan Blakemore said the history to this matter was the Bloom Group had approached the Town Council and offered to pay for such support as it would enable the Group to then move onto other projects rather than spend their time watering.

RECOMMENDED:

- i) To receive the information in this report.**
- ii) To resume recharging the Sedgefield In Bloom Group for watering undertaken in 2022 based upon charge prior to pre-covid.**
- iii) To continue in 2023 with the reduction in work-day weekly watering from 3 days to 2 days per week with consideration for potential further reduction if possible.**
- iv) The Head Gardener & Cemetery Superintendent to liaise with Cllr David Brown to obtain supplies of well rotted manure/feed to improve the soil quality in beds around the central village green areas.**

5.3. Northumbria In Bloom Judging Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all a report informing Cllrs that the outcome of this year's Northumbria In Bloom Awards will be announced on Wednesday 28th September 2022. The Town will be represented by several

members of the Sedgefield In Bloom Group as well as Mayor of Sedgefield and his Consort along with Cllr Mel Carr. The Clerk will share with all the outcome from the Awards Ceremony as soon as she receives them.

RECOMMENDED:

To receive this information.

5.4 Recycling Bays Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all a Recycling Bays Update Report by herself and the Head Gardener & Cemetery Superintendent. This report confirmed the new recycling bays in the Council's compound at Butterwick Road Cemetery have been completed and are now operational and the former bays at the top of the cemetery have now been removed.

RECOMMENDED:

To receive this information.

5.5 Green Waste Disposal Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all a Green Waste Disposal Update Report by herself and Head Gardener & Cemetery Superintendent. This report confirm that a very successful on-site meeting at the Council's cemetery compound had taken place with representatives from the Sedgefield In Bloom Group and procedures agreed for dealing with green waste.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Sedgefield Library Car Park (email and attachment from Mr E Brown, DCC dated 11th August 2022):

Prior to the meeting the Clerk had circulated an email and attachment from Mr Ewan Brown of DCC dated 11th August 2022 in which he sought the Town Council's views on the proposed introduction of white hatched markings on 2 of the parking bays in the car park between the doctors surgery and the Parish Hall. The proposed bays to be hatched are the first two in the central row nearest the library. Mr Brown

explained library staff have highlighted that when these two bays are in use it restricts the manoeuvrability of any vehicle parked within the dedicated bay allocated to Sedgefield Library. Cllrs considered this matter and acknowledged that parking within Sedgefield's Town Centre is already problematic without existing parking spaces being removed. Cllr Julie Towler proposed that only one bay be removed (i.e. that nearest to the Parish Hall) rather than two. Cllrs agreed.

RECOMMENDED:

The Clerk feed back to Mr Brown the Town Council's alternative suggestion.

6.2. Nominations Open For County Durham Environment Awards 2022 (email and attachments from Mr David Allison, DCC dated 18th August 2022):

Prior to the meeting the Clerk had circulate to all an email and attachments from Mr David Allison of DCC dated 18th August 2022 making people aware that nominations were now being taken for the County Durham Environment Awards 2022.

RECOMMENDED:

Cllrs to make their own personal nominations, if they so wished, via the on-line system prior to the closing date of 30th September 2022.

The Chair thanked everyone for attending and closed the meeting at 8.47pm.