

SEDFIELD TOWN COUNCIL

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

on

Monday 16th January 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, Jenny Haworth, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter.

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly Meeting held Monday 12th December 2022:

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

b. Minutes of the P&R Committee held Monday 12th December 2022:

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

c. Minutes of the Environment Committee held Monday 12th December 2022:

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

**d. Minutes of the Community Development and Engagement Committee held
Monday 12th December 2022:**

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

e. Minutes of the Finance Working Group held Thursday 14th December 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 – 3.

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/22/03615/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 in January 2023 plus civic events until April 2023 and well as a calendar of Committee meetings from May 2023 to April 2024.

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 Helen Clifford-Brown asked if the Town Council were using money in different ways due to covid. She said previously the Town Council had used money to cut down trees and cut the grass but she understood Durham County Council were using their money in different ways since covid by providing a walking group and repairing a bridge very quickly. Mrs

Clifford-Brown said that lots of money was spent by the Town Council on people using paper. She hoped the Town Council offices were easier to get into since covid.

Mrs Julia Bowles said she hoped there would be an update on the situation regarding Section 106 funding and public consultations relating to it. She said she understood applications were being submitted and hoped the public would have their say on such. Mrs Bowles said that in the November 2022 Monthly Meeting she had expressed her views about community engagement and whilst her comments were noted she questioned when there would be a response. Mrs Bowles said she had heard in the Town suggestions that the diagonal road from the main road (High Street to West End) would be closed she was concerned about the impact of this upon the nearby junction and hoped that if this were the case then a trial period would take place first. Mrs Bowles asked what the Town Council were doing with remaining Terrace Hill money and would the Town Council be attributing any interest gained back to the community or retaining that.

The Chairman thanked the public for their comments and re-opened the meeting. The Chairman stated the Town Council does a huge amount to engage with local people and listen to local views. First and foremost, Town Councillors are from, and present in the community. They engage with other residents constantly through daily village life, and through local community events and activities. Individual Town Councillors are also formally members of other local community organisations and groups. This means that they stay in touch with the views of these groups and these get reported back to the Town Council. This includes Neighbourhood Watch, Sedgefield In Bloom, EDRC AAP, County Durham Local Councils network and SCA. The Town Council also carried out formal consultation exercises in partnership with the AAP, local groups and neighbouring councils in relation to specific areas. At present, there is an Active Travel Survey consultation taking place which has gone out to all residents, with a closing date of 16th January 2023. In the future, subject to availability of funding, the Town Council plans to consult on potential enhancements to the play area at Eden Drive. In relation to the funds that the County Council receive for infrastructure relating to recent housing developments, so called Section 106, the County Council are responsible for community engagement on local use of allocations. Once this process is announced, the Town Council will work closely with our local County Cllrs to ensure residents are aware of the engagement arrangements. The Chairman concluded by saying the matter of Terrace Hill money was to be considered under the following P&R Committee 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. The Mayor of Sedgefield, Cllr Dave Jasper, drew all Cllrs attention to the contents of page 2 of his report in which he was urging fellow Cllrs to support his forthcoming Mayor's Civic Ball on Friday 3rd March 2023.

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 and reminded all of the discussions which had taken place at the Monthly Meeting held in December 2022. The Clerk confirmed that no further information had been received from DCC or CDALC.

Cllr Jenny Haworth said the Town Council had the opportunity to provide its views on this matter via the free format box questionnaire allowing up to 1000 words. This was the chance to suggest which communities should be part of an electoral division based upon shared facilities, issues and natural boundaries as well as to factor in new development which have appeared since such boundaries were originally put in place. This matter was discussed and it was agreed the Town Council should respond by stating the Town Council is doing so on behalf of Sedgefield and would not like to see a split of any villages currently linked to the Sedgefield divisional boundary. If there was a need to extend the current Sedgefield electoral ward then there are natural links with Bishop Middleham.

RESOLVED:

The Clerk to reply to the Local Government Boundary Commission's consultation in accordance with the Town Council's wishes.

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 highlighted that within this report was information regarding DCC's proposed process for allocating Section 106 monies which would include survey and drop in sessions to seek the views of local residents. The Clerk also highlighted in this report that this approach of engagement with the community was unusual, and possibly unprecedented in County Durham, and felt this reflected the pressure which the Town Council and local County Cllrs have applied. Cllr John Finlayson expressed his thanks to County Cllrs for their work in this matter, an expression which was echoed by fellow Town Cllrs.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Homelessness and Rough Sleeper Strategy Consultation (email from CDALC dated 6th December 2022) [Issued to Cllrs electronically on 12th December 2022]

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 6th December 2022 detailing DCC's current Homelessness and Rough Sleeper Strategy Consultation.

RESOLVED:

To receive this information and Cllrs to complete the consultation in their capacity as private residents if they wish to do so.

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/22/03430/FPA – replacement roof (retrospective), 40 West End, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/22/03666/FPA – single storey front extension to replace porch, 39 The Leas, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/22/03705/AD and DM/22/03706/LB – erection and display of non-illuminated hand painted signs and externally illuminated amenity signs and hanging sign, The Corner House, 1 High Street, Sedgefield:

Cllrs did not have any objection to these applications and were very supportive of the work being proposed. Cllrs requested the Clerk liaise with DCC's Conservation Officer to seek assurance that the sundial would also be reinstated at this property, an action which was to have been undertaken by the former owner of the building in-line with enforcement action issued by DCC.

RESOLVED:

The comments on planning applications 1 – 3 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 would be circulated to all Cllrs for their information.

The Chair thanked everyone for attending and closed the meeting at 7.36pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **JANUARY**
POLICY & RESOURCES of the Council

held following the **Monthly meeting**

on

Monday 16th January 2023

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, Julie Towler, Mavis Wayman and Stephen Winter.

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Section 106 Funding:

An annually updated Section 106 spreadsheet has been received from DCC and will be considered at the next Finance Working Group meeting. The latest County Cllr report from County Cllr Chris Lines states that progress is being made by DCC on developing a procedure for allocating community Section 106 monies relating to the large scale development at Eden Drive. This will be formally issued by the EDRC AAP when finalised. 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 Adaptations To Town Council Tractor and Winter Gritting Equipment:

This work has now been completed.

RESOLVED:

To receive the information and to close this matter.

3.4 Programme of Treeworks:

The successful contractor has now completed the Town Council's programme of tree works which commenced the week commencing 21st November 2022.

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.

RESOLVED:

To receive this information.

3.5 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.

3.6 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.

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

A funding application has now been submitted to the EDRC AAP to access money from the Towns and Villages Fund for the preparation of grounds works and installation of bike racks on village green near to the former phone box site. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 Active Travel Project:

This public consultation exercise remains live until the close of 16th January 2023. This has been promoted extensively across the Electoral Ward. DCC will require time to analyse the findings. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 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.

3.10 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.

3.11 Council's Publication Scheme:

The recently adopted Publication Scheme is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.12 Council's Compliments, Comments and Complaints Policy:

The recently adopted Policy is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.13 Council's Social Media Policy:

The recently adopted Policy is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.14 Council's Councillor and Staff Working Protocol:

The recently adopted Protocol is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.15 Mayor's Handbook:

The recently adopted Mayor's Handbook is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.16 Invoices For Payment:

Cllr Mel Carr confirmed that the Council's appointed tree contractor had removed

three tree stumps which had been outstanding from his recent treeworks programme in the Town Council. As a result of this the tree contractor's payment has been released.

RESOLVED:

To receive this information and to close this matter.

3.17 Council's Confidential Reporting Code:

The recently adopted Code is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.18 Council's Corporate Risk Management Schedule:

The recently adopted Schedule is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.19 Council's External Grant Funding Policy & Procedures:

The recently adopted Policy and Procedures document is now displayed on the Council's website.

RESOLVED:

To receive this information and to close this matter.

3.20 Terrace Hill Monies:

The Clerk has written to Sedgefield Bowling Club, c/o Mrs Sheila Sutherland, confirming receipt of their correspondence and that their project to create an outdoor bowling green in Sedgefield will not be progressed further and informed 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.

Since the last meeting the Clerk has reissued electronically to all Cllrs for their information the Sedgefield Bowling Club/Terrace Hill Funding Report presented to the P&R Committee in September 2022.

All Cllrs have been asked to forward their thoughts and suggestions for new ways in which to use the remaining Terrace Hill monies within Sedgefield to the Clerk by no later than 9am on Monday 16th January 2023. This was extended to 9am on Friday 20th January 2023. These will then be collated and a discussion session scheduled for further debate.

The Clerk to keep Cllrs updated on this matter.

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.

County Cllr Chris Lines said that he concurred with the comments made by Cllr Mel Carr in response public participation comments in the previous meeting regarding the Town Council's communication engagement and representation work. County Cllr Lines felt the Town Council had a very good mix of modern and traditional communication channels which ensured a comprehensive coverage. County Cllr Lines said that Town Councillors do represent the local community and put themselves forward. He said there is a vacancy on the Town Council currently and if residents had any concerns there was the opportunity for them to apply. County Cllr Lines said that he expressed these views both as a County Cllr and as a resident and he felt that everyone was very welcome to engage with the Town Council. County Cllr Lines then reminded everyone the Active Travel public consultation closed later that day and said it would take DCC time to analyse the findings. These would no doubt identify short/medium/long term actions, all of which would then need to be considered alongside statutory powers and available funding. County Cllr Lines said this had been a very productive collaborative approach. In response to comments during the last meeting, County Cllr Lines reported in 2021 Sedgefield had an electorate of 6500 whilst Bishop Middleham and Cornforth had an electorate of 2897. County Cllr Lines thanked the Clerk for highlighting in his report at the last meeting that the approach to be adopted by DCC in relation to allocation Section 106 monies to the community from the large scale development at Eden Drive had been achieved as a result of pressure from the Town Council and local County Cllrs.

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

5. Reports:

None.

6. Financial Matters:

6.1 Invoices for payment by cheques for approval after 12th December 2022:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 12th December 2022 numbered 110432 to 110442. The Clerk circulated to all an updated list which includes cheques numbered 110443 to 110455. 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 5th January 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 5th January 2023.

RESOLVED:

To receive the financial budget comparison as at 5th January 2023.

6.3 Debtors List as at 5th January 2023:

RESOLVED:

To receive the Debtors List as at 5th January 2023.

6.4 Direct Debits and BACS List for 1st – 31st December 2022:

RESOLVED:

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

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

Prior to the meeting the Clerk had circulated to all a December 2022 Bank

Reconciliations plus December 2022 Imprest Account Reconciliations and November 2022 Public Sector Deposit Fund Update Report.

RESOLVED:

To receive this information.

6.6 2023/24 Budget and Precept Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a 2023/24 Budget and Precept Recommendation Report by the Finance Working Group. This comprehensive report was accompanied by a recommended income and expenditure budget for 2023/24 and an explanatory article for the next edition of the Sedgefield Extra. With regards to the Extra article, the Clerk confirmed that two additional hyperlinks provided by Cllr Haworth signposting residents to sources of additional financial assistance via DCC would be added.

RESOLVED:

- i) **Sedgefield Town Council increases its precept for 2023/24 by 7% thereby requesting from DCC £422,367.09 (an increase of £26,464.94 plus the yield of £17,831.52 totalling £44,296.46). Note: This increase in precept will be shown on Council Tax billing information as a 6.7% increase on a Band D tax.**
- ii) **The proposed article in Appendix 1, with the inclusion of additional hyperlinks, be included in the next edition of the Sedgefield Extra and displayed on the Town Council's website.**
- iii) **The income and expenditure budget for 2023/24 in Appendix 2 be accepted.**
- iv) **The Clerk and Cllr Mel Carr complete and return to DCC all required precept request paperwork by no later than Friday 20th January 2023.**

6.7 Review of Fees and Charges For 2023/24 Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Fees and Charges For 2023/24 Recommendation Report by the Finance Working Group.

RESOLVED:

- i) **The price of a pack of dog backs will remain as 70p from 1st April 2023 and**

an explanation of this Council subsidy will feature in the next edition of the Sedgefield Extra.

ii) Allotment fees to increase by 4% for 2023/24 rounded up to £47 for a full plot and £37 for a half plot. Letters will be issued to all existing allotment plot holders.

iii) From 1st April 2023 the Town Council charges for photocopying will be:

To regular groups – 25p per page black and white copying and 30p per page colour copying. Letters will be issued to all existing regular groups.

To private individuals – 35p per page black and white copying and 40p per page colour copying

(Note: these charges are for single sided copies. Double sided copies would be charged at double the price)

iv) From 1st April 2023 Parish Hall hire fees will increase by 4% rounded up to the nearest 50p. Letters will be issued to all existing Parish Hall regular users.

v) From 1st April 2023 cemetery fees will increase by 4%.

6.8 Medium Term Financial Plan Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Medium Term Financial Plan Recommendation Report by the Finance Working Group which was accompanied by a copy of the Medium Term Financial Plan for the period 2022/23 to 2024/25 and was based upon the precept, income and expenditure budget plus fees and charges considered for 2023/24 in accordance with agenda items 6.6 and 6.7. Cllr Allan Blakemore said that it was the aspiration of the Finance Working Group that, when staffing resource capacity permits, a future Medium Term Financial Plan will also be supplemented by a Business Plan and Asset Management Plan.

RESOLVED:

To adopt the Medium Term Financial Plan with immediate effect.

6.9 Internal Audit Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Report which informed Cllrs that the second round of 2022/23 internal audit inspections will take place on 15th-16th February 2023 focussing upon the areas of budgetary control, cemeteries, events, income and banking plus main accounting. Terms of reference for each audit accompanied the report. Subsequent findings reports will be presented to

the Finance Working Group in the first instance and then the subsequent P&R Committee.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Royal Garden Parties 2023 (email from CDALC dated 13th December 2022):

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 13th December 2022 giving all Town/Parish Councils the opportunity to nominate a Councillor to be entered into a ballot to represent the County at a Royal Garden Party in 2023. The Clerk made Cllrs aware that it is unclear at this stage whether the King will continue to tradition of Royal Garden parties. Cllr David Brown proposed Cllr Allan Blakemore and Cllr Julie Towler seconded with all other Cllrs agreeing unanimously.

RESOLVED:

Cllr Allan Blakemore to be entered into the ballot as Sedgfield Town Council's representative to attend a Royal Garden Party in 2023.

7.2 Parish Member Recruitment For DCC Standards Committee (email from CDALC dated 12th January 2023):

Prior to the meeting the Clerk had shared electronically with all an email from CDALC dated 12th January 2023 which explained a vacancy had arisen for a Parish/Town Council member on DCC's Standards Committee. This was an opportunity for a member who is keen to work with the County Council to champion the improvement of Standards as well as being an ambassador for our sector. There is the opportunity for a maximum of one application per Council to apply and go through a recruitment process. It was acknowledged that this role would be a considerable time commitment and no one was able to undertake such a role at this time.

RESOLVED:

To receive this information but not to make a nomination at this time.

7.3. Mediaeval Fayre (email from Mr John Robinson dated 11th January 2023):

The Clerk read out an email from Mr John Robinson on behalf of the organizing

Committee for this year's 51st Mediaeval Fayre seeking the Town Council's permission to use the village greens on Friday 19th and Saturday 20th May 2023.

RESOLVED:

The Town Council to give permission for the use of village greens on 19th and 20th May 2023 for the Mediaeval Fayre with request that no show ground rides are set up before school drop off time on the Friday morning.

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 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 8.16pm

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **JANUARY ENVIRONMENT** of the
Council held following the **P&R** in the **Parish Hall**, Sedgefield, on
Monday 16th January 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, Jenny Haworth, Dave Jasper, Julie Towler and Mavis Wayman.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

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 Annual Headstone Safety Testing:

A report detailing the 2022/23 headstone safety testing findings will be presented to the February 2023 P&R Committee meeting.

RECOMMENDED:

To receive this information and to close this matter.

3.5 Winterton Cemetery:

The Clerk has written to Mr Robinson in accordance with the Town Council's wishes. Mr Robinson has confirmed receipt and will report back to the Friends of 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 8.20pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JANUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 16th January 2023**.

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, Julie Towler and Stephen Winter.

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

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 late January/early February 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 Sedgefield Town Council's Annual Fireworks Display 2023:

The Clerk has informed the SCA, G2 Fireworks, TWS Services, Lunar Medical Services, Sedgefield Youth Club and Sedgefield Scouts that the Town Council's

2023 fireworks display will take place in the grounds of Ceddesfeld Hall on Friday 27th October 2023. Sedgefield Ploggers have also been made aware and asked if they would be able to undertake a community plog on the morning of Saturday 28th October 2023. Ticket prices will be considered as part of the event planning for this display. The Clerk to schedule a Fireworks Working Group meeting in late July/early August 2023 to commence planning for this event.

RECOMMENDED:

To receive the information and to close this matter.

3.3 Coach Trips:

Town Council staff will seek the views of regular coach trip attendees to determine where they would like the June 2023 coach trip destination to be. During the June 2023 coach trip views will be sought about an additional trip in August. The winter coach trip will be to York and will coincide with the City's festive markets. The Clerk to keep Cllrs updated on these matters as events are being organized.

RECOMMENDED:

To receive the information and to close this matter.

3.4 Snow Party:

St Edmund's Church are to make a decision in late January 2023 as to whether or not they will hold a Christmas Tree Festival this year. Once this is known then the Clerk will confirm whether the Town's Snow Party is to take place on Saturday 25th November or Saturday 2nd December 2023.

Cllr Mel Carr is liaising with the Town Council's appointed electrician to get the Town's festive lights removed from the living Christmas tree (Note: These will be refitted in the run up to the 2023 Snow Party event).

The Clerk to keep Cllrs updated on these matters.

RECOMMENDED:

To receive this information.

3.5 Council Coat of Arms:

The Clerk has informed Ms Dobson that the Town Council gives permission for the

Council Coat of Arms to be used in the Sedgefield Trefoil's embroidered table cloth representing the Town. Ms Dobson expressed her thanks.

RECOMMENDED:

To receive this 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 Citizen and Young Citizen of the Year 2022 Awards Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Citizen and Young Citizen of the Year 2022 Awards Report. Since the production of this report the Clerk confirmed the Development Trust, Rotary Club and County Cllr Lines have all confirmed they wish to be involved again in this year's Award. In addition, the Development Trust have confirmed they will organize for nomination forms to be included in the March edition of the Sedgefield News as well as an online copy of the form going onto the Trust's website. The Town Council will devise the publicity campaign for this year's Awards. The Clerk will keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held 14th December 2022):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 14th December 2022. Cllrs Winter and Wayman highlighted to Cllrs that Watch meetings have now changed to the second Thursday of each month so as to allow the Police the opportunity to attend.

RECOMMENDED:

To receive this information.

6.2 Youth Club Management Committee Meeting (notes from 9th January 2023):

The Clerk circulated to all notes from the Sedgefield Youth Club's Management Committee meeting held on 9th January 2023 provided by Chair, Cllr Julie Towler. Cllr Towler commented that the seniors session of the Youth Club has seen a significant increase in attendance figures. Cllr Julie Towler asked fellow Cllrs if they would like to join the Club's Management Committee. Cllr Kelly Dickerson volunteered to do so.

RECOMMENDED:

i) To receive this information.

ii) Cllr Towler to ensure Cllr Dickerson is invited to future Sedgefield Youth Club Management Committee meetings.

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

APPROVED