

SEDFIELD TOWN COUNCIL

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

on

Monday 13th February 2023

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,
Dave Jasper, Julie Towler and Stephen Winter.

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Jenny Haworth and Mavis Wayman.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly Meeting held Monday 16th January 2023:

Cllr David Brown requested that an amendment be made within these minutes to item 6, Public Participation, whereby the diagonal road from the main road which is referenced as "Stockton Road to North End" is amended to "High Street and West End". Cllrs agreed and with the inclusion of this amendment these were confirmed as a correct record. (DB / AC)

b. Minutes of the P&R Committee held Monday 16th January 2022:

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

c. Minutes of the Environment Committee held Monday 16th January 2022:

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

d. Minutes of the Community Development and Engagement Committee held Monday 16th January 2022:

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

e. Minutes of the Estates Working Group held Thursday 23rd January 2023:

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

f. Minutes of the Personnel Committee meeting held Thursday 23rd January 2023:

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

g. Minutes of the Finance Working Group held Thursday 26th January 2023:

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

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

4. Matters of Information:

4.1 Durham County Council Electoral Review:

The Clerk had submitted to the Local Government Boundary Commission for England a response in accordance with the Town Council's wishes. The Clerk to keep Cllrs updated when more information becomes available about this process.

RECOMMENDED:

To receive the information and to close this matter.

4.2 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 3.

In relation to the planning applications concerning the Black Lion, DCC's Conservation Officer has confirmed that he is also supportive of the planning applications for this property but shares the Town Council's concerns regarding the sun dial and requested the case officer seeks amended plans to address this matter.

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 in February 2023 plus civic events until April 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.

County Cllr Chris Lines referenced his report to be considered under agenda item 8.1 which provided an update on the matter of the community fund from Section 106 monies and confirmed that as yet no dates have been confirmed for the start of the public consultation. County Cllr Lines was hopefully this would take place in March 2023. The consultation will include a series of community drop in events, which it is hoped can take place in Sedgefield Parish Hall. County Cllr Lines confirmed is awaiting a further update from the EDRC AAP's Ms Jane Bellis once she has heard from her line manager. Both the process and the public consultation events will be publicised. County Cllr Lines then reported the Active Travel public consultation has now concluded and 386 responses have been received, a very good response rate for this type of consultation method which contained a mix of closed and open questions. DCC's Consultation Team are now analysing the findings and when this is completed they will be presented to the Active Travel group to steer their future work. The Town Council will be kept updated and involved in this work. In the interim a latest position communication is to be publicised across the Electoral Ward soon to thank the public for taking part and then they know what actions are now being taken.

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.

7.3 Councillor Resignations Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Resignations Update Report. Since the production of that report the Clerk confirmed that DCC's Electoral Services Section had confirmed the Town Council could now proceed to fill its second casual vacancy by co-option.

RESOLVED:

- i) In relation to Vacancy One, the applicant to be invited to attend an interview in the form of a Special Town Council meeting at 6.15pm on Monday 13th March 2023 in Sedgefield Parish Hall.**
- ii) In relation to Vacancy Two, this to progress to be filled by co-option with a notice being published and displayed from 14th February 2023, included in the next edition of the Sedgefield Extra and a closing date for applications as Friday 30th June 2023.**

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.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Durham County Council Consultations – Further Consultation on North East Devolution Deal (email from CDALC dated 30th January 2023)

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 30th January 2023 giving information about current DCC consultations including further information on the North East Devolution Deal.

RESOLVED:

To receive this information

9.2 ASB (email from Mr Peter Howarth dated 3rd February 2023):

Prior to the meeting the Clerk had circulated to all an email from Mr Peter Howarth dated 3rd February 2023 in which he had reported an incident of serious anti-social behaviour at Homebryth. It was noted that Mr Howarth's email was also sent to Sergeant Daniel Lake of Durham Constabulary and particular matters were addressed specifically to the Police, e.g. could there be a more proactive police/PCSO presence in the Town on Friday/Saturday evenings. Within his email Mr Howarth expressed his concerns regarding the Youth Shelter outside the Town Council Offices and the anti-social activities taking place within it and asked the Town Council to consider moving the Youth Shelter from what he considered to be a vulnerable position next to the surgery and Homebryth House.

Cllr Stephen Winter expressed his concern regarding the Youth Shelter and said he had received several anti-social behaviour complaints relating to it including drinking, littering and drug taking. Cllr Winter felt serious consideration should be given to removing the Youth Shelter rather than relocating it as young people were not looking after this facility.

Cllr Julie Towler expressed her concerns regarding the Shelter's current location as this area is dark and she was aware that young people were hiding in the nearby bushes frightening passersby.

Cllr Mark Cant said the location of the Shelter had been discussed several years ago and the decision had been to leave it in its existing location. However, Cllr Cant suggested the Shelter be moved to the middle of the village green where it would be visible and illuminated.

Cllr David Brown said it would be useful to hear from those Cllrs who had attended the recent Sedgefield Neighbourhood Watch meeting where the Youth Shelter had been discussed. Cllr Dave Jasper confirmed he had attended the Watch meeting and the consensus of opinion was that the Shelter needed to be relocated elsewhere.

Cllr Kelly Dickerson believed the Shelter should be relocated rather than removed. She expressed her concerns that the current location is a run through to White House Drive.

Cllr Mel Carr said that his matter had been previously discussed extensively by the

Town Council and its various Working Groups with the decision made that the Shelter should remain in its current location with improved signage encouraging more responsible behaviour. Cllr Mel Carr said that moving the Shelter would simply move the current problems being experienced to another location in the Town. Prior to the Youth Shelter there had been lots of similar behaviour and issues at the lychgate. Cllr Mel Carr said anti-social behaviour was not just taking place at the Youth Shelter but was at various locations around the Town including, but not limited to, the grounds of Ceddesfeld Hall and outside the Coop. Cllr Mel Carr believed one of the main problems exacerbating this matter was the lack of lighting. Cllr Mel Carr suggested options for lighting around the Youth Shelter in its existing location should be explored first. He also felt that if the Police visited the Town on occasions this would also deter such behaviour. Cllr Towler confirmed the Police had been present in the Town on Friday evening.

Cllr Ann Carr did not agree with the proposal for the Shelter to be moved to the village green area as she felt that young people would then go somewhere else rather than use it.

Cllr Mark Cant felt a low cost option would be to illuminate the area around the Youth Shelter/Town Council offices frontage with energy efficient lighting, possibly in the form of security lighting. He agreed that this area was currently not pleasant to walk around as it was very dark. Cllr John Finlayson agreed that some form of lighting from the Town Council offices would be beneficial.

Cllr Allan Blakemore said the Youth Shelter was located in its current position in order to be near to the Town Council offices so that Town Cllrs were nearby. Prior to the Youth Shelter being purchased and installed the lychgate had been damaged by anti-social behaviour as well as a section of church wall being undermined causing a safety hazard. Cllr Blakemore said that young people who live in the Town are also our residents and are entitled to have such a facility as the Youth Shelter. If there is to be any work undertaken to relocate such then there must be direct communications with young people to have their views on this matter.

Cllr Stephen Winter asked if there had been any further update regarding the CCTV operated within the Town by DCC, e.g. coverage, quality image, length of time images are held etc. The Clerk replied that, with support from Cllr David Brown in his County Cllr role, confirmation had been received from DCC that they owned the

CCTV cameras on the village green and that they were fully functioning and would respond directly, through their agreed protocol, with any requests from the Police for access to footage. The Clerk confirmed that as no feedback has been given to the Town Council following its various reports of damage to flower tubs/bed and matters relating to the cemetery, she had liaised with DCC's Officer responsible for the running of the CCTV system who confirmed they had not been directly approached by the PC investigating the Town Council's complaints. The Clerk had then spoken to Inspector Sarah Honeyman who was going to investigate this matter further and who had also attended last week's Sedgefield Neighbourhood Watch meeting. Inspector Honeyman confirmed that there is a well established protocol between the Police and DCC regarding access to CCTV imagery. It was agreed the Clerk should liaise with DCC once again to seek answers to the questions previously asked about the coverage and quality of existing CCTV footage, how often such is monitored and how long such is stored.

Cllr Mark Cant proposed that a short article be drafted for inclusion in the next edition of the Sedgefield News, and referenced on the Town Council's website and Twitter account, expressing concerns about recent anti-social behaviour in the Youth Shelter and reminding people of the behaviour that is expected. Cllrs agreed this would be useful and the Youth Shelter should be the focus of this and not wider anti-social behaviour issues around the Town which need to be tackled by working with multi-agency partners.

RESOLVED:

- i) To receive the information in Mr Howarth's email and that the investigation of alleged anti-social behaviour relating to Homebryth is a matter for Durham Constabulary.**
- ii) The Estates Working Group to look at options for better illumination around the Youth Shelter using energy efficient lighting and bring recommendation(s) to a future P&R Committee meeting.**
- iii) The Clerk, with support from local County Cllrs, to liaise with DCC's CCTV section to obtain responses to previously unanswered questions regarding the CCTV system on the village green.**
- iv) The Clerk to draft, and share with Cllrs electronically for comment and approval, an article for a future edition of the Sedgefield News and when approved submit with copies also on the Town Council's website and Twitter account.**

v) The Clerk to reply to Mr Howarth and inform him of the Town Council's response to his email.

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/22/02389/FPA – creation of a new spa and wellness facility with 35 new guest rooms, Hardwick Hall Hotel, Sedgfield:

Cllrs did not have any objection to this application.

10.2 DM/22/03534/FPA – internal and external alterations (including partial demolition and extension) for conversion of agricultural buildings to office use (Use Class E (g)) and associated works, Elstob Hall Farm, Great Stainton, Stockton on Tees:

Cllrs did not have any objection to this application.

10.3 DM/22/03535/LB - internal and external alterations (including partial demolition and extension) for conversion of agricultural buildings to office use (Use Class E (g)) and associated works, Elstob Hall Farm, Great Stainton, Stockton on Tees:

Cllrs did not have any objection to this application.

10.4 DM/22/03757/FPA – formation of solar farm including installation of solar panels, security fencing, CCTV cameras, an internal access track, underground cabling, invertors, substations, grid connection, environmental enhancement measures and other ancillary development, land West of Trimdon House Lodge, Fishburn:

Cllrs did not have any objection to this application.

10.5 DM/23/00149/FPA – single storey rear extension and window to gable, 3 Ruddick Mews, Eden Drive, Sedgfield:

Cllrs did not have any objection to this application.

10.6 DM/23/00197/TPO –

T1 Norway maple – crown lift to 5m – crown reduce back by up to 1.5-2m on Northern side

T2 Beech – crown lift to 5m – crown reduce back by up to 1-1.5m on Northern side

T3 Beech – crown lift to 5m – crown reduce back by up to 1-1.5m on Northern side

T4 Beech – crown reduce back by up to 1.5-2m on Northern side

T5 Norway maple – crown lift to 5m

T6 Norway maple – fell

T7 Beech – crown lift to 5m – crown reduce back by up to 1.5-2m on Northern side

T8 Sycamore – crown lift to 5m – crown reduce back by up to 1.5-2m on Northern side

T9 Horse chestnut – crown lift to 5m

T10 Beech – crown reduce back by up to 1.5m on Northern side

T11 Norway maple – fell

T12 Beech – fell – cavity at the base with decay hollowing in the main trunk

T13 Sycamore – crown lift to 5m – crown reduce back by up to 2-2.5m on Northern side.

T14 Sycamore – crown lift to 5m – crown reduce back by up to 1m on Northern side.

T15 Sycamore – crown lift to 5m.

T16 Sycamore – crown lift to 5m – crown reduce back by up to 1.5-2m on Northern side. Removal of lowest limb that is most vigorous possible.

T17 Sycamore – fell due to historic fail mid trunk and only a trunk left with epicormic growth with weak attachment points present. Large cavity present with advanced decay

Land to the south of 3-10 Hardwick Road, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

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

The Clerk reported that earlier that day DCC had published the latest list of planning applications. This list did not contain any applications within the Parish of Sedgefield but had been circulated to all Cllrs for their information.

The Chair thanked everyone for attending and closed the meeting at 7.34pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **FEBRUARY**
POLICY & RESOURCES of the Council
held following the **Monthly meeting**
on
Monday 13th February 2023
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 Stephen Winter.

Officers Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Jenny Haworth and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Section 106 Funding:

No further information had 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.

CDALC have shared the annual list of Section 106 monies available across County Durham which is given to them by DCC. The Clerk had shared this information with the Finance Working Group and it was considered at their last meeting.

The Clerk to keep Cllrs updated on any developments relating to Section 106 monies.

RECOMMENDED:

To receive the information.

3.2 Parish Hall CCTV:

The Estates Working Group are making good process with the Parish Hall CCTV Policy and hope to bring a recommended version to the March 2023 P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.3 Programme of Treeworks:

The Town Council's programme of treeworks as recommended by independent tree officer had concluded.

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. This matter is to be transferred to the Estates Working Group agenda.

RECOMMENDED:

To receive the information and to close this matter.

3.4 Section 106 Funding Application – Play Provision in Sedgefield:

The Clerk had fed back to County Cllr Chris Lines and Mr James Young the comments made regarding Eden Drive Play area. Further information is now being prepared by Mr Young to work towards the submission of a joint Section 106 funding application public consultation exercise. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.5 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.

RECOMMENDED:

To receive the information.

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

The EDRC AAP's Task Group had approved the Town Council's funding application form relating to groundworks and bike racks installation on the village green. This was fully approved at the subsequent AAP Board meeting and the Clerk is now in discussions with AAP Officers to progress the groundworks and installation of bike racks. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.7 Active Travel Project:

The public consultation exercise had now closed and DCC are analysing results. When such analysis concludes an Active Travel Meeting will be scheduled to determine the identification of short/medium/long term targets linking into funding. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.8 Hedge Cutting:

Hedge cutting work is expected to conclude the week commencing 30th January 2023. 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.

RECOMMENDED:

To receive this information.

3.9 The Queen's Tree:

This matter is being discussed by the Estates Working Group in conjunction with

Teesdale Heritage Trees in order to prepare options for presentation to a future P&R Committee meeting. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.10 Terrace Hill Monies:

Several Cllrs have forwarded to the Clerk their suggestions as to how the recently relinquished Terrace Hill monies could be spent. The Clerk is now collating those suggestions and an initial discussion meeting with Cllrs has been scheduled for 17th April 2023 to consider how to progress this matter, i.e. which suggestions to progress/refine/discard so that appropriate investigation work can take place before recommendations are brought to Full Council. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.11 2023/24 Budget and Precept Recommendation:

An explanatory precept article has featured in the latest edition of the Sedgefield Extra. The Clerk and Chair have signed and submitted all the necessary paperwork to DCC relating to the Town Council's 2023/24 precept request. Work will commence soon on uploading 2023/24 income and expenditure budget allocations to the Council's financial system.

RECOMMENDED:

To receive the information and to close this matter.

3.12 Review of Fees and Charges 2023/24:

Town Council staff have been informed of 2023/24 charges. An explanation article regarding subsidized dog bags for 2023/24 has featured in the current edition of the Sedgefield Extra. Letters have been issued to all allotment holders regarding increased fees from 1st April 2023 and the Council's Allotment Rules & Regulations are now being reviewed. Regular users of the Town Council's photocopying service have been advised of new charges. Letters have been issued to all regular Parish Hall users regarding Hall hire fees from 1st April 2023. Cemetery fee charges from 1st April 2023 are on display in the cemetery noticeboard.

RECOMMENDED:

To receive the information and to close this matter.

3.13 Medium Term Financial Plan:

The latest Medium Term Financial Plan is now displayed on the Town Council's website.

RECOMMENDED:

To receive the information and to close this matter.

3.14 Internal Audit:

Internal audit is scheduled to take place 15th – 16th February 2023. The Finance Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.15 Royal Garden Parties 2023:

Cllr Allan Blakemore's name has been entered into the County Durham ballot.

RECOMMENDED:

To receive the information and to close this matter.

3.16 Mediaeval Fayre:

The Clerk has informed Mr John Robinson of the Town Council's permission for the village greens to be used on 19th and 20th May 2022 for the Mediaeval Fayre with the request that no show ground rides are set up before school drop off time on the Friday morning. Mr Robinson has replied and expressed thanks on behalf of the organizing Committee.

RECOMMENDED:

To receive the 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.

With regards to the solar farm planning application considered at the previously Monthly Meeting, County Cllr Chris Lines reported that he had attended the recent Fishburn Parish Council meeting at which a representative from the farm's developer had been in attendance to answer questions. County Cllr Lines did not believe that Fishburn Parish Council were lodging any objections to that planning application, though he had to leave the meeting before it was formally considered. County Cllr Lines reported that he had attended the recent Sedgefield Neighbourhood Watch meeting where the issue of anti-social behaviour was discussed and whilst the Youth Shelter was mentioned it was not the sole location for such behaviour in the Town. County Cllr Lines stated that at the Watch meeting Inspector Sarah Honeyman had reported the Police had recently identified a small group of young people who appear to have been at the heart of the worst of recent anti-social behaviour in the Town. The Police have spoken to the parents and continue to be in active dialogue. Aspects of the Police's "Operation Staysafe", which had been deployed fully several years ago when the Town experienced significant disturbance on Friday evenings, would be implemented including the running of carousels at the Community College working with young people in differing age groups. Communications will also be shared with parents as well as the young people. It is recognized that there is a lack of Police resource to have beat officers walking in the Town and this situation is unlikely to be resolved anytime soon, however, Sergeant Daniel Lake is happy to attend Town Council meetings if that was considered to be beneficial. County Cllr Lines confirmed that dialogue is also ongoing between DCC and the Police regarding CCTV in the Town to explore improved/enhanced use in Sedgefield. County Cllr Lines concluded by stating that facilities, or removal of facilities in Sedgefield, were not at the heart of the issue but instead anti-social behaviour is a cultural and society issue which can only be tackled through multi-agency partnership working.

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

Cllr Allan Blakemore noted the offer for Sergeant Lake to attend a Council meeting and suggested, that due to restricted Police staffing resource, that Town Councillors attend Sedgefield Neighbourhood Watch meetings on the second Thursday of each month where Sergeant Lake will also be in attendance as a way of getting updates without duplicating his work. The Clerk pointed out that Sergeant Lake would be invited to attend the Council's Annual Town Meeting in May 2023. Cllrs agreed with Cllr Blakemore's suggested approach.

5. Reports:

5.1 Annual Headstone Safety Testing 2022/23 Findings Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2022/23 Findings Report by herself and the Head Gardener & Cemetery Superintendent. This not only detailed the findings but also the work now being undertaken to establish contact with next of kins for those with Category 1 headstones. The deadline for remedial work being undertaken is 31st March 2023 before any still classed as Category 1 are laid down. The Clerk and Head Gardener & Cemetery Superintendent will provide the P&R Committee with an update report at the April 2023 P&R Committee meeting.

RESOLVED:

To receive this information.

5.2 Butterwick Road Cemetery Expansion Update – Hard and Soft Landscaping Plan Recommendation Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update – Hard and Soft Landscaping Plan Recommendation Report by the Butterwick Road Cemetery Working Group. This proposal was unanimously accepted and will form the final part of the Town Council's pre-commencement conditions stipulated by DCC when they recently granted planning approval for the expansion of Butterwick Road Cemetery.

RESOLVED:

- i) Sedgefield Town Council approves the Hard and Soft Landscaping Plan (drawing number D210006_CDS_EN_ZZ_DR_L_010-002 entitled "Hard and Soft Landscaping Details).**
- ii) The Clerk to inform The CDS Group and request that they submit this Plan, along with evidence of fulfilment of other pre-commencement conditions, to DCC Planners.**

Note: Reports related to information exempt from the public are considered under agenda item 8.

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 16th January 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval

after 16th January 2023 numbered 110456 to 110463. The Clerk circulated to all an updated list which includes cheques numbered 110464 to 110467. 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 2nd February 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 2nd February 2023.

RESOLVED:

To receive the financial budget comparison as at 2nd February 2023.

6.3 Debtors List as at 2nd February 2023:

RESOLVED:

To receive the Debtors List as at 2nd February 2023.

6.4 Direct Debits and BACS List for 1st – 31st January 2023:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 31st January 2023.

6.5 January 2023 Bank Reconciliations Plus January 2023 Imprest Account Reconciliations and December 2022 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a January 2023 Bank Reconciliations plus January 2023 Imprest Account Reconciliations and December 2022 Public Sector Deposit Fund Update Report.

RESOLVED:

To receive this information.

6.6 2022/23 Year End Accounts Timetable Recommendation by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a 2022/23 Year End Accounts Timetable Recommendation Report by the Finance Working Group. Cllrs were asked to note the date and time of the Special Town Council meeting to approve the 2022/23 year end accounts, i.e. 6pm on Monday 24th April 2023.

RESOLVED:

To receive the information contained in this report.

7. Correspondence:

None.

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 or press been present would have asked them 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 Annual Increment To Town Clerk Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all an Annual Increment To Town Clerk Report by the Personnel Committee which was duly considered.

8.2 Personnel Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Personnel Update Report from the Personnel Committee which was duly considered.

8.3 Durham County Council Human Resources SLA Recommendation by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Durham County Council Human Resources SLA Recommendation Report by the Personnel Committee which was duly considered.

8.4 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.

The Chair thanked everyone for attending and closed the meeting at 7.54pm

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 12th February 2023**.

- Present** **Cllr. Stephen Winter (Chairman)**
Cllr. Mark Cant (Vice 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:

Cllr Jenny Haworth and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Request for consideration of Environment Committee:

The Estates Working Group are considering the current usage and potential future usage of Station Road Playing field and when ready will bring a recommendation back to Council. The Estates Working Group to keep Cllrs updated on these matters.

RECOMMENDED:

To receive the information.

3.2 Garden of Remembrance:

The Clerk and Head Gardener & Cemetery Superintendent have investigated this area of the cemetery and confirm that a footpath could be permitted without encroaching upon burial land (such a path would connect the existing main burial area to the Garden of Remembrance). This matter to now be included into the work of the

Butterwick Road Cemetery Working Group when designing groundworks for the new area of the cemetery.

RECOMMENDED:

To receive the information.

3.3 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 7th 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 Winterton Cemetery:

The Estates Working Group will research the precise responsibilities which the Town Council has in relation to Winterton Cemetery. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

4. Public Participation:

The Chairman, Cllr Stephen Winter, closed the meeting for the public to give their views and comments. No members of the public were present. The Chairman re-opened the meeting.

5. Reports:

None.

6. Correspondence:

None.

The Chair thanked everyone for attending and closed the meeting at 7.55pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 13th February 2023**.

Present

Cllr. Ann Carr (Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Jenny Haworth and Mavis Wayman.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Snow Party:

The Snow Party will take place on Saturday 2nd December 2023 and will coincide with the St Edmund's Christmas Tree Festival. Cllr Mel Carr has been advised by the Town Council's electrician that it is more cost effective for the lights to remain on the live Christmas tree throughout the year and be checked prior to the Snow Party than to remove them and reinstate them. The Clerk will keep Cllrs updated on this event nearer the time when planning commences.

RECOMMENDED:

To receive the information and to close this matter.

3.2 Citizen and Young Citizen of the Year Awards 2022:

Work is progressing with these Awards. Publicity material is to be released prior to the next edition of the Sedgefield News which will contain the nomination form as well as being on the Development Trust's website accessible through a QR code.

The Clerk is to schedule a Selection Panel meeting for early April 2023.

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. No members of the public were in attendance. The Chairman re-opened the meeting.

5. Reports:

5.1 King's Coronation Update Report by Cllr Allan Blakemore and Town Clerk:

Prior to the meeting the Clerk had circulated to all a King's Coronation Update Report by herself and Cllr Allan Blakemore. Since the production of the report the Clerk confirmed an initial planning meeting had taken place on 9th February 2023. Notes from that meeting are now being prepared and will be circulated to Cllrs with covering report at the March 2023 Community Development & Engagement Committee meeting. The Clerk reported numerous community group representatives, both in attendance at the meeting and who submitted apologies, have expressed an interest in marking this historic event. The national programme for this weekend is as follows – the Coronation itself will be held on Saturday 6th May 2023, the theme of Sunday 7th May 2023 will be the 'Coronation Big Lunch' with televised concert from Windsor in the evening and then 'The Big Help Out' on Monday 8th May 2023 with the focus upon volunteering. Local communities are free to make their own plans to suit their audiences, however, there will not be any beacons lit as part of this historic event in-line with the King's wishes. Within Sedgefield it is the intention to promote all related events which are taking place during the bank holiday weekend. To date, it is possible the Methodist Church may have a coffee morning on the Saturday, the Sedgefield In Bloom Group will have a themed dance on the Saturday evening, it is understood there will be a church service on the Sunday (at this stage it is unknown if this is ecumenical), potentially a Farmers Market and then a community event organized in Ceddesfeld Hall on the Monday. The community event would hopefully comprise of a programme of musical events, refreshments, activities for children and give an opportunity to local community groups to promote their work and appeal for new volunteers. The next planning meeting will be on Wednesday 8th March 2023 at 1pm in the Parish Hall by which time people will have been able to go back to their respective organisations and gauge what can and cannot be achieved. The key to

delivering this community event will be the number of people able to participate on the day. Cllr David Brown proposed that bunting be placed around the Parish Hall at the very least so as to try to encourage other property owners to participate. The Clerk confirmed that letters are going to be sent jointly from the Town Council and SCA to encourage businesses to decorate their windows in Coronation themes and that such letters would include the local pubs and eating places.

RECOMMENDED:

i) To receive this information

ii) The additional suggestions made during the meeting be fed back into the community event's planning to see if they can be achieved.

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

iv) Any Cllr willing to volunteer to be involved in the planning of this event or, more importantly, on the day of the community event to inform the Clerk as a matter of urgency.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held 12th January 2023):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 12th January 2023.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.16pm.