

## SEDFIELD TOWN COUNCIL

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

on

**Monday 12<sup>th</sup> December 2022**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Mel Carr (Chairman)**

**Cllr. Allan Blakemore (Vice Chairman) and**

Cllrs. David Brown, Mark Cant, Kelly Dickerson, John Finlayson, Jenny Haworth, Dave Jasper and Mavis Wayman.

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, Paul Heasman, Julie Towler and Stephen Winter.

**-2. Declaration of interest:**

None.

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

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

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

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

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

**c. Minutes of the Environment Committee held Monday 14<sup>th</sup> November 2022:**

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

**d. Minutes of the Community Development and Engagement Committee held  
Monday 14<sup>th</sup> November 2022:**

These were confirmed as a correct record. ( JH / KD )

- e. **Minutes of the Finance Working Group held Thursday 17<sup>th</sup> November 2022:**  
These were confirmed as a correct record. ( JF / DJ )
- f. **Minutes of the Personnel Committee held Monday 21<sup>st</sup> November 2022:**  
These were confirmed as a correct record. ( JH / JF )
- g. **Minutes of Policy & Records Management Working Group held Wednesday 23<sup>rd</sup> November 2022:**  
These were confirmed as a correct record. ( AB / JH )  
**RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

**4. Matters of Information:**

**4.1 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 7.

**RESOLVED:**

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

**4.2 Additional Planning Applications:**

No comments were submitted to the Clerk in relation to planning application DM/22/03184/FPA.

**RESOLVED:**

**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 December 2022 plus civic events until April 2023. Mayor of Sedgfield, Cllr Dave Jasper, announced he would be holding a further fund raising event on 4<sup>th</sup> February 2023, a 60s tribute night featuring the Cardiac Dodgers, in Sedgfield Parish Hall and extended a warm invitation to his fellow Cllrs.

**RESOLVED:**

**To receive the information.**

(Cllr David Brown joined the meeting).

**6. Public Participation:**

The Chairman, Cllr Mel Carr, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The Chairman re-opened the meeting.

**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. Mayor of Sedgfield, Cllr Dave Jasper, highlighted an error in his report which stated on the evening of 12<sup>th</sup> December 2022 he would be attending a carol service at St Luke's Church in Ferryhill when he was actually attending the Town Council's Committee meetings.

**RESOLVED:**

**To receive this information.**

**7.3 Durham County Council Electoral Review Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Durham County Council Electoral Review Report which described the current public consultation being undertaken by the Local Government Boundary Commission For England in relation to County Durham. This review will not impact upon the administrative boundaries for Town and Parish Councils but will instead seek to reduce the number of Durham County Councillors from the current level of 126 to 98 by the time of the next Council elections in May 2025. The purpose of this exercise is to overcome poor electoral equality identified by the Commission in County Durham. Views are now being sought on appropriate divisional ward boundaries within County Durham.

Cllr Jenny Haworth said that she would not like to see Sedgfield's current representation of two County Cllrs being reduced. She hoped that with the increase

in size of the Town in recent years that two County Cllrs would be retained. Cllr Mavis Wayman agreed. Cllr David Brown said he understood that from proposals currently being considered that Sedgfield would retain two County Cllrs but the ward may be extended to include Bishop Middleham. He also understood the north east of the County was more likely to be affected. The Clerk confirmed that at this stage the Town Council has not received any information regarding proposed divisional boundaries but instead been given the opportunity to make generic comments. Cllr John Finlayson had attended a recent CDALC meeting where it was said that DCC did have more information on this matter and were expected to share this soon with Town and Parish Councils. The Clerk proposed that as soon as such information is received she share it with Cllrs and this matter be considered further at the January 2023 Monthly Meeting so that comments can be submitted if necessary before the deadline of 30th January 2023. Cllrs agreed.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to share with Cllrs any further information provided by DCC on this matter and any such information be considered at the January 2023 Monthly Meeting.**

**7.4 Police & Crime Commissioner Visit To Ceddesfeld Hall Report by Cllrs Allan Blakemore, Dave Jasper, Kelly Dickerson and John Finlayson**

Prior to the meeting the Clerk had circulated to all a Police & Crime Commissioner Visit To Ceddesfeld Hall Report which had been produced by Cllrs Blakemore, Jasper, Dickerson and Finlayson following their attendance at a meeting on 24<sup>th</sup> November 2022.

Cllr John Finlayson asked if any information was know about who operated the CCTV cameras in the Town Centre and what their coverage and functionality was. The Clerk confirmed that following assistance from County Cllrs Brown and Lines she had now been provided with a contact name for the person within DCC who does oversee CCTV operations. The Clerk confirmed she is now liaising further with that Officer to get answers to the questions asked by Cllr Finlayson.

Cllr Kelly Dickerson noted that at the meeting with the Police & Crime Commissioner the importance of reporting matters to the Police had been highlighted so as to ensure they are aware of incidents. Cllr Dickerson said that during the meeting

reference was also made to the potential use of WhatsApp, such as the Durhamapp example, as a supporting tool and she asked if there had been any further update. Cllr Finlayson said this matter was going to be progressed by the local Neighbourhood Watch group. Cllr Finlayson said that elsewhere in the County the Farmwatch scheme for protecting rural communities had also operated in a similar way. Cllr Allan Blakemore gave some historical background to the Farmwatch scheme operated in Teesdale and Weardale and advocated that people support the local Neighbourhood Watch and utilize the communication systems already in place. Cllrs agreed. Cllr Mavis Wayman did highlight that there was frustration at the length of time taken to answer telephone calls to the Police and that this often deterred people from reporting matters. Cllr Wayman reminded all Cllrs that the Neighbourhood Watch meets on the second Wednesday of each month and is open to everyone to attend.

**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. The Clerk reported that County Cllr Lines had submitted his apologies for this meeting but had confirmed since the production of his shared report that the process for allocating Section 106 community contributions would be finalised and shared by DCC in January 2023.

Cllr Mel Carr noted that within the report both local County Cllrs are fully aware of the anti-social behaviour taking place in the Town and are actively pursuing this matter with their contacts as part of a collective approach to resolve these matters.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Consultation on Draft Supplementary Planning Documentation: Local Design Guide and Local Planning Consultation Database (email from Stockton Borough Council dated 18<sup>th</sup> November 2022) [Emailed to all Cllrs on 21<sup>st</sup> November 2022]**

Prior to the meeting the Clerk had circulated to all a Consultation on Draft Supplementary Planning Documentation: Local Design Guide and Local Planning Consultation Database email from Stockton Borough Council dated 18<sup>th</sup> November 2022. Cllrs agreed to note this information.

**RESOLVED:**

**To receive this information.**

**9.2 Thank You Card (King Charles III received 18<sup>th</sup> November 2022) :**

Prior to the meeting the Clerk had circulated to all a card of thanks from King Charles III received on 18<sup>th</sup> November 2022 in response to the Town Council's letter of condolence on the passing of HM Queen Elizabeth II. The Clerk also read out a note of thanks shared through CDALC on behalf of Mrs Sue Snowdon, His Majesty's Lord Lieutenant of County Durham for the way in which Town and Parish Councils lead their communities in paying their respects and following correct protocols at key moments such as the national and local proclamations and Her Majesty's Funeral.

**RESOLVED:**

**To receive this information.**

**9.3 County Durham Residents: Have Your Say On New Council Division Boundaries (email from Local Government Boundary Commission for England Consultation dated 26<sup>th</sup> November 2022) [Issued to all Cllrs electronically 26<sup>th</sup> November 2022]**

Prior to the meeting the Clerk had shared with all an email from the Local Government Boundary Commission for England dated 26<sup>th</sup> November 2022 informing the Council of the current public consultation that is underway regarding electoral review in County Durham. The Clerk confirmed this is the same review as that discussed under agenda item 7.3.

**RESOLVED:**

**To receive this information.**

**9.4 Publication Draft Minerals and Waste Policies and Allocations Development Plan Document (email from Mr M Kelleher, Durham County Council dated 28<sup>th</sup> November 2022) [Issued to all Cllrs electronically 29<sup>th</sup> November 2022]:**

Prior to the meeting the Clerk had circulated to all a Publication Draft Minerals and

Waste Policies and Allocations Development Plan Document email from Mr M Kelleher of DCC Dated 28<sup>th</sup> November 2022.

**RESOLVED:**

**To receive this information.**

**10. Current Planning Applications:**

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered, and the following comments were made (Note: number refers to the number on the circulated list):

**10.1 DM/22/03184/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:**

Cllrs did not have any objection to this application.

**10.2 DM/22/03414/FPA – installation of full width rear dormer window and 2 no. front dormers, 29 Winterton Avenue, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/22/03447/FPA – installation of solar panels to main house and detached garage roof, The Steading, Butterwick Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1 – 3 above to be submitted to DCC Planners.**

**ADDITIONAL PLANNING APPLICATIONS:**

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

**DM/22/03615/FPA – replacement of 3 no single glazed first floor windows to front elevation with double glazed painted timber (white) sliding sash units, 31 Front Street, Sedgefield**

**RESOLVED:**

**Cllrs to consider the above planning application and to forward any comments to the Clerk by no later than 9am on Thursday 15<sup>th</sup> December 2022.**

The Chair thanked everyone for attending and closed the meeting at 7.24pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly meeting**  
on  
**Monday 12<sup>th</sup> December 2022**  
in  
**Sedgefield Parish Hall.**

**Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Jenny Haworth (Vice Chair) and**

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

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, Paul Heasman, Julie Towler and Stephen Winter.

**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, this has now been delivered and fitted. Some further adjustment is required but this is to be completed very soon. Cllr Kelly Dickerson queried the Town Council's salting routes and responsibilities. Cllr Mavis Wayman asked if members of the public were permitted to use salt from DCC's grit bins around the Town and Cllr Finlayson confirmed that this was permitted. Cllr Allan Blakemore suggested it would be timely for the Estates Working Group to undertake a review of the Town Council's gritting route but pointed out that such is only undertaken Mondays to Fridays during working hours and that many areas are covered by DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.5 Programme of Treeworks:**

The successful contractor has started work on the Town Council's programme of tree works the week commencing 21<sup>st</sup> November 2022. Not all work has been completed. The Clerk to keep Cllrs updated on this matter.

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:**

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:**

One quotation has been received for the refurbishment of village green area and installation of bike racks. A funding application is now being prepared for submission to the EDRC AAP to access money from the Towns and Villages Fund. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Active Travel Project:**

This public consultation exercise is now live and being promoted across the electoral ward. The link to this consultation is as follows with the deadline for completion being 16<sup>th</sup> January 2023:

[www.durham.gov.uk/article/28432/Getting-around-Sedgefield-and-Fishburn-survey](http://www.durham.gov.uk/article/28432/Getting-around-Sedgefield-and-Fishburn-survey)

Cllrs are encourage to complete this survey and also to promote as far as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Hedge Cutting:**

Hedge cutting work has commenced. 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.**

**3.11 The Queen's Tree:**

This matter is to be discussed further at the Estates Working Group meeting and a recommendation brought to a future P&R Committee meeting. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Parish Hall Recommendations:**

The recommendations from the Estates Working Group approved by the P&R Committee have now been actioned.

**RESOLVED:**

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

**3.13 Village Greens Update:**

Work in all areas is continuing to progress with nothing of note to report to P&R Committee. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 National Pay Award 2022/23:**

The backdated pay owing to all staff on NJC terms and conditions relating to the 2022/23 national pay award has now been factored into November salaries.

**RESOLVED:**

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

**4. Public Participation:**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Review of Council's Publication Scheme Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Council's Publication Scheme Recommendation Report by the Policy & Records Management Working Group and confirmed that a copy of the amended Scheme had also been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Council's Publication Scheme with immediate effect and be reviewed again in 12 months time.**

**5.2 Review of Council's Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Council's Compliments,

Comments and Complaints Policy Recommendation Report and confirmed that a copy of the amended Policy had also been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Council's Compliments, Comments and Complaints Policy with immediate effect and be reviewed again in 12 months time.**

**5.3 Review of Social Media Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Social Media Policy Recommendation Report and confirmed that a copy of the amended Policy had also been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Social Media Policy with immediate effect and be reviewed again in 12 months time.**

**5.4 Review of Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Councillor and Staff Working Protocol Recommendation Report and confirmed that a copy of the amended Protocol had been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Councillor and Staff Working Protocol with immediate effect and be reviewed again in 12 months time.**

**5.5 Review of Mayor's Handbook Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Mayor's Handbook Recommendation Report and confirmed that a copy of the amended Handbook had been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Mayor's Handbook with immediate effect and be reviewed again in March 2023.**

## **6. Financial Matters:**

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

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14<sup>th</sup> November 2022 numbered 110398 to 110420. The Clerk circulated to all an updated list which includes cheques numbered 110420 to 110431. Cllr Mel Carr noted that cheque number 110410 related to a programme of treeworks which had taken place in the Town, however, three tree stumps remained in place and proposed this cheque not be signed and issued until those had been removed, as per the specification of work given. All Cllrs agreed. With the exception of cheque number 110410, Cllrs confirmed their support for the authorization of all other 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 30<sup>th</sup> November 2022:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 30<sup>th</sup> November 2022.

#### **RESOLVED:**

**To receive the financial budget comparison as at 30<sup>th</sup> November 2022.**

### **6.3 Debtors List as at 30<sup>th</sup> November 2022:**

#### **RESOLVED:**

**To receive the Debtors List as at 30<sup>th</sup> November 2022.**

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

#### **RESOLVED:**

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

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

Prior to the meeting the Clerk had circulated to all a November 2022 Bank Reconciliations plus November 2022 Imprest Account Reconciliations and October 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 Review of Confidential Reporting Code including Anti-Fraud and Corruption Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Confidential Reporting Code including Anti-Fraud and Corruption Policy Recommendation Report by the Policy & Records Management Working Group and confirmed that a copy of the amended Policy had been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Confidential Reporting Code including Anti-Fraud and Corruption Policy with immediate effect and review in 12 months time.**

**6.7 Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Corporate Risk Management Schedule Recommendation Report by the Policy & Records Management Working Group and confirmed that a copy of the amended Schedule had been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed Corporate Risk Management Schedule with immediate effect and review in 12 months time.**

**6.8 Review of External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of External Grant Funding Policy & Procedures Recommendation Report by the Policy & Records Management Working Group and confirmed that a copy of the amended Policy & Procedures document had been shared electronically with all.

**RESOLVED:**

**To adopt the reviewed External Grant Funding Policy & Procedures with immediate effect and review in 12 months time.**

**7. Correspondence:**

**7.1 Sedgefield Bowling Club – Terrace Hill Monies (letter from Mrs Sheila Sutherland, Sedgefield Bowling Club received 29<sup>th</sup> November 2022):**

Prior to the meeting the Clerk the Clerk had circulated to all a letter from Mrs Sheila Sutherland of Sedgefield Bowling Club received on 29<sup>th</sup> November 2022. This letter confirmed that the Bowling Club will no be pursuing any further their work towards an outdoor bowing green in Sedgefield. The Sedgefield Bowling Club were proposing that the monies be granted instead to Fishburn Outdoor Bowls where many Sedgefield residents attended.

Cllr Allan Blakemore gave the history of the Town Council being made custodian of Terrace Hill money which was to be used for the benefit of the Town. No criteria was set by Terrace Hill for the allocation of this money but instead responsibility for putting in place criteria and process was given to the Town Council. The Clerk confirmed this information had previously been given to all Cllrs in a report presented to P&R Committee at their September 2022 meeting and said she would reissue this to Cllrs for their information. Cllr Blakemore said that with the exception of the monies for Sedgefield Bowling Club, all other allocations had been issued as each other Group had progressed their project to the point that monies could be issued. Some Terrace Hill money had been set aside initially and allocated for smaller projects, some of which were in Fishburn. Cllr Blakemore said that now Sedgefield Bowling Club had confirmed their project was not to be progressed, it was up to the Town Council how the remaining Terrace Hill money was to be used. Cllr Blakemore proposed the money should be used to the benefit of Sedgefield and spent within Sedgefield. Cllr Kelly Dickerson asked it re-opening some form of bidding process was a possible option? Cllr Blakemore confirmed there was no barrier to doing this, it was up to the Town Council to collectively agree on the approach it wanted to take. Cllr David Brown noted that part of the Sedgefield Bowling Club's Constitution accompanied the letter from Mrs Sutherland but questioned if there was anything within that Constitution which stated how the Club wished any funds they held to be reallocated. Cllr Brown wanted to ensure this matter was dealt with correctly for legal purposes. Cllr Mel Carr pointed out that whilst money had been allocated in



principle to Sedgefield Bowling Club, no actual money had been handed over as the Club had never reached a point from which their project to create an outdoor bowling green being built in Sedgefield had been achieved, therefore they did not physically have this money in order to be able to give it to someone else. Cllr Allan Blakemore said that regardless of that the money had been allocated on the understanding that an outdoor bowling green was to be built in Sedgefield and this is not going to be achieved. Cllr Dickerson asked if Terrace Hill could claim this money back. Cllr Blakemore said this was not possible. Cllr John Finlayson said could the Town Council now set its own conditions on how this money is allocated/spent. Cllr Blakemore replied yes, this was possible. Cllr Finlayson said this meant the money could still be spent in the spirit by which it was given to the Town Council. Cllr Blakemore proposed that Cllrs now consider this matter and ideas are pooled for further consideration.

Cllr Mel Carr said that the large scale development at Hardwick Grange was accompanied by a Section 106 agreement which allocated a specific amount of money to Fishburn specifically for open spaces and allotments, money which Fishburn Bowling Club could apply for if they wished to do so.

The Clerk confirmed the remaining Terrace Hill monies were held within an earmarked reserve in the Town Council's balance sheet, i.e. they are not part of the Town Council's day to day budget or general fund reserves.

**RESOLVED:**

- i) The Clerk to write to Sedgefield Bowling Club, c/o Mrs Sutherland, to confirm receipt of their correspondence and that their project to create an outdoor bowling green in Sedgefield will not be progressed further and to inform her the money held for the Sedgefield Bowling Club will not be given to Fishburn Bowling Club but instead the Town Council will now consider the reallocation of money to other projects.**
- ii) The Clerk to re-issue to all Cllrs for information a copy of the Sedgefield Bowling Club / Terrace Hill Funding Report presented to the P&R Committee meeting in September 2022.**
- iii) All Cllrs to forward to the Clerk their thoughts and suggestions for new ways in which to use the remaining Terrace Hill monies within Sedgefield. These will then be collated and a discussions session**

**scheduled for further debate.**

**7.2 Honorary Freeman of Sedgefield Award (letter of thanks from Cllr David Brown received 12<sup>th</sup> December 2022):**

The Clerk read out a letter received earlier that day from Cllr David Brown in which he thanked the Town Council for the recent presentation of his Honorary Freeman of Sedgefield Award.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 7.52pm

DRAFT

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **DECEMBER ENVIRONMENT** of  
the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on  
**Monday 12<sup>th</sup> December 2022.**

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

**1. Apologies:**

Cllrs Ann Carr, Paul Heasman, Julie Towler 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 St Edmund's Manor – Entrance:**

The Clerk is yet to receive any further update from County Cllrs or Bloom Group member's regarding the outcome of their meeting with DCC Officers and residents the week commencing 7<sup>th</sup> November 2022 regarding options for improving the visual aspect of the entrance into St Edmund's Manor. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.4 Invitation to Enter Northumbria in Bloom 2023:**

The Clerk has informed Northumbria In Bloom that Sedgefield TC will not be entering the 2023 competition and explained why and said this would not stop us considering future invitations. This will be reported in the next edition of the Sedgefield Extra with assurance to residents this will not impact upon the Town's floral displays. The Clerk has informed the Sedgefield In Bloom Group of this decision.

**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 present. The Chairman re-opened the meeting.

**5. Reports:**

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

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by the Projects & Media Co-ordinator. The Clerk confirmed that since the production of this report the final allotment inspections of the year had taken place. This inspection had found the four allotment sites currently vacant are up to standard to be offered to those on the Council's allotments

waiting list.

**RECOMMENDED:**

**To receive this information.**

**5.2 Tub Planting 2023 Recommendation Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all a Tub Planting 2023 Recommendation Report proposing that regardless of the Town not entering the 2023 Northumbria in Bloom competition that the much loved community tub planting event should still take place. All Cllrs agreed.

**RECOMMENDED:**

**A community tub planting event to take place in June 2023.**

**5.3 Annual Headstone Safety Testing Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing Report by herself and the Head Gardener & Cemetery Superintendent. This report was to make Cllrs aware that headstone safety testing is currently taking place and a detailed findings report will be presented to the February 2023 P&R Committee meeting.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Winterton Cemetery (email from Mr John Robinson dated 15<sup>th</sup> November 2022):**

Prior to the meeting the Clerk had circulated to all an email from Mr John Robinson dated 15<sup>th</sup> November 2022 in which he was seeking the Town Council's permission to form a Friends of the Cemetery to work in the area and raise funds from 2023. Cllr Mark Cant commented that no details had been provided of the work being proposed. The Clerk confirmed that she had asked for this information but no response had been received. Cllr Allan Blakemore said that regardless of that fact the Town Council had only agreed to undertake grass cutting at the cemetery and that the ownership of the cemetery remained with the NHS therefore no permission could be given at this time to such a request. It was agreed that no permission can

be given at this time but that the Estates Working Group would undertake research into the precise responsibilities which the Town Council has in relation to Winterton Cemetery.

**RECOMMENDED:**

- i) The Clerk to reply to Mr Robinson in accordance with the Town Council's wishes.**
- ii) The Estates Working Group to research the precise responsibilities which the Town Council has in relation to Winterton Cemetery.**

The Chair thanked everyone for attending and closed the meeting at 8.02pm.

DRAFT

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 12<sup>th</sup> December 2022.**

**Present**

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

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

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, Paul Heasman, Julie Towler and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Coronation of King Charles III:**

The Town Council will 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.

Cllr Allan Blakemore and the Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.2 Filming Christmas Lights:**

The Clerk has written to Mr Shirley to inform him of the Town Council's decision and options for future projects. Cllr Wayman asked if Mr Shirley had replied. The Clerk confirmed that no response had been received.

**RECOMMENDED:**

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

**3.3 Feeding Families:**

A Feeding Families collection box is now located in the Town Council's reception area.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Mavis Wayman, 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 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. This was a debrief report relating to the Fireworks Display held on Friday 28<sup>th</sup> October 2022 citing key facts, feedback following the display and an income and expenditure budget from this event. This report included a set of recommendations which were considered. Cllr Mark Cant expressed his view that admission prices for any future event must be increased so as to ensure any event did not generate a loss.

**RECOMMENDED:**

- i) The Town Council to host a Firework's Display in 2023 on Friday 27<sup>th</sup> October 2023, which would include a Halloween Howler competition, in the grounds of Ceddesfeld Hall (Note: This would mean a Mayor's Quiz would take place on Friday 20<sup>th</sup> October 2023).**
- ii) G2 Fireworks to be re-appointed as next year's Fireworks Contractor within the same budget as in 2022 and for the same timescale.**
- iii) TWS be re-appointed as next year's Stewarding Contractor, again with 8 stewards.**
- iv) Lunar Medical be re-appointed as next year's First Aid Contractor providing**



**the same level of cover as they have for the 2022 event.**

**v) Sedgefield Youth Club and 1<sup>st</sup> Sedgefield Scouts be invited to provide refreshments at the 2023 event as a way of raising funds for their respective organisations.**

**vi) Ticket prices for this event will be considered in 2023.**

**vii) The Sedgefield Ploggers be asked if they would undertake a community plog the morning after the 2023 Fireworks Display.**

## **5.2 York Winter Coach Trip Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a York Winter Coach Trip Report which detailed the outcome of the trip held on Thursday 24<sup>th</sup> November 2022. The Clerk expressed her thanks to Cllrs Ann Carr and Mavis Wayman for being the Town Council's official representatives on this trip. Cllr Mel Carr said there had been lots of positive feedback from this trip. Cllr Mavis Wayman said that York continues to be a very popular choice for a Winter coach trip. The Report confirmed that a small surplus had been generated which would be put towards future trip costs.

### **RECOMMENDED:**

**i) To receive this information.**

**ii) The Town Council continue to organize coach trips in 2023 with one in June and another in November. The destination for the June coach trip to be determined following consultation with regular attendees and the November coach trip to be to York coinciding with the Christmas markets. During the June coach trip, determine if there is a wish for an additional summer coach trip in August. If so, then one will be duly organized.**

## **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 provided a debrief of this year's event held on Saturday 26<sup>th</sup> November 2022. The report presented key facts, feedback following the event and event's income and expenditure. The Clerk expressed thanks from Sedgefield Youth Club and the Pop In Club both of whom had been involved in this event and from that raised valuable funds for their Club's which will support their planned activities. The Clerk expressed her thanks to Cllr Mel Carr for all his work with the festive lighting scheme and liaising with the Town Council's appointed electrician to get these operational. Cllrs agreed this had been a very good, and very well attended, event and that it was good to see it return to its pre-covid format. It was agreed that a Snow Party should be held in 2023.

The Clerk informed Cllrs that St Edmund's Church will be making a decision in January 2023 as to whether or not they will be holding a Christmas Tree Festival in 2023 and that if so, it would be good for the Snow Party to coincide with this event. Cllrs agreed.

**RECOMMENDED:**

**i) To receive this information.**

**ii) The Town Council to host a Snow Party in 2023 with the date to coincide with St Edmund's Christmas Tree Festival, however, if the Festival is not going ahead then the Snow Party event to be held on Saturday 25<sup>th</sup> November 2023. Once the date is known this to be promoted and an approach made to Sedgefield Methodist Church to determine the date of their festive coffee morning to include as part of this event.**

**iii) The Town Council to remove the festive lights from the living Christmas Tree in January 2023 and get these re-fitted in the run up to the 2023 Snow Party.**

**6. Correspondence:**

**6.1 Sedgefield Neighbourhood Watch (minutes of meeting held 9<sup>th</sup> November 2022):**

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 9<sup>th</sup> November 2022. Cllr Wayman reminded all that the next Watch meeting is on Wednesday 14<sup>th</sup> December 2022 in the Swinhoe Room at Ceddesfeld Hall and everyone is welcome.

**RECOMMENDED:**

**To receive this information.**

**6.2 Council Coat of Arms (email from Ms Judith Dobson, Sedgefield Trefoil dated 5<sup>th</sup> December 2022):**

Prior to the meeting the Clerk had circulated to all an email from Ms Judith Dobson of the Sedgefield Trefoil dated 5<sup>th</sup> December 2022 in which she was seeking the Town Council's permission to possibly use the Council Coat of Arms in an embroidered table cloth representing the Town. All Cllrs agreed to this usage.

**RECOMMENDED:**

**The Clerk to inform Ms Dobson that the Town Council gives permission for the Council Coat of Arms to be used for the purposes described in her email of 5<sup>th</sup> December 2022.**

The Chairman thanked everyone for attending and closed the meeting at 8.14pm.

DRAFT