

## SEDFIELD TOWN COUNCIL

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

on

**Monday 14<sup>th</sup> November 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, Dave Jasper, Mavis Wayman and Stephen Winter.

**Officers**

Dr Jane Ayre (Town Clerk)

The Chairman, Cllr Mel Carr, welcomed all to the meeting. With sadness, Cllr Mel Carr informed the Town Council of the death of Mr Keith Wells a former Town Clerk, Town Councillor, Mayor of Sedgefield and Honorary Burgess. A minutes silence as a mark of respect was held.

**1. Apologies:**

Cllrs Paul Heasman and Julie Towler.

**2. Declaration of interest:**

None.

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

**a. Minutes of the Fireworks Working Group held Tuesday 4<sup>th</sup> October 2022:**

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

**b. Minutes of the Monthly Meeting held Monday 10<sup>th</sup> October 2022:**

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

**c. Minutes of the P&R Committee held Monday 10<sup>th</sup> October 2022:**

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

- d. **Minutes of the Environment Committee held Monday 10<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( AC / SW )
  - e. **Minutes of the Community Development and Engagement Committee held Monday 10<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( DJ / AC )
  - f. **Minutes of the Personnel Committee held Monday 17<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( AB / MW )
  - g. **Minutes of Joint Town Council / Sedgefield in Bloom Meeting held Thursday 20<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( M Carr / DJ )
  - h. **Minutes of Fireworks Working Group held Monday 24<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( AB / M Carr )
  - i. **Minutes of Finance Working Group held Thursday 27<sup>th</sup> October 2022:**  
These were confirmed as a correct record. ( JT / AB )
  - j. **Minutes of Estates Working Group held Monday 31<sup>st</sup> October 2022:**  
These were confirmed as a correct record. ( AC / JF )
  - k. **Minutes of Special Town Council Meeting: Butterwick Road Cemetery Expansion Project held Monday 31<sup>st</sup> October 2022:**  
These were confirmed as a correct record. ( AC / JF )
- RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

**4. Matters of Information:**

**4.1 Current Planning Applications:**

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

**RECOMMENDED:**

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

**4.2 Additional Planning Applications:**

No comments had been submitted to the Clerk in relation to planning applications DM/22/02667/FPA or DM/22/02731/FPA.

**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 November 2022 plus civic events until March 2023. The Clerk reported the Estates Working Group meeting which had been scheduled for 21<sup>st</sup> October 2022 will now be rescheduled to January 2023.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

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

Mrs Julia Bowles said she understood from reports by County Cllr Chris Lines that consultation with the community regarding Section 106 monies plus Towns & Villages monies was the responsibility of the AAP and DCC, however, she felt the Town Council could also consult with the community on these matters to find out what they would like to see such monies being spent on. Mrs Bowles said that several years ago the Town Council indicated they would be happy to hold open meetings to seek the views of the community on matters and she noted that at the last Annual Town Meeting in May 2022 that the Sedgefield Development Trust said they would also be happy to work with the Town Council to further involve the community in what is going on and seek views. For example, Mrs Bowles said she believed the Stockton Road entrance to the village was to be closed and felt this was a topic that could be considered amongst others. Mrs Bowles asked if the Town Council would make a commitment to such meetings. Cllr Mel Carr said comments by Mrs Bowles would be noted and a reported back on at an appropriate time.

County Cllr Chris Lines wished to give an update on two items referenced in his report to be considered under agenda item 8.1. Firstly, in relation to the Active Travel Survey it is anticipated this will go live very soon and to accompany this promotional material will also be shared widely across the electoral ward to encourage as many people as possible to take part in this joint project between DCC, the Town Council and the BATS group. Fishburn, Bradbury and Mordon Parish Councils will also be promoting this survey. Secondly, County Cllrs Lines and Brown have been pressing DCC for the process to be used in allocating Section 106 community contribution monies. A meeting is to take place between AAP and DCC Officers next week following which information should then be available explaining how this process is to work. County Cllr Lines hoped to have this information for the Town Council's December 2022 Monthly Meeting. County Cllr Lines noted that several

organisations, including the Town Council, have submitted expressions of interest in relation to such monies. County Cllr Lines understood the Town Council would be consulted on the mechanism for the allocation process along with a form of public consultation exercise undertaken by DCC.

No other members of the public in attendance wished to speak.

The Chairman thanked 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 Chairman's Report which detailed his actions since the last Monthly Meeting.

**RESOLVED:**

**To receive this information.**

### **7.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a Mayor's Report which provided details of his actions since the last Monthly Meeting and his plans for forthcoming events.

**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. There were no questions or comments from Cllrs.

**RESOLVED:**

**To receive this information.**

## **9. Correspondence:**

None.

## **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/22/02853/FPA – detached garden room to side (resubmission of approval DM/22/00073/FPA), 32 St Luke’s Crescent, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2 DM/22/02893/RM – approval of reserved matters (appearance, landscaping, layout and scale) for the development of NETPark Phase 3a Zone 3 pursuant to planning permission DM/21/03348/FPA, land to the North West of William Armstrong Way, NETPark, SEdgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/22/02921/FPA – front and side extensions to existing dwelling, including garage alterations to create external terrace, Alwynnds, Bradbury:**

Cllrs did not have any objection to this application.

**10.4 DM/22/03025/FPA – detached garage to rear, 8 Rectory Row, Sedgefield:**

Cllrs did not have any objection to this application.

**10.5 DM/22/03047/FPA – single storey side extension, 4 Spring Lane, Sedgefield:**

Cllrs did not have any objection to this application.

**10.6 DM/22/03144/FPA – new light aircraft hanger, Fishburn Airfield, Bishop Middleham:**

Cllrs did not have any objection to this application.

**10.7 DM/22/03140/FPA – two storey and single storey rear extension, 15 West Terrace, Fishhburn:**

Cllrs did not have any objection to this application.

### **RESOLVED:**

**The comments on planning applications 1 – 7 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/22/03184/FPA – two storey side/front extension including raising roof height by 0.75m, single storey front and rear extensions and side extension of existing detached garage, 41 Queens Drive, Sedgefield**

### **RESOLVED:**

**Cllrs to forward any comments regarding the above planning applications to the Clerk**

**by no later than noon on Monday 21<sup>st</sup> November 2022.**

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 7.12pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly meeting**  
on  
**Monday 14<sup>th</sup> November 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, Dave Jasper, Mavis Wayman and Stephen Winter.

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

**1. Apologies:**

Cllrs Paul Heasman and Julie Towler.

**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. County Cllrs have reported information is due imminently about the process relating to community contributions from the large-scale development at Eden Drive. The Clerk to keep Cllrs updated on any developments relating to Section 106 monies.

**RESOLVED:**

**To receive the information.**

### **3.2 Parish Hall CCTV:**

The Estates Working Group will bring a recommended Parish Hall CCTV Policy to a future P&R Committee. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.3 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.**

### **3.4 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.**

### **3.5 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, on several occasions, requested an update from the contractor. A response is still awaited.

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.**

**3.6 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. Further information is now awaited from both 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. Mr Young has confirmed that his work is progressing and he hopes to be able to share designs with the Town Council soon prior to a public consultation exercise. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 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.**

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

Quotations are now awaited for the refurbishment of village green area and installation of bike racks. Upon receipt of quotations a funding application will be submitted to the EDRC AAP's Towns and Villages Fund. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.9 Active Travel Project:**

Pilot questionnaires completed by Town Cllrs have been forwarded to County Cllr Lines and Ms Emma McLoughlin (EDRC AAP) for analysis. Findings of these and pilots undertaken by BATS Group will be considered when Ms McLoughlin met with DCC's Consultation Team on 20<sup>th</sup> October 2022. Confirmation of definitive commencement and end dates for the community survey are now awaited from DCC's Consultation Team. It is hoped this consultation can remain live for a period of 8 weeks and that all parties (DCC, STC and BATS) will promote as far and wide as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.10 Sedgefield Bowling Club Terrace Hill Money:**

The Clerk confirmed that no responses have been received from Mr Chris Vincent to determine whether or not Sedgefield Bowling Club have a constitution document. However, the Clerk has now been able to establish contact with Mrs Sheila Sutherland, Secretary of the Sedgefield Bowling Club who has confirmed that a formal letter will be submitted to the Town Council by the Club very soon. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.11 Timings of Council Meetings:**

An update article has featured in the latest edition of the Sedgefield Extra, tweets have been scheduled and the 2022/23 diary of meetings on the Town Council's website updated as well as shared through the residents database in order to make the public aware that Monthly, P&R, Environment and CD&E Committee meetings will all take place on the same evening.

**RESOLVED:**

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

### **3.12 Pathway Lights Leading to Sedgefield Squash Club:**

The Clerk has written to Mrs Sheila Peden of the Squash Club informing her that the Town Council will not pay for the cost of lighting the lamps leading from Ceddesfeld

Hall car park leading down to Sedgefield Squash Club as the direct beneficiaries of this lighting are Squash Club users.

**RESOLVED:**

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

**3.13 Hedge Cutting:**

The Clerk has now informed the contractor of their successful quotation and discussions are underway to schedule this work as soon as possible. The Clerk to keep Cllrs updated on this matter.

To obtain a quote for all hedge cutting work prior to the 2023/24 hedge cutting season for consideration by a future P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**4. Public Participation:**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give their views and comments. No member of the public present wished to speak and the Chairman re-opened the meeting.

**5. Reports:**

**5.1 The Queen's Tree Update Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all The Queen's Tree Update Report by the Estates Working Group. The Clerk explained that since this report had been produced Teesdale Heritage Trees had liaised with DCC but found the cut beech leaf tree was not eligible for grant funding available. Teesdale Heritage Trees are now looking at other options. Cllr Mark Cant asked if there was a budget allocation for this project. The Clerk explained that whilst the Town Council has a treeworks budgetary allocation this was a project outside of that hence options for grant funding were being explored.

**RESOLVED:**

**This matter go back to the Estates Working Group who will consider further options to be supplied by Teesdale Heritage Trees and bring a recommendation report back to a future P&R Committee meeting.**

**5.2 Proposed Variation To Hardwick Live Licence Report by Cllrs Allan Blakemore and Kelly Dickerson:**

Prior to the meeting the Clerk had circulated to all a Proposed Variation To Hardwick Live Licence Report by Cllrs Allan Blakemore and Kelly Dickerson. Cllr Blakemore explained that the Hardwick Hall's Licence and that of Hardwick Live were two separate entities. The proposal is now for the Hardwick Live Licence to go from a two to three day event within the existing areas of the site used for this event, i.e. no additional areas. Cllr Blakemore confirmed that residents from both sides of the Town had been present at the recent meeting along with DCC Officers from Environmental Health (Noise Control). Cllr Dickerson said the Hall's representatives had been open to suggestions and comments made by several of those residents present, including ensuring the fire exit door remained closed to stop noise travelling. Cllr Jenny Haworth commented the changes being proposed were minor in terms of any additional effect on the Town and that the number of events at the Hall will continue to be capped as per existing arrangements (excluding weddings which are not classed as events). Cllrs did not have any concerns about the proposed increase in duration of Hardwick Live from two to three days.

**RESOLVED:**

**To receive this information.**

**5.3 Parish Hall Recommendations Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Recommendations Report by the Estates Working Group which related to the Hall's sound system, definition of emergency for Parish Hall Security Officer callout purposes and access to the Parish Hall before and after hire bookings. This was duly considered.

**RESOLVED:**

**i) The P&R Committee approve the proposed letter, sign and arrangements detailed in the relation to the Hall's sound system.**

**ii) The P&R Committee approve the proposed definition and letter.**

**iii) The P&R Committee approve the proposed letter.**

**6. Financial Matters:**

**6.1 Invoices for payment by cheques for approval after 10<sup>th</sup> October 2022:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 10<sup>th</sup> October 2022 numbered 110370 to 110385. The Clerk circulated to all an

updated list which includes cheques numbered 110386 to 110397. 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 as well as Cllrs Brown and Jasper for those cheques which are to be signed to ensure the new banking mandate arrangements have been activated.**

**6.2 Financial Budget Comparison as at 2<sup>nd</sup> November 2022:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 2<sup>nd</sup> November 2022.

**RESOLVED:**

**To receive the financial budget comparison as at 2<sup>nd</sup> November 2022.**

**6.3 Debtors List as at 2<sup>nd</sup> November 2022:**

**RESOLVED:**

**To receive the Debtors List as at 2<sup>nd</sup> November 2022.**

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

**RESOLVED:**

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

**6.5 October 2022 Bank Reconciliations Plus October 2022 Imprest Account Reconciliations and September 2022 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an October 2022 Bank Reconciliations plus October 2022 Imprest Account Reconciliations and September 2022 Public Sector Deposit Fund Update Report. The Clerk then circulated the necessary bank reconciliations to support this report.

**RESOLVED:**

**To receive this information.**

**6.6 Internal Audit Findings Update Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Internal Audit Findings Update Report which was accompanied by copies of the Internal Auditor's Findings Reports confirming that Full Assurance had been obtained in each area audited and no suggestions for improvement had been made. Cllr Allan Blakemore expressed his thanks to the work of the Town Council staff in achieving the highest level of assurance rating possible.

**RESOLVED:**

**To accept the Internal Auditor's Findings Reports giving the Town Council Full Assurance for creditors (accounts payable) system, debtors (accounts receivable) system and payroll system.**

**6.7 VAT Reclaim Update 1<sup>st</sup> April 2022 – 30<sup>th</sup> September 2022 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a VAT Reclaim Update which confirmed the Town Council's VAT claim for the period 1<sup>st</sup> April 2022 – 30<sup>th</sup> September 2022 had been submitted to HMRC and reimbursement received in full. Cllr Mark Cant expressed his thank to Town Council staff involved in this matter.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

None.

The remaining part of this meeting's agenda was to consider items under Exempt Information. Rather than exclude members of the public, and press had they been in attendance, the Clerk proposed the P&R Committee meeting be closed at this point to allow other Committee meeting to take place and then the P&R Committee meeting re-opened for exempt information to be considered. All Cllrs agreed. The Chair, Cllr Allan Blakemore, closed the meeting at 7.27pm to allow the Environment Committee and Community Development & Engagement Committee meetings to take place with members of the public in attendance.

Chair, Cllr Allan Blakemore, re-opened the P&R Committee meeting at 8.24pm and explained that due to the confidential nature of the following items these would be discussed under Exempt Information and duly asked members of the public, and would have asked members of

the press if in attendance, to leave the meeting at this point (Section 1 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 Recognition Award Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Recognition Award Update Report. The Clerk reported that earlier that day Mr Jack Smith MBE had been presented with his Honorary Freeman Award whilst attending Sedgefield Primary School.

**8.3 National Pay Award 2022/23 Recommendation Report by Personnel Committee and Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a National Pay Award 2022/23 Recommendation Report by the Personnel Committee and Finance Working Group informing all of the national agreement reached on 3<sup>rd</sup> November 2022 and recommending this now be adopted by Sedgefield Town Council. All Cllrs agreed.

The Chair thanked everyone for attending and closed the meeting at 8.36pm

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the  
**Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on  
**Monday 14<sup>th</sup> November 2022.**

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

**1. Apologies:**

Cllrs Paul Heasman and Julie Towler.

**2. Declaration of interest:**

Cllr Allan Blakemore declared a non-pecuniary interest as he was related to a member of the Sedgefield In Bloom Group (related matters to be considered under agenda items 5.3. and 6.2). No other Cllrs made a declaration of interest.

**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 Sedgefield Library Car Park:**

The Clerk has informed Mr Ewan Brown of DCC of the Town Council's suggestion to only remove one of the bays in the Parish Hall car park rather than the two being proposed. See agenda item 6.1 for response.

**RECOMMENDED:**

**To receive the information.**

**3.4 The Queen's Tree:**

The Clerk has liaised with Teesdale Heritage Trees to obtain suggestions for the most appropriate species and planting locations for The Queen's Tree. This matter was considered at the Estates Working Group meeting on 31<sup>st</sup> October 2022 and will now be progressed via the P&R Committee's agenda due to cost implications.

**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.

Mrs Julia Bowles asked if the Town Council had any views on the boundary changes being proposed by the Electoral Commission as she was not happy at the thought of the loss of the name "Sedgefield" from the constituency. The Clerk replied that all Cllrs had been given the opportunity to attend a briefing the following week by the Boundary Commission on this matter.

No other members of the public wished to speak.

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

## **5. Reports:**

### **5.1 St Edmund's Manor – New Entrance To Sedgefield Report by Cllr Stephen**

#### **Winter:**

Prior to the meeting the Clerk had circulated to all a St Edmund's Manor – New Entrance To Sedgefield Report by Cllr Stephen Winter in which he informed the Town Council that residents from the Story Homes development have been in contact with Sedgefield In Bloom and DCC County Cllrs with a view to creating some visual features to further enhance this entrance and suggested the Town Council give this matter some consideration. The Clerk reported that this matter had been raised during the recent Joint Town Council / Sedgefield In Bloom Group meeting when it was clear that whilst the Bloom Group have been approached by residents, this is a far larger task than they can take on in terms of resources as well as proximity to highways and verges which are in the ownership of DCC. The Bloom Group duly referred this matter to DCC County Cllrs. At this joint meeting Town Council representatives were also asked if it was known whether there were any plans to close the Stockton Road entrance into the Town. The Clerk confirmed that Town Council were not aware of any such plans but would take both matters up with local County Cllrs. The Clerk has liaised with County Cllrs and received a reply from County Cllr Lines on 10<sup>th</sup> November 2022 confirming that neither County Cllr has been made aware of any plans to make the route into the new estate from the roundabout a 'formal' entrance to Sedgefield. That would be a significant development and would have implications for the main, long-established entrance along Stockton Road. Regardless of that, it would be desirable for the route into Sedgefield from the roundabout to look attractive for both residents and visitors. County Cllr Lines reported that a meeting had been due to take place the week commencing 7<sup>th</sup> November 2022 between DCC Officers, estates residents and Sedgefield In Bloom representatives to look at options. The outcome of this meeting is now awaited which will hopefully provide some clarity about intentions and next steps. The Clerk to keep Cllrs updated on this matter.

Cllr David Brown reminded all that in his County Cllr role he is continuing to press DCC Rights of Way Officers to ensure that the footpath diversion at this new estate is regularly inspected and is fully completed before being signed off.

**RECOMMENDED:**

**To receive this information.**

**5.2 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. A final inspections report for the conclusion of the 2022 growing season will be brought to the Committee's December 2022 meeting.

**RECOMMENDED:**

**To receive this information.**

**5.3 Sedgefield In Bloom Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom Update Report which provided information regarding the Group's watering arrangements for 2023 and their views on the Northumbria In Bloom 2023 competition.

**RECOMMENDED:**

**To receive the information contained in this report and the Town Council to consider whether Sedgefield Town Council wishes to enter into the Northumbria In Bloom 2023 competition when an invitation to do such is received.**

(Note: see agenda item 6.2).

**6. Correspondence:**

**6.1 Sedgefield Library Car Park (email from Mr Ewan Brown, Durham County Council dated 13<sup>th</sup> October 2022):**

Prior to the meeting the Clerk had circulated to all an email from Mr Ewan Brown of Durham County Council dated 13<sup>th</sup> October 2022 in which he responded to the Town Council's suggestion that only one parking bay is removed from the Sedgefield Library car park rather than the two proposed by the County Council. Mr Brown confirmed he had discussed the Town Council's alternative suggestion with his colleagues but given the location of the bays allocated to the library removing only one of those bays would not resolve the issues. Vehicles exiting these bays angle towards the centre of the end bays and therefore if hatching were to be installed

Durham County Council would recommend both bays be marked. Cllrs confirmed they had no further comments and Mr Brown's latest correspondence should be noted.

**RECOMMENDED:**

**To receive this information.**

**6.2 Invitation To Enter Northumbria In Bloom 2023 (email and letter from Ms Jo Wood, Northumbria In Bloom dated 31<sup>st</sup> October 2022):**

Prior to the meeting the Clerk had circulated to all an email and letter from Ms Jo Wood inviting the Town Council to enter into the Northumbria In Bloom 2023 competition.

Cllr Allan Blakemore said he had spoken to several members of the Bloom Group and it was clear that entering the Bloom competition does create significant additional work which detracts from other work that could be done elsewhere in the Town. Time pressures are also significant to have to work around the needs of judges rather than the needs of the Town. Cllr Mel Carr referred everyone to comments made in the minutes from the recent Joint Town Council / Bloom Group meeting where these concerns had also been raised. The Clerk reassured everyone that regardless of whether or not the Bloom competition is entered, the Town Council gardening staff and Sedgefield In Bloom Group members will ensure the Town looks as stunning as always. The Clerk reminded all that during 2020, the original covid lockdown period, the Town had maintained its high standards in planting and floral displays despite there being no Northumbria In Bloom competition. Cllr Kelly Dickerson asked if there would be any impact on pubs and businesses by the Town not entering in the Northumbria In Bloom competition but it was felt that those businesses who had taken part previously would still probably maintain those standards as they had become a feature of their business. Cllr Mark Cant suggested the Town Council still enter but ignore the competition's entry criteria and not undertake any special work ahead of judging, i.e. the judges make a decision based upon what they find on the day. Cllr Ann Carr said the Sedgefield In Bloom Group volunteers have made, and will continue to make, a commitment to Sedgefield but not necessarily the Bloom competition as this was causing unnecessary pressures. Cllr John Finlayson said it was important to listen to the comments made by those involved in the competition and relieve unnecessary pressure so suggested the Town Council not enter the 2023 competition but not discount entering in years

beyond that. Cllr Dickerson asked if the recent vandalism to flower tubs had left people disheartened about the Bloom competition. The Clerk said all involved in the Town's floral displays had found the theft and damage of plants to the Town's flower tubs and beds over recent weeks disheartening, but this was not in any way linked to the views regarding the Northumbria In Bloom competition. Cllr Blakemore agreed and said the issues were time constraints and dictating what work gets done when for judging rather than the needs of the Town.

Cllr Mel Carr proposed the Town Council does not enter the 2023 Northumbria In Bloom competition. This was seconded by Cllr John Finlayson. All Cllrs agreed.

**RECOMMENDED:**

- i) The Town Council will not enter the Northumbria In Bloom 2023 competition but will welcome and consider invitations to subsequent competitions.**
- ii) The Clerk to write to Ms Jo Wood to make her aware of the Town Council decision and reasons.**
- iii) The Clerk will inform the Sedgefield In Bloom Group.**
- iv) The Town Council and Sedgefield In Bloom Group will continue to undertake work in 2023 as if the Town were entered in the Bloom competition, i.e. to maintain the same high standards.**
- v) An explanatory article will feature in the next edition of the Sedgefield Extra.**

The Chair thanked everyone for attending and closed the meeting at 7.50pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 14<sup>th</sup> November 2022**.

### Present

**Cllr. Ann Carr (Chairman)**

**Cllr. Mavis Wayman (Vice Chairman) and**

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

### Officer

Dr Jane Ayre (Town Clerk)

#### 1. Apologies:

Cllrs Paul Heasman and Julie Towler.

#### 2. Declaration of interest:

None.

#### 3. Matters of Information:

##### 3.1 Remembrance Sunday:

The large poppy shaped wreath holder donated to the Town by local resident Mr Ray Carmichael was installed prior to Remembrance Sunday and is now in use to display all the wreaths laid at the war memorial on Sunday 13<sup>th</sup> November 2022. Many members of the public have praised this new feature. A thank you article will feature in the next edition of the Sedgefield News. The Clerk will also write a letter of thanks on behalf of the Town Council to Mr Carmichael. Cllr Mark Cant also proposed a letter of thanks be sent to Sedgefield Guides for their very appropriately poppy decorated bench on the village green. All Cllrs agreed.

#### RECOMMENDED:

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

### **3.2 Sedgefield Youth Club:**

The Clerk has shared the Youth Club's latest position statement with the Town Council's internal auditor and an internal audit of the Youth Club's financial and governance arrangements will be scheduled for 2023/24.

#### **RECOMMENDED:**

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

## **4. Public Participation:**

The Chairman, Cllr Ann Carr, closed the meeting for the public to give their views and comments.

County Cllr Chris Lines commented, in relation to the Town Council's decision in the earlier meeting regarding the Northumbria In Bloom competition, that the Christmas Tree Festival is a much loved event in the Town but one which does take a considerable amount of preparation time hence it takes place less frequently making it an extra special event when it is held. It is possible that Northumbria In Bloom entry might evolve into something similar and hoped that businesses would still continue to play their part in making the Town look stunning. With regards to the discussions that had taken place in the earlier meeting regarding the Stockton Road entrance into the Town, County Cllr Lines said this was an important matter of principle and reiterated that neither he nor County Cllr Brown have been given any indication there were plans to change the formal entrance to the Town.

Mrs Helen Clifford-Brown said the road through the new development was too narrow and too near children to be used as the formal entrance to the Town. Mrs Clifford-Brown said she did not trust Durham County Council.

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

## **5. Reports:**

### **5.1 York Winter Coach Trip Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a York Winter Coach Trip Update Report. The Clerk confirmed that 8 tickets remain unsold at this stage. A debrief report will be brought to the next Committee meeting for consideration.

**RECOMMENDED:**

**To receive this information.**

**5.2 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council's Annual Fireworks Display Update Report by the Fireworks Working Group. The Clerk confirmed that since the production of this report invoices had been received from the fireworks provider and stewarding provider. It is hoped the invoice from the first aid provider will be received soon so that a detailed recommendation report can be brought to the next Committee meeting for consideration.

**RECOMMENDED:**

**To receive this information.**

**5.3 Snow Party Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report which detailed the format for this year's event on Saturday 26<sup>th</sup> November 2022 and the work that has taken place to date as well as that which remains outstanding. The Clerk appealed for further Cllr volunteers to help with this event and Cllrs Mark Cant, Kelly Dickerson, Mavis Wayman and Stephen Winter kindly volunteered to help. Details of their roles will be issued separately. Cllr Allan Blakemore reminded all that the bar at Ceddesfeld Hall will remain open until 6.30pm on the night of the Snow Party so as to allow people the opportunity to have a drink after the lights switch on is over. Cllr Kelly Dickerson asked if mulled wine was to be served at the Hall as this could be a further attraction for visitors. The Clerk to liaise with Mrs Sarah Guest of the SCA.

**RECOMMENDED:**

**To receive this information.**

**5.4 Coronation of King Charles III Report by Cllr Allan Blakemore and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Coronation of King Charles III Report by Cllr Allan Blakemore and herself which suggested that views be sought from the local community about an event to mark this historic day. Since the writing of this report it has been confirmed nationally that Monday 8<sup>th</sup> May 2023 will be a bank holiday to commemorate the Coronation. Cllr Blakemore said that he has informally spoken to several people and had received positive feedback to the suggestion of



such an event. Cllr Ann Carr commented that whilst there had been lots of enthusiasm initially for a community event to mark the late Queen's Platinum Jubilee it was noticeable that eventually only a very small number of people were involved in the actual delivery of that event. Cllr Blakemore reminded all for such an event supplementary funding could also be sought from local County Cllrs if necessary.

**RECOMMENDED:**

**i) To receive this information.**

**ii) The Town Council to write to all members of the Sedgefield 700+ Group to see if they would like to attend a meeting in January 2023 to discuss a possible community event to mark the King's Coronation. Note: If such an event was to take place the Town Council's role would be to facilitate the Sedgefield 700+ Group and not to deliver the actual event.**

**iii) If there is agreement by Sedgefield 700+ members for such an event, a recommendation will be taken to a future P&R Committee meeting to make a budgetary allocation of £1000 in the Town Council's 2023/24 budget to support this event.**

**6. Correspondence:**

**6.1 Sedgefield Youth Club Management Committee (minutes from AGM held on 10<sup>th</sup> October 2022):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Youth Club's Management Committee's AGM held on 10<sup>th</sup> October 2022. Cllr Julie Towler, Chair of the Sedgefield Youth Club Management Committee, to keep Cllrs updated on the Youth Club's actions.

**RECOMMENDED:**

**To receive this information.**

**6.2 Sedgefield Neighbourhood Watch (minutes of meeting held 12<sup>th</sup> October 2022):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 12<sup>th</sup> October 2022.

**RECOMMENDED:**

**To receive this information.**

**6.3 Filming Christmas Lights (emails from Alexander Shirley dated 28<sup>th</sup> October and 2<sup>nd</sup> November 2022):**

Prior to the meeting the Clerk had circulated to all emails dated 28<sup>th</sup> October and 2<sup>nd</sup> November 2022 from Alexander Shirley who was requesting the Town Council's permission to film during the Christmas lights switch on and interview residents as part of a student project. Cllrs, whilst keen to support students, were concerned that insufficient information was known about the project and that no formal documentation had been submitted. In addition, concerns were expressed about how safeguarding matters were to be dealt with as well as arrangements for editorial work and how this would be used or broadcasted. It was agreed that without such essential information it was not possible for the Town Council to give permission. The Town Council would be happy to consider future projects providing full details of projects, including the boundaries and ethical framework, were shared in advance for consideration.

**RECOMMENDED:**

**The Clerk to inform Mr Shipley of the Town Council's decision and options for future projects.**

**6.4 Feeding Families (email from Ms Sarah McPhie dated 7<sup>th</sup> November 2022):**

The Clerk reminded all that on 8<sup>th</sup> November 2022 she had circulated to all electronically an email from Ms Sarah McPhie of the Feeding Families Charity in which she requested the Town Council consider allowing a Feeding Families collection box to be placed in the Town Council Offices so that members of the public can drop off food donations during times when the Offices are open to the public. All Cllrs expressed their support to this initiative.

**RECOMMENDED:**

**The Clerk to liaise with Ms McPhie in order that a Feeding Families collection box can be located in the Town Council offices reception and promoted accordingly.**

The Chairman thanked everyone for attending and closed the meeting at 8.23pm.