

SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **APRIL SPECIAL Meeting** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 4th April 2016**



MINUTES

Present **Cllr. Mel Carr (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Lynne Dentith, Chris Lines, Maxine Robinson, Ian Sutherland, Dudley Waters and Gloria Wills

Officer Dr Jane Ayre (Town Clerk)
Ms Jane Young (Admin Assistant)

1. Apologies

Cllrs. Alf Walton and John Robinson

2. Declaration of interest

The Clerk reported that Cllr John Robinson had requested it be known he would be speaking at the DCC Planning Committee meeting on 5th April 2016 reiterating his objections from last such meeting. For this reason if he had attended tonight's meeting he would have needed to make a Declaration of Interest. No other declarations were made.

3. Consideration of Cllr Carr's proposal that Section 106 money in relation to proposed planning application, if approved, be awarded to the Parish of Sedgefield and distributed as the Town Council considers appropriate.

Cllr Mel Carr reiterated his proposal meaning if the proposed planning application relating to land South of Eden Drive was approved then consideration should be given at this stage to any Section 106 (S106) monies being allocated to Parish of Sedgefield rather than the entire Electoral Division including Bradbury, Mordon and Fishburn thereby reflecting that if houses are built the impact will only be felt upon Sedgefield.

Cllr Allan Blakemore questioned whether S106 money could come direct to the Town Council or if it had to go direct to Durham County Council in the first instance. Cllr Dudley

Waters said that S106 money had to go to DCC in the first instance. He said that monies from the Sainsbury's development in Sedgefield had been allocated by the agent to the Town Council but this had not been S106 money. Cllr Mel Carr said when S106 monies have been spent previously in Sedgefield there have been instances when the use of this money was questionable e.g. the woodland area when he felt a lot of money was spent and a lot of additional upkeep expense was incurred without any involvement of the Town Council and more importantly any real tangible benefit for residents. Cllr Mark Cant said he agreed with Cllr Carr's proposal. Cllr Allan Blakemore said that regardless of the S106 monies he requested clarification regarding the Town Council's approach to the Eden Drive planning application, i.e. do we make our objections along the same lines as previously with the proviso that if the application does get approved the Town Council ask for the S106 monies. Cllr Vanessa Carmichael questioned why S106 monies were included in the application? Cllr Lynne Dentith expressed her concern that by the Town Council focusing upon any potential money available from this application this could weaken the Town Council's very clear position of objection to this application. Cllr Carr reiterated the Town Council has already objected to the planning application and will do so at the forthcoming DCC Planning Committee meeting, however, the alteration of the application includes the S106 distribution towards education, sports and community facilities across the entire Electoral Division and it is this which now needs consideration. Cllr Dentith reiterated her view that if the Town Council went ahead with Cllr Carr's proposal this might weaken objections to the planning application. Cllr Dudley Waters felt it would be premature to put forward this proposal with regards to distribution of S106 monies at this stage. Cllr Carr said it was the proviso that if the planning application was accepted then STC want a bigger say in what the money is spent on such as has happened in other authorities citing Bath and Bristol as examples. Cllr Blakemore asked if the real question was whether S106 was the correct way for such financial allocation and should other ways be sought such as grants that can be spend in Sedgefield? Cllr Carmichael said she disagreed with the actual planning application and felt like the large sum of money being offered equated to bribery in her personal opinion. Cllr Gloria Wills stated a major development such as this would command S106 monies as a legal requirement, but this is a significant amount of money and is not the same as the money which came from the agent as a community bargaining tool from the Sainsbury's development. She explained that S106 monies was a mechanism to make planning applications acceptable which would not otherwise be acceptable. Cllr Wills said that mitigation stands to reason that monies should come to this community and it is not unreasonable to ask DCC for consideration of where such money is spent. Cllr Wills said she had seen in previous Sedgefield Town Council minutes, when she was not a member of the Town Council, that S106 money in relation to Cunningham Court had been considered by the Town Council so it was not something new to request a voice in such

instances. Cllr Maxine Robinson confirmed that Cunningham Court was built at the time of the demise of Sedgfield Borough Council and the creation of the Unitary DCC and DCC had spent the S106 monies on woodland. Cllr Maxine Robinson said there were two parts to Cllr Carr's proposal and she agreed with Cllr Carr that the Town Council object to the planning application and agreed with Cllr Gloria Wills that if the DCC Planning Committee were mindful to grant the planning application then the Town Council need to have a place at the table when the distribution of the S106 monies is discussed.

Cllr Mel Carr reiterated his concern that disruption that will take place from this application will affect 10 to 15% of the population of Sedgfield, money spent on the College in Sedgfield will benefit County Durham and this is why S106 monies should be allocated within Sedgfield.

Cllr Lynne Dentith said there were members of the public present and asked if they allowed to speak. Cllr Carr replied that public participation was not included on the agenda and therefore the public were not allowed to speak.

Cllr Waters felt the S106 monies should not be mentioned at the Planning Committee meeting but acknowledged he was in the minority on this and did not want to take this matter to a vote.

Cllr Ian Sutherland asked what Cllr Carr proposed to say at the DCC Planning Committee. Cllr Carr replied he would be reiterating the Town Council's objection to the planning application and object in entirety to the stipulation of the distribution of the S106 monies in the Electoral Division because if the Town Council does not object now then it may be too late.

RESOLVED

- i. Cllr Mel Carr attends the DCC Planning Committee meeting at County Hall on 5th April 2016 and reiterates the objections submitted to relation to this site.**
- ii. Cllr Mel Carr expresses that if the planning application is approved then any S106 monies be distributed following discussions in conjunction with Sedgfield Town Council to the benefit of the Parish of Sedgfield.**

4. Consideration of Cllr Wills proposal to Call- in the Planning Application for Eden Drive.

Cllr Wills explained the background to her proposal to call the planning application in to the Secretary of State. Cllr Wills explained the criteria of the Town and Country Planning Act

1990 in relation to this matter and this application could conflict with National Policies, regional economic progression and more. If this application is agreed it could set a precedence and have significant long term impact upon housing needs. The County Durham Plan Inspector requested a dispersion of housing across South West Durham to protect the character of Sedgfield. Cllr Wills said that in her individual capacity she had submitted a request for this application to be called in to the Secretary of State so they can consider if the application complies with the National Planning Framework and follows all town and planning rules. The 450 dwellings figure stated in the County Durham Plan now means nothing as the Plan has been withdrawn. There is no objective assessment to support this level. The residents of Sedgfield have consistently disputed this figure. DCC's approach has not been in the spirit of the Localism Act 2011. If called in the Secretary of State would decide if the application is fair to the community and if it is sustainable. Cllr David Brown asked what and why is the reason for Mrs Wills calling in the application and would STC want to use the same reasons. Cllr Wills said she had based her reasoning on the National Policy Planning Framework and this included citing land as designated green wedge in open countryside, the altering of the character of Sedgfield, the hybrid application where part is detailed and part is not. Cllr Carr confirmed Mr Phil Wilson MP had asked a question regarding the planning application but had not called in the actual application. Cllr Allan Blakemore said that if the Town Council did not follow the line of the Sedgfield Plan then there is no point to having the Neighbourhood Plan, i.e. if the application is passed then the Sedgfield Plan is challenged whilst if the application does not go through this strengthens the Sedgfield Plan. Cllr Mel Carr asked for the cut off time for calling in the application. Cllr Wills responded this must take place before the meeting at DCC Planning Committee on 5th April 2016 at 1pm.

Cllr Mel Carr asked all present if they felt the planning application should be called in and this was unanimously agreed.

RESOLVED

- i. The planning application to be called in to the Secretary of State.**
- ii. The Clerk to write to the Secretary of State the morning of 5 April 2016.**

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

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL MONTHLY MEETING** of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on
Monday 11th April 2016

Present **Cllr. Mel Carr (Chairman)**
Cllr. Gloria Wills (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Vanessa Carmichael, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters

Officer Dr Jane Ayre (Town Clerk)

1. **Apologies**

Cllrs. Alf Walton and Mark Cant. The Clerk reminded Cllrs that Cllr Cant had submitted his apologies to this meeting as he was representing the Town Council at the Lambs Hill Liaison meeting.

2. **Declaration of interest**

Cllr Chris Lines declared a non-pecuniary interest in the first two items to be considered under agenda item 12 due to the location of his business within the same building. No other Cllrs made any declarations of interest.

3. **STC Minutes / Committee Reports**

a. Minutes of Joint Town Council and Sedgefield In Bloom Meeting held 10th March 2016

These were confirmed as a correct record. (IS / JA)

b. Minutes of Special Town Council Meeting to consider ID Planning Proposal held 14th March 2016

These were confirmed as a correct record. (IS / LD)

c. Minutes of Community Chest Meeting held 14th March 2016

These were confirmed as a correct record. (VC / IS)

d. Minutes of Monthly Meeting held 14th March 2016

These were confirmed as a correct record. (GW VC)

e. Minutes of P&R Committee held 14th March 2016

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

f. Minutes of Community Development & Engagement Committee held 21st March 2016

These were confirmed as a correct record. (LD / DB)

g. Minutes of Environment Committee held 21st March 2016

Cllr Ian Sutherland pointed out that page 46 of these minutes had been omitted from Cllrs packs. It was agreed to defer these until the May 2016 Monthly Meeting.

h. Minutes of Personnel Committee held 29th March 2016

These were confirmed as a correct record. (GW / IS)

RESOLVED:

i) To accept the minutes from 3a – 3f plus 3h and recommendations contained therein.

ii) To represent the minutes of the Environment Committee meeting held 21st March 2016 to the May 2016 Monthly Meeting.

4. Matters of Information

4.1 STC Minutes / Committee Reports:

The Clerk had re-circulated to all Cllrs the Town Council's Delegation Scheme and this was to be considered under agenda item 5.1.

RESOLVED:

To receive this information and to close this matter.

4.2 Planning Applications:

The option of developing a Planning Committee is currently being investigated and, as agreed, will be considered at a future P&R Committee. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.3 Spring Lane – Formal Complaint:

A letter has been sent to County Cllrs John Robinson and Rachel Lumsdon. A response is now awaited. The issue of communication with DCC was discussed at the CDALC Larger Councils Forum on 12th February 2016. Several other Councils also expressed their frustrations and it was agreed this would be fed back to DCC via Lorraine O'Donnell at the next Local Councils Working Group meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.4 Ceddesfeld Hall Lease:

The Clerk reported that herself and Cllr Mel Carr are due to meet with Ms Yvonne Probert of Durham Community Action on Monday 18th April 2016 which will represent the start of the independent mediation process to seek a resolution in relation to the Ceddesfeld Hall lease with the SCA. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.5 Land to the South of Eden Drive:

The Clerk had written to DCC to state the proposed minor amendment to this planning application did not make any material difference to the Town Council's earlier submitted objections in relation to this application.

RESOLVED:

To receive this information and to close this matter.

4.6 Land to the South of St Johns Presbytery:

Cllrs David Brown and Gloria Wills attended this Planning Committee in relation to this application. The outcome of this Committee meeting will be considered under agenda item 8.3.

RESOLVED:

To receive this information and to close this matter.

4.7 The Sedgefield Plan:

The Clerk had obtained from Mr Stuart Carter of DCC the information required and this was reported at the Environment Committee meeting on 21st March 2016.

RESOLVED:

To receive this information and to close this matter.

4.8 Current Planning Applications:

All comments have been submitted to DCC Planning Officers in relation to applications – 5. The Clerk reported that in relation to application 1

(DM/16/00296/AD) concerning 1 Whitehouse Drive Ms Hilary Sperring of DCC had responded to the Town Council's request for further information regarding the proposed externally illuminated fascia sign on the gable elevation. Ms Sperring in an email dated 30th March 2016 had replied to advise the Town Council that this application has been amended and the proposed trough light on the gable removed from the proposals. The proposed fascia sign on the gable will now be non-illuminated.

RESOLVED:

To receive this information and to close this matter.

(Cllrs John Robinson and Maxine Robinson joined the meeting)

5. Dates of Meetings

Dates of the meetings taking place in April 2016 had been circulated prior to the meeting along with events scheduled from April – November 2016. The Clerk reported that meetings still needed to be scheduled for the Estates Working Group and Policy & Records Management Working Group at some point during April 2016, however, these would take place after finalization of the Council's year end accounts.

RESOLVED:

To receive this information.

6. Police Report

Sgt Alex Clarke presented the Police Report for the period 14th March 2016 – 11th April 2016. Over this period there have been 13 reported crimes as follows:

Burglary (Other):

Overnight on 30th March 2016 a barn was broken into at Heworth House Farm and a Yamaha 350 quad bike (green and black) was taken.

Theft:

Overnight on 15th March 2016 three bird feeders were stolen from Weteron Farm in Sedgfield.

On 27th March 2016 a theft was reported from a caravan at Tilery Cottage off the A689 near Wynyard. It is unknown exactly when this theft occurred.

Assault:

Between 1.45pm and 1.50pm on Saturday 9th April 2016 a 75 year old female was hit on the neck by an egg which had been thrown from a passing vehicle. It is believed to be linked to another similar incident which occurred minutes earlier in the Fishburn area. Fortunately no one was seriously hurt and police are trying to trace the details of the driver of a silver Renault Megane which may have been involved.

There have been three other non-related assaults (minor injuries) which are being investigated.

Public Order:

There have been two public order related incidents one of which involved the shouting of racist abuse in the centre of Sedgefield. A local youth has been identified and the matter is being investigated. The other incident involved a male customer at the Black Lion public house. The man was arrested and later given a police caution.

Other:

There have been three shoplifting offences and one incident of harassment.

Crime in Sedgefield is up by 34% when comparing 170 crimes in March 2015 with 227 crimes in March 2016. There is a 28% detection rate for the year to date. There have been 129 anti-social behavior incidents in March 2016 compared to 121 such incidents in March 2015. In contrast there have been 54 youth anti-social behavior incidents in March 2016 compared to 60 such incidents in March 2015.

The next PACT meeting will take place on Tuesday 12th April 2016 at 7pm in the Fletcher Room of the Parish Hall. The priority will be the parking issues along the access road to Bolams and damage to the grass verges.

Cllr Gloria Wills reported that two residents have recently complained to her regarding the double parking of vans and cars along Eden Drive/Thurlow Road, including several belonging to residents in the new block who have designated parking areas, which is resulting in access problems for people driving in this area of the Town. Sgt Clarke said he would investigate.

Cllr David Brown commented that the first reported incident in Sgt Clarke's report related to a farm that is on the outskirts of Newton Aycliffe (Heworth House Farm) and asked why this was included in the report having been presented. Sgt Clarke replied that this locality falls within the Police's Sedgefield boundary.

Cllr Mel Carr thanked Sgt Clarke for his report and time.

RESOLVED:

To receive this information.

7. Public Participation

The Chairman, Cllr Mel Carr, closed the meeting for public participation. No members of the public present wished to speak.

County Cllr Rachel Lumsdon reported that DCC had been notified by Ofsted on Friday 8th April 2016 that Cherry Tree Nursery in the Town would be closed. DCC cannot make any further comment at this point in time as an investigation is currently underway.

The Chairman re-opened the meeting.

8. Internal Reports

8.1 Chairman's Report

The Chair reported that over the past month he had attended six Sedgefield Town Council meetings, four other meetings including the DCC Planning Committee in relation to Eden Drive, a meeting with DCC regarding the Station Road Playing Field lease and the Citizen of the Year selection panel.

RESOLVED:

To receive this information.

8.2 Mayor's Report

Cllr Gloria Wills reported that she had attended the following events in her role as Mayor:

18 th March 2016	Attended Chilton Civic Dance.
8 th April 2016	Attended Ferryhill Civic Dance.
9 th April 2016	Attended Bishop Auckland Mayor's Ball at Auckland Castle. This was the last such event to be held in the Castle due to ownership changes.

Cllr Wills reported that she will be attending the Northumbria In Bloom Spring Judging on 13th April 2016 in which Sedgfield has been placed in the Champion of Champions category.

Finally, Cllr Wills reported the end of the Civic Year is now very close and as such she did not envisage any further financial donations being made to the Mayor's Account. Fund raising events have raised over £5000 for 2015/16 and exact details will be shown in the Council's forthcoming year end accounts. Fellow Cllrs congratulated Cllr Wills on her work and fund raising events as Mayor.

RESOLVED:

To receive this information.

8.3. Feedback Following Attendance at DCC Planning Committee – 17th March 2016 – Land South of St Johns, West Park Lane: Verbal Report Cllrs Gloria Wills and David Brown

Cllr Gloria Wills reported that she and Cllr David Brown had attended this particular Planning Committee on behalf of the Town Council. Cllr Wills said it was very disappointing that DCC had made the decision to approve this particular application as it not only allowed a property to be built which will impose upon existing dwellings by standing at considerable height but will also see the destruction of the character of the Town. Cllrs Wills and Brown agreed it was disappointing that the planning process does not appear to be protecting such characteristics and did not understand how approval could have been given. Cllr Brown said that prior to the meeting he had spoken to one of the Planning Committee members who had said they did not want to face any planning appeals as DCC did not have any money for such events.

Cllr John Robinson said he had also attended this Planning Committee meeting and had not only stayed for the application in relation to West Park Lane but the application which was considered immediately after which was of a similar nature in Staindrop. This latter application was also given approval despite similar objections being raised with the rational that DCC had to apply the rules consistently and had given approval for the Sedgfield application. Cllr Robinson said that he felt for the Sedgfield objectors as they had requested a site visit in order to point out their concerns directly, however, such a visit had not taken place.

Cllr Chris Lines said that following the outcome of this Planning Committee he had spoken to the Sedgefield residents and they had expressed their thanks to the Town Council for the support given to them.

Cllr Mel Carr thanked Cllrs Wills, Brown and Robinson for attending the Planning Committee meeting.

RESOLVED:

To receive this information.

8.4 Co-option of Councillor Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a report proposing a process for co-opting a Councillor to the vacancy left by Cllr Rebecca Hagan. Cllrs agreed to the process and requested the deadline for applicants be extended by one additional week (i.e. to 10th May 2016) in order that the vacancy can be advertised as widely as possible including the Sedgefield Extra, Sedgefield News, Residents Database and noticeboards across the Town.

RESOLVED:

The Clerk to proceed to advertise the Councillor vacancy with immediate effect.

8.5 Personnel Committee Vacancy Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Personnel Committee vacancy report which explained that a vacancy on this Committee has arisen following Cllr Hagan's departure from the Council. Cllr Gloria Wills pointed out that Cllr Alf Walton had been omitted from the list of current Personnel Committee members. Cllr Maxine Robinson volunteered to join the Personnel Committee. Cllrs accepted Cllr Robinson's offer and thanked her.

Cllr John Robinson requested as this point if he could pick up on a comment made by Sgt Clarke during the earlier Police Report. Sgt Clarke had said the PACT priority was the issue of parking in the area surrounding Bolams. Cllr Robinson reported that DCC had put together proposals for the introduction of parking restrictions in this area which had been due to be considered by DCC Highways Committee, however, one of the businesses in this locality (not Bolams) had threatened DCC with a judicial review. Cllr Wills asked on what reasons was such a review being suggested. Cllr Robinson said this was unknown, however, this matter is scheduled to go before DCC's Highways Committee again in June 2016. Cllr Robinson will keep the Town Council updated.

Cllr Allan Blakemore said the parking problems which had been experienced in 2015 could not be allowed to be repeated in 2016.

RESOLVED:

Cllr Maxine Robinson to join the Personnel Committee.

9. External Reports

9.1 DCC County Cllr Update – RL / JR:

County Cllr John Robinson reported the following:

- An urgent care review consultation exercise is currently live. The nearest consultation meeting will be held on 11th May 2016 at Newton Aycliffe. Cllr Mel Carr urged people to participate in this consultation which also includes questionnaires which have been delivered to all residential properties in the area. Cllr Gloria Wills asked who had devised the options which were being presented in the questionnaire. It was believed these had been developed by the CCGs.
- DCC currently have youth provision and Teaching Assistant consultations exercises live.

County Cllr Rachel Lumsdon reported the following:

- A consultation exercise is currently underway in relation to the proposed closure of the GP practice at Trimdon which has potentially serious implications for the wider area. A meeting between the CCG and the GP practice is currently being scheduled and a full consultation exercise will take place.
- A report has recently been taken to DCC's Cabinet proposing a 2 year timescale in order to produce a new County Durham Plan. This process will see new population figures and evidence being refreshed. Initial consultation on this will commence in June/July 2016. The intended lifespan of this new Plan is to be 15 years which includes the 2 years required to develop the Plan and take it through to formal adoption. Cllr Wills asked why such a short timespan. Cllr John Robinson replied that if such a document is not in place by 2017 then central government will impose a fine. In addition, central government will also be changing the rules surrounding affordable housing in 2017. County Cllr Lumsdon said that acknowledgement has been made to Sedgefield's request for brownfield sites to be considered in the first instance

and this will be looked at as part of the development of the new County Plan. It was agreed by all that a robust Local Plan with appropriate policies was the only way to protect the County. Cllr Ian Sutherland asked for clarification about the proposed changes to affordable housing. Cllr John Robinson explained that whilst all applications require 10% to be affordable housing it is possible for developers to change the number actually provided. Co Cllr Lumsdon said that the development of a new Local Plan allowed the opportunity for a review of proposed mixes of houses according to need. Cllr Sutherland supported this saying that bungalows and smaller houses for the elderly were required to meet the needs of those who wished to stay in the area but downsize thereby freeing up a house for a family. Cllr David Brown said that with regards to affordable housing there are currently a number of criteria built into house sales, e.g. those employed in the area, those who have lived in the area for a certain length of time etc. Cllr Wills confirmed this as correct with affordable homes having a prescriptive agreement attached to them in order that such properties can be sold 20-25% below the market value. Cllr Wills expressed her concerns that such properties should then not be able to be rented out but instead only go to those in needs such as first time buyers or those living in the area receiving low pay etc. Cllr Wills gave the example of Cunningham Court properties which had never sold and then ended up being rented out as a result of lack of enforcement of the rules.

- County Cllr Lumsdon has spent some of her MIF money on a magic show in Sedgefield Library. This has been well attended and there is the possibility of extending this to a programme of events over the 6 weeks school summer holidays for younger children. County Cllr Lumsdon asked the Council to consider this offer and get back to her if it is felt that it would be well received. In addition, over the last 6 weeks a number of groundworks sessions have been run for young people in Timdon and Fishburn. Again, there was the offer of such sessions being run over the school summer holidays in Sedgefield if there was a need.
- Items of new play equipment are being funded to be installed at Winterton Play Area. The local Mums Group are now planning an official opening and BBQ the first Saturday in the school summer holidays. The Group would also like to have something in this location to mark the festive season such as a Christmas tree and carols event. With regards to the new play equipment, Cllr Maxine Robinson asked who would be responsible for maintaining this, insuring it, conducting inspections on it and preparing risk assessments for the opening

event. Cllr Lumsdon replied the official opening event is being taken through DCC's SAG to ensure all appropriate documentation is correct and DCC will be responsible for the maintenance, inspection and insurance of this as the equipment is on their land and it will be an extension of work they already do in this area.

- An event is to be held in Fishburn to mark the Queen's 90th birthday, unfortunately the date will clash with Sedgefield Day and this has been accidental and not in any way to compete with other events in the locality. Cllr Lumsdon asked if there was a way that the events could sync rather than compete. Cllr John Robinson, Chair of the Sedgefield 700+ said that as Sedgefield Day was a full day people could attend both events. Cllr Robinson confirmed that the SCA will be holding a commemorative event at Ceddesfeld Hall on 12th June 2016. Cllr Gloria Wills reported that DIDO will also be hosting an event on 9th May 2016.

RESOLVED:

To receive this information.

10. Correspondence

10.1 Withdrawal of County Durham Plan (email from consult@objective.co.uk dated 29th March 2016)

Prior to the meeting the Clerk had circulated to all an email from consult@objective.co.uk dated 29th March 2016 informing the Town Council of DCC's official withdrawal of the County Durham Plan. Accompanying this email the Clerk had copied to all the proposed timetable for the production of the new County Durham Plan, as alluded to by County Cllrs Robinson and Lumsdon in 9.1 above.

RESOLVED:

To receive this information.

11. Sedgefield Plan

11.1 Sedgefield Plan Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update report. Since the production of this report the Clerk provided the following updated information:

- DCC Statutory Consultation – one additional Developer/Landowner objection

has been received in response to DCC's consultation process meaning that 23 responses were received in total.

- Appointment of Examiner – NPIERS have now supplied the CVs of three potential examiners to DCC and the Town Council.
- Referendum Date – No provisional Referendum date has yet been identified, however, DCC Electoral Services do need a 3 month lead in to organize such events. DCC suggest that once an examiner has been appointed we liaise with NPIERS to determine a potential timescale for the examination process and then identify with Electoral Services a provisional Referendum date. Cllr John Robinson commented that it is unlikely such a date could be identified before September 2016 due to the forthcoming PCC election and EU Referendum.

Cllr John Robinson suggested the Clerk liaise with DCC to obtain a copy of the minutes from the County Planning Committee meeting held on 5th April 2016 at which the Eden Drive planning application was considered. During this Committee meeting clear reference was made to The Sedgefield Plan and it being given weight when determining the Eden Drive planning application. Cllrs agreed this would be a very useful piece of evidence to have as The Sedgefield Plan continues to progress.

RESOLVED:

- i) The Clerk to arrange a joint meeting with Mr Stuart Carter and Mr Gavin Scott of DCC and invite all Town Councillors to attend in order to consider the feedback received by DCC in response to their statutory consultation process and to appoint an Examiner. It was agreed that such a meeting should be scheduled after the conclusion of the Councils' year end accounts (i.e. after 25th April 2016).**
- ii) The Clerk to liaise with DCC to obtain a copy of the County Planning Committee minutes for 5th April 2016 to check the wording in relation to The Sedgefield Plan.**

12. 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):

- 1. DM/16/00460/FPA – partial change of use of basement and first floor in association with previously approved use of part of the ground floor as Class D1**

(non residential institutions), installation of agate and resurfacing of car park, Manor House, West End, Sedgefield:

Cllrs did not have any objections to this application.

- 2. DM/16/00461/LB – internal alterations to first and second floors, secondary glazing to 4 no ground floor windows, internal CCTV, new glazing in front door and installation of gate, Manor House, West End, Sedgefield:**

Cllrs did not have any objections to this application.

- 3. DM/16/00577/FPA – new roof covering, works to chimney and external alterations, 14 North End, Sedgefield:**

Cllrs did not have any objections to this application.

- 4. DM/16/00812/HRN – proposed removal of 3 stretches of hedgerow (and new hedgerow planting to field boundary), Sprucely Farm, Sedgefield:**

Cllrs did not have any objections to this application.

- 5. DM/16/00898/FPA – loft conversion including installation of 2 no dormer windows to front roof slope and 3 no dormer windows to rear roof slope, 31 St Luke's Crescent, Sedgefield:**

Cllr Maxine Robinson pointed out that if approved this application would break the uniform roof line of this area and suggested that velux windows would be a better option than dormer windows. Cllr Robinson also pointed out this property is next to St Luke's Church. Cllrs agreed they wanted more time to consider this particular application.

- 6. DM/16/00923/FPA – 1 no dwelling, Hall Farm, Butterwick Road, Sedgefield:**

This is within the Parish of Fishburn not Sedgefield therefore Cllrs did not have any comment.

RESOLVED:

- i) The comments on planning applications 1-4 and 6 above to be submitted to DCC Planners.**
- ii) Planning application 5 to be discussed at the Environment Committee meeting to be held on 18th April 2016.**

The Chair thanked everyone for attending and closed the meeting at 7.56pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **APRIL POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 11th April 2016**

Present **Cllr. Gloria Wills (Chairman)**
Cllr. Mel Carr (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Lynne Dentith, Tim Jeanes, Chris Lines,
John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Alf Walton, Mark Cant and Vanessa Carmichael.

2. Declaration of interest

None.

3. Matters of Information

3.1 Epitaph Training:

Training for the Clerk and Gardening Supervisor is now on-hold until a Gardener can be appointed and time then be identified for such training to take place. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 Creating a Mayor's Charity:

The Charity Commission have now responded to the Town Council's application to create a Mayor's Charity. This response entails a number of questions. These are now to be considered by the Finance Working Group at their next meeting on 14th April 2016. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.3 Title Deeds and Documentation at Meikles:

A proposal for alternative future storage of Title Deeds and Documentation was presented to the Estates Working Group on 14th January 2016. The Working Group suggested an alternative option and information is being sought in relation to this and will be presented to the next Working Group meeting for a recommendation. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 New Town Council Website:

The Clerk reported that a considerable amount of work has now been undertaken by Cllr Chris Lines and the Clerk in order to upload information and images to the new website turning it from the previous skeleton/structure only format to an actual site. InnovTech are currently now completing this work and an updated hyperlink will be sent to all Cllrs by the latter part of this week. Cllr Chris Lines stressed the importance of this site being live prior to the Town Council's Annual Town Meeting on 3rd May 2016 and suggested the new website be put onto the next Community Development & Engagement agenda for consideration. This was agreed.

RESOLVED:

To receive this information.

3.5 Letter to Mr G Roper – Relocation of Post Office:

Cllr John Robinson to keep the Town Council updated as progress is made by DCC Highways in relation to time limiting the layby near Bells Store. The Town Council to monitor parking in this area following Post Office relocation.

RESOLVED:

To receive this information.

3.6 Use of Residents Database:

Work has not yet started on preparing a protocol for usage of the Residents Database, however, the Clerk is considering requests upon receipt and actioning where deemed appropriate. The Clerk and Policy & Records Management Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Cemetery Lodge Update:

Dowens are continuing to seek a new tenant for Cemetery Lodge. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 CAB Funding:

The Clerk has written to Mr Neil Bradbury of CAB requesting a meeting in order to discuss the future provision of CAB fortnightly drop-in sessions within Sedgefield. No response has yet been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Cheques for Approval:

Cheque no 108582 has been cancelled and a new cheque issued to Cllr Alf Walton as reimbursement. The Finance Working Group are to consider the outstanding Fairhurst invoice at its next meeting on 14th April 2016.

RESOLVED:

To receive this information.

3.11 Sedgefield Twinning Association:

A cheque for £200 has been given to the Sedgefield Twinning Association along with a covering letter.

RESOLVED:

To receive this information and to close this matter.

3.12 HMIC Assessment of Police Effectiveness:

The Clerk has written on behalf of the Town Council to Durham Constabulary's Chief Constable Mike Barton congratulating him on their recent outstanding status.

RESOLVED:

To receive this information and to close this matter.

3.13 SLCC North East Roadshow:

Places have been booked for the Clerk plus Cllrs Maxine Robinson and Gloria Wills on the SLCC North East Roadshow event on 6th July 2016 at Hardwick Hall. The Clerk to bring a feedback report back to a future P&R meeting.

RESOLVED:

To receive this information and to close this matter.

3.14 Town Council Staffing:

The Parish Hall Project Officer and Financial Assistant/Receptionist have both accepted the recent changes to their job descriptions. The Clerk to continue to progress other personnel issues via the Personnel Committee and appropriate reports will be brought to future P&R meetings.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. No members of the public present had any comments to make. The Chairman re-opened the meeting.

5. Reports

5.1 Sedgefield Town Council Delegation Scheme

As agreed at the Town Councils' Monthly Meeting held on Monday 4th March 2016 the Clerk had re-circulated to all the Town Council's Delegation Scheme for their information. The Clerk reported that upon completion of the year end accounts a Policy & Records Management Working Group meeting will be scheduled in order to review the procedures required for presentation at the forthcoming AGM.

RESOLVED:

To receive this information.

5.2 Station Road Playing Field Lease Update Report by Estates Working Group

Prior to the meeting the Clerk had circulated to all a Station Road Playing Field Lease update report produced by the Estates Working Group following its recent meeting with Mr Gerard Darby, Head of Assets for DCC. This had been a very productive meeting and the Clerk reported that information has now been sent to Mr Darby

regarding Kent House. In addition, Ms Jane Young has identified those properties which border onto Station Road Playing field and is now seeking to determine ownership of a small strip of land between the field and Hornby Avenue. Upon completion of the year end accounts the Clerk will draft letters to those residents surrounding the field with regards to encroachment and in the first instance Mr Darby has agreed to check the wording being proposed. The Clerk also informed Cllrs that it is important the Council applies the rules of encroachment consistently in all areas and for this reason similar letters will go to those bordering Town Council land at Mitford Court. The Estates Working Group to keep Cllrs updated on this matter.

Cllr Dudley Waters said he believed the current lease for Station Road Playing field made reference to non-payment of rent meaning the land would be reclaimed by DCC. The Clerk reported this matter had been discussed during the recent meeting with DCC. DCC have no interest in taking back this land. With regards to the payment of rent the rent of £1 per year is of insufficient amount for DCC to recover this (in exactly the same way that the Town Council no longer recharges for Wayleaves below a certain threshold).

RESOLVED:

To receive this information.

Note: Reports related to information exempt from the public were considered under agenda item 9.

6. Financial Matters

6.1 Cheques for approval after 14th March 2016

Details of cheques for approval after 14th March 2016 – 4th April 2016 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval for 11th April 2016.

Cllr Gloria Wills questioned in these cheques would be included in the 2015/16 or 2016/17 Town Council expenditure budget. The Clerk reported these would be included in the 2016/17 expenditure budget.

Cllr John Robinson asked for it to be recorded that he is in no way related to the owners of Robinsons Catering as a number of FOI requests asking this question

have recently been submitted to DCC.

RESOLVED:

- i) All cheques were approved for payment.**
- ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**

6.2 Timetable for Production of 2015/16 Year End Accounts – Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a report detailing the key internal dates for the production of the Town Council's 2015/16 Year End accounts. At the time of writing the key dates for external audit were unknown, however, they have now been received and will be reported to the Finance Working Group on 14th April 2016 and to the Special Town Council Meeting on 25th April 2016. The Clerk confirmed that at this moment in time the Council is achieving the deadlines it faces.

RESOLVED:

To receive this information.

7. Correspondence

7.1 Bulletin on National Developments and Meetings – 24th March 2016 (email from Mr Jonathan Owen, NALC dated 24th March 2016)

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 24th March 2016 for their information.

RESOLVED:

To receive this information.

7.2 Letter of Thanks (Mrs Nancy Wells, Hon Treasurer, Sedgefield Twinning Association dated 29th March 2016)

Prior to the meeting the Clerk had circulated to all for information a letter of thanks from Mrs Nancy Wells, Hon Treasurer of Sedgefield Twinning Association dated 29th March 2016 thanking the Town Council for its £200 donation towards this year's visit to Germany.

RESOLVED:

To receive this information.

7.3 Licensing – Variation Application Received – Land Adjacent to Hardwick Hall (email from Mr Steve Ragg, CDALC dated 31st March 2016)

Prior to the meeting the Clerk had circulated to all a Licensing – Variation Application Received – Land Adjacent to Hardwick Hall email from Mr Steve Ragg, CDALC (sent by Mrs Lesley Swinbank) dated 31st March 2016) for information. Cllr Mel Carr questioned the variation in hours being requested from those used in previous years. Fellow Cllrs explained this year's event will be in the format of a festival type event. Cllrs did not have any objections to this proposed variation.

RESOLVED:

To receive this information.

7.4 Bulletin on National Developments and Meetings – 8th April 2016 (email from Mr Jonathan Owen, NALC dated 8th April 2016)

The Clerk circulated to all for information an email from Mr Jonathan Owen, NALC dated 8th April 2016 providing the latest Bulletin on National Developments and Meetings.

RESOLVED:

To receive this information.

8. Training:

8.1 Your Region, Your Community, Your Event – Managing Events – Report by Town Clerk

Prior to the meeting the Clerk had circulated a report giving her feedback following attendance at the “Your Region, Your Community, Your Event – Managing Events” County Durham & Cleveland County Training Partnership event on Wednesday 9th March 2016. This had been a very useful event to attend and from it the Clerk had identified a number of issues which she had asked Parish Hall Project Officer to investigate in relation to the Parish Hall and a number of other issues which she had asked the Community Development Officer and Cllr Allan Blakemore to investigate in relation to community events. Of note was the instruction from the insurance company which attended this event giving very clear advice that any bouncy castles must be manned at all times by representatives from the hire provider company and

not by Town Council staff/members or community volunteers. Cllr Maxine Robinson also commented that this event had been a very timely reminder of the importance of not being complacent regarding risk assessments and to continuously consider inherent risks. Cllr Allan Blakemore said he felt that the Town Council was making good progress with tightening up its procedures. Finally, Cllr John Robinson said that one of the presentations had included elements of how to handle the press and it would be timely for the Council to review its media protocols. This was agreed.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to review the Council's media handling protocols through the Policy & Records Management Working Group in the first instance.**

Cllr Wills explained that due to the confidential nature of the following item to be discussed under Exempt Information members of the public (and any press if they had been present) were requested to leave the meeting (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960). The member of the public present duly left the meeting at this point.

9. Consideration of Reports Exempt from Public:

The Chair thanked everyone for attending and closed the meeting at 8.27pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **APRIL ENVIRONMENT** Committee
of the **Council** held at **7 pm** in the **Council Offices**, Sedgefield, on
Monday 18th April 2016

Present **Cllr. Alf Walton (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mel Carr, Lynne Dentith, Chris Lines, and Gloria
Wills

Officer Dr Jane Ayre (Town Clerk)

1. **Apologies**

Cllrs. Vanessa Carmichael, Mark Cant, Tim Jeanes, John Robinson, Maxine Robinson, Ian
Sutherland and Dudley Waters

2. **Declaration of interest**

None.

Cllr Alf Walton reminded Cllrs that it had been agreed at the Monthly Meeting held on 11th April
2016 to defer until this meeting the consideration of a planning application relating to 31 St Lukes
Crescent, Sedgefield. This additional item would be considered after Correspondence.

3. **Matters of Information**

3.1 **North End Grass Verge:**

Cllr Alf Walton reported that he is continuing to monitor this area and to date there
has been no further rat activity has been witnessed. Cllr Walton will continue to
monitor this matter and only bring it back to Council if it becomes an issue again.
This was agreed by Cllrs.

RESOLVED:

To receive this information and to close this matter.

3.2 Rat Boxes:

Cllr Alf Walton reported that he is also continuing to monitor this situation at Ceddesfeld Hall grounds. Cllr Walton will continue to monitor this matter and only bring it back to Council if it becomes an issue again. This was agreed by Cllrs.

RESOLVED:

To receive this information and to close this matter.

(Cllr David Brown joined the meeting at this point)

3.3 Tractor Maintenance Report:

Plans to prepare a maintenance schedule for all other gardening equipment are currently on hold until a new Gardener is appointed to provide support to the Gardening Supervisor. Cllr Alf Walton reported that the large tractor is currently away getting a new front tyre fitted. This tractor has soft tyres which are not suitable for road use. The Clerk suggested that towards the latter part of this financial year when the Council undertakes budget setting it would be timely to consider the state of the two current tractors and perhaps seek to replace with one tractor that is larger than the current small tractor but significantly smaller than the existing large tractor. Initial discussions with the Gardening Supervisor have found that he would be supportive of such action. Cllrs agreed with this recommendation.

RESOLVED:

To receive this information.

3.4 A177 Junction:

Cllrs Alf Walton and Gloria Wills reported that since the last meeting there had been a three car pile up at this junction. Cllrs agreed to continue to monitor this location.

RESOLVED:

To receive this information.

3.5 Memorial Benches:

The Clerk has written to Mr Quinn offering him a location for a memorial bench for his daughter. The Clerk and Gardening Supervisor are looking at the status of the existing Thompson family bench and awaiting a quote for refurbishment. The Clerk

to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Grass Along 28-36 North End:

No further complaints or incidents have been reported to the Town Council. The Clerk has written to residents near to Town Farm reiterating to them that village green must not be driven over. Cllr David Brown confirmed that in recent weeks this practice appears to have now stopped. Cllrs to monitor this situation for a further month before deciding whether to close this matter.

RESOLVED:

To receive this information.

3.7 Footpath Outside Hope Inn:

The Clerk has written to Mr John Adamson requesting a timetable for refurbishment of The Hope Inn. No response has yet been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Trees at Winterton Cottages:

AW Treecare have scheduled this work to take place on 26th April 2016. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Trees on Front Street:

AW Treecare have scheduled this work to take place on 26th April 2016. The shops along Front Street have been informed of this work. The Clerk to keep Cllrs updated on this matter. Note: This work will take place first on 26th April before the work at Winterton Cottages (3.8 above) in order to keep disruption to a minimum for businesses.

RESOLVED:

To receive this information.

3.10 Village Green Footpaths:

Cllrs Mel Carr and Alf Walton plus the Community Development Officer are working on a funding application to Lafarge. The Community Development Officer to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Street Lighting Energy Reduction Project:

The Clerk has emailed Mr Tony Ward of DCC and expressed the Town Council's concerns. No response has yet been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Sedgefield In Bloom – Ceddesfeld Hall Project:

Work commenced on this project the week beginning 28th March 2016. Cllr Ian Sutherland to keep Cllrs updated regarding this project.

RESOLVED:

To receive this information.

3.13 Annual Headstone Safety Testing:

The Gardening Supervisor is now scheduling the laying flat of 21 headstones and arranging for outside assistance to be procured. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.14 Bloom Update:

The Clerk has notified Mr Howard Smith of the Town Council's approval for the 700+ bed design. The Clerk has written to thank the Bloom for their donation of £350 from their 2015/16 sponsorship collection programme.

RESOLVED:

To receive this information and to close this matter.

3.15 Planted Bed at Top of Spring Lane:

The Clerk has contacted Ms Deborah Jobling of DCC Asset's Section to determine ownership of this bed (email sent 23rd March 2016). No response received as yet. The Clerk reported that Mr Smith from the Bloom Group had called into the office to report that considerable tidying up work in this area has now been undertaken by DCC with no involvement from the Bloom Group. Mr Smith has been informed this land does belong to DCC. Cllr Lynne Dentith reported that joint letters from the Bloom and DCC have been issued to residents in this area making them aware of further joint working to refurbish this bed. The Clerk was unaware of such a letter and will liaise with Mr Smith and request that in future the Town Council be given copies of such correspondence for information. Cllr Dentith to forward to the Clerk a copy of the letter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 Mediaeval Fayre:

The Clerk has written to Mr John Robinson and Dr Wendy Gill of the SCA informing them of the Council's agreement for the village greens and grounds of Ceddesfeld Hall being used during the Mediaeval Fayre on 21st May 2016 and stipulated the maximum financial contribution to which the Town Council will pay towards the cost of litter picking and skip hire. Cllr David Brown asked if there was a maximum limit for such a financial contribution. The Clerk confirmed that in 2015/16 a limit had been set of £600 and it had been agreed to keep this limit for 2016/17. Mr Robinson and Dr Gill had been informed of this.

RESOLVED:

To receive this information and to close this matter.

3.17 Proposed Removal of 3 Stretches of Hedgerow:

No Cllrs submitted any objections to this by the agreed deadline date of 29th March 2016.

RESOLVED:

To receive this information and to close this matter.

3.18 Sedgefield Plan Update:

The Clerk has emailed Mr Stuart Carter, DCC and requested as a matter of urgency consultation flyers be posted to those outlying properties not covered by the initial leaflet drop.

RESOLVED:

To receive this information and to close this matter.

3.19 Amended Planning Application – land South of Harap Road, Garmondsway, Fishburn:

The Clerk has written to DCC Planners making them aware that the Town Council's earlier submitted objections in relation to this application still stand despite the proposed amendments.

RESOLVED:

To receive this information and to close this matter.

3.20 Quotations to Temporarily Fill Various Potholes:

The Clerk has informed Darnton & Young of their successful quotation and issued them a Purchase Order number along with a request this work be undertaken as quickly as possible. The Clerk has also informed the unsuccessful tenderer. This work is expected to take place within the next week. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4. Public Participation

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

5. Reports

5.1 Ivy at Front of Ceddesfeld Hall Update – Verbal Report by Cllr Alf Walton

Cllr Alf Walton reported that following last month's Environment Committee meeting he and the Gardening Supervisor had met with Cllr Ian Sutherland to consider the ivy at the front of Ceddesfeld Hall (the front being that which faces towards the pond). At the last Environment Committee meeting it had been suggested that when DCC undertake their work in the car park area of the Hall they also take away the ivy from the front of the Hall and the nearby fence. When the fence had been viewed it became apparent that the ivy is actually holding the fence in place and if it was entirely removed the fence would fall down. For this reason it was agreed that the Bloom Group would remove the ivy back to the stems only in order to ensure the fence remained in situ. The Bloom Group have kindly volunteered to continue to maintain this area until the Town Council appoints a new Gardener and they can take over this work. The ivy from the front of the Hall has not been removed, however, the Bloom Group have cut the ivy off at the roots to stop it growing. The ivy cannot be pulled off as it will bring the rendering off the front of the Hall. Cllr Gloria Wills expressed her concerns about the damage being done by the ivy at the front of the building. Cllr Walton said that hopefully the severing of the roots in this location will allow the existing ivy to die naturally.

RESOLVED:

To receive this information.

5.2 Eden Drive Playground Safety Reports – Signage Update Report by Town Clerk (to be circulated prior to meeting)

The Clerk reported that it had not been possible to produce a report regarding this matter as information was still awaited from DCC. As reported at the last Environment Committee meeting a recommendation has been made by DCC following the weekly inspections of the Eden Drive Play Area whereby a new sign be commissioned in relation to the enclosed younger children's play equipment at this location. DCC have provided sample sizing and wording for this sign, however, reference is made to the requirement to display a contact number in the event of any issue/accident. DCC are

happy to have their 24/7 contact number displayed, however, the Clerk has requested confirmation as to the charge for this service and clarification as to what this service includes, particularly in relation to any notifications over weekend periods. This information is still awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

i) To receive this information.

ii) The Clerk to contact DCC again for this information.

5.3 Trees on Village Green – Verbal Update by Cllr Alf Walton:

Cllr Alf Walton reported that a request had been received for the Town Council to check a number of trees with a view to trimming, cutting back or crown lifting as appropriate because branches are hanging over onto the path/road and catching people as they walk by. Some of the higher, larger branches are being caught when delivery vehicles use the access. The trees are on The Square outside number 6 (chestnut), number 5 (birch), number 4 (birch), number 3 (flowering cherry) and on the corner at the Crosshill Hotel (a small chestnut). In addition, the birch are very tall and when the leaves are out and the wind is strong they sway about a lot, particularly in west winds. Cllr Walton and the Clerk had contacted AW Treecare who confirmed that maintenance work was required on these trees and a quote will be considered later in the meeting under agenda item 7.

RESOLVED:

To receive this information.

6. Correspondence

6.1 The County Council of Durham (Public Bridleway No 33 Sedgefield Parish) Public Path Diversion and Definitive Map and Statement Modification Order 2016 and The County Council of Durham (Public Footpath No 34 Sedgefield Parish) Public Path Creation and Definitive Map and Statement Modification Order 2016 (letter from Ms Loraine Holding, DCC dated 16th March 2016)

Cllr David Brown declared an interest in this matter as he owned land between areas E to D.

Prior to the meeting the Clerk had circulated to all a letter from Ms Loraine Holding of

DCC dated 16th March 2016 which was accompanied by several attachments relating to public footpath and public bridleway modifications. Cllr David Brown explained that the heavy black line on the map showed the existing footpath and points A to B went through an operational farm yard. The suggestion will see a diversion whereby the footpath will instead go from F to B through a nearby field instead and the bridleway go from C to E instead. This will ensure that members of the public are kept safe while at the same time still being able to enjoy the local area. Cllr Brown said this was the logical way forward. Cllr Alf Walton asked about extinguishment. Cllr Brown said that this would come later when the diversion is completed. Cllr Gloria Wills said that she had spoken to local horse owners who use the bridleway and they had confirmed they are more comfortable with the proposed diversion change as it will keep them away from the actual farm yard. Cllr Walton confirmed that he had held similar discussions with local ramblers who echoed this view.

RESOLVED:

Sedgefield Town Council has no objections to the proposed public footpath and public bridleway diversions being presented by DCC.

6.2 Sedgefield Community College Request (email from Ms Penny Walmsley dated 14th April 2016):

The Clerk reported that a request had been received from Ms Penny Walmsley of Sedgefield Community College in which she asked if the College could be considered when any polyanthes and wood chippings become available. Cllrs noted this request but it was acknowledged that neither items become available as all wood chippings are reused in the allotments and the polyanthes are reused by the Bloom Group.

RESOLVED:

The Clerk to convey this message back to Ms Walmsley and suggest she may wish to consider contacting AW Treecare for wood chippings.

6.3 Sedgefield In Bloom AGM (minutes of meeting held 6th April 2016):

The Clerk circulated to all copies of the latest Sedgefield In Bloom minutes for their AGM held on 6th April 2016. The Clerk also reported that Mr Howard Smith had asked for the Bloom Group's thanks to be conveyed to the Gardening Supervisor for all his work in getting ready for the Northumbria In Bloom Spring Judging which had taken place on 13th April 2016. The judging had gone very well. The main

Northumbria In Bloom judging will be held on Wednesday 13th July 2016 at 10.30am.

RESOLVED:

To receive this information.

6.4 Youth Shelter (email from Mrs Norma Neal dated 8th April 2016):

The Clerk circulated to all copies of an email from Mrs Norma Neal dated 8th April 2016 in which she expressed her concern regarding the vast amount of rubbish from the youth shelter outside the Town Council Offices. The Clerk reported that several people have attended the Town Council Offices reception and requested the shelter be moved to a different location, although no alternative location has actually been suggested. Cllrs also expressed their concern regarding the state of this area. Cllr Gloria Wills said that she had taken photographs to keep a record of the appalling state which the shelter has been left in, however, she asked the question if the shelter was moved where would it go? Cllr Allan Blakemore said that moving the shelter would only displace the problem and not resolve it. He pointed out the reason the shelter had been located outside the Town Council Offices was because of previous problems being experienced at the back of Ceddesfeld Hall and it was felt that the current location was at least in a lit and visible area of the Town. Cllr Blakemore said the root problem needed to be addressed and the litter cleaned up. The Clerk reported that DCC, members of the public and Town Council staff do clean this area and a bin was recently installed in order to encourage litter to be picked up. In addition, Sgt Alex Clarke has already made reference to this location in his previous Police Reports and said that a vigilant eye will be kept on it. The Clerk suggested that this issue be fed back to Ellie Seed and incorporated into the Youth Event on 30th April 2016 in order to try and find a solution. Cllrs agreed this was a good idea.

RESOLVED:

- i) The Clerk to liaise with Ellie Seed to incorporate this issue into the Youth Event on 30th April 2016.**
- ii) The Clerk to write to Mrs Norma Neal thanking her for bringing this matter to the Council's attention and reassure her the Council is monitoring this situation and working with both the Police and Investing in Children to seek a resolution.**

6.5 Lambs Hill Turbines – Stillington (email and attachments from Mr Bob Cowell, Environmental Protection Officer, Stockton Borough Council dated 18th April 2016):

The Clerk circulated to all copies of an email and attachments received earlier that day from Mr Bob Cowell, Environmental Protection Officer for Stockton Borough Council. Mr Cowell's letter was in response to the comments which the Town Council had sent him expressing Cllr Mark Cant's concerns regarding issues of contamination arising from the use of concrete piles in wind turbine construction, specifically their slow erosion and washing into the soil.

RESOLVED:

Cllrs to consider this information and to notify the Clerk as soon as possible if they wish this matter to be discussed further at the next Environment Committee meeting to be held on Monday 16th May 2016.

ADDITIONAL ITEM 1: Planning Application DM/16/00898/FPA – loft conversion including installation of 2 no. dormer windows to front roof slope and 3 no. dormer windows to rear roof slope, 31 St Lukes Crescent, Sedgfield:

The Clerk reminded Cllrs that at the Monthly Meeting held on 11th April 2016 Cllr Maxine Robinson had expressed her concerns that if approved this application would break the uniform roof line of this area and suggested that velux windows would be a better option than dormer windows. Cllr Robinson also pointed out this property is next to St Luke's Church. As a result Cllrs had requested more time to consider this particular application. The Clerk confirmed that Mr Mark Sandford, DCC Planning Officer, had agreed the Town Council could have until 20th April 2016 to submit their comments to him. Cllrs considered this application and agreed they had no objections to this application as the property is detached and there are other properties in nearby Millclose Walk were already of a similar design to that being proposed.

RESOLVED:

The Clerk to notify Mr Mark Sandford of DCC that Sedgfield Town Council does not have any objection to this planning application.

7. Tenders:

7.1 Trees Around The Village Green:

Cllr Alf Walton reported that as discussed earlier under agenda item 5.3. AW Treecare had provided a quote to crown lift trees that run along the North side of the Crosshill pub (trees are located on the green). Crown lifting will be to allow enough clearance for vehicles to pass under without coming in to contact with branches and light crown lift over green as some branches are very low. Two trees have phone lines running through the crown therefore will prune a clearance zone to suppress the future growth from interfering with these. All works to BS3998 specification. Cllrs agreed to this quotation. Cllr Gloria Wills requested that permission be sought in the first instance from DCC and it was acknowledged that if this permission was not granted by 26th April 2016 (i.e. the date when nearby tree works are being performed) then there could be an increase to the cost of this quote. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

- i) The Clerk to liaise with DCC and AW Treecare to ensure this work has the necessary permissions before work is undertaken.**

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

SEDGEFIELD TOWN COUNCIL
COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **APRIL COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the
Environment Committee meeting
in the **Council Offices**, Sedgefield, on
Monday 18th April 2016

Present **Cllr. Allan Blakemore (Chairman)**
 Cllr. Lynne Dentith (Vice-Chairman) and
 Cllrs. David Brown, Mel Carr, Chris Lines, Alf Walton and Gloria Wills

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Mark Cant, Tim Jeanes, John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters

2. Declaration of interest

None.

The Clerk reminded Cllrs that it had been agreed at the P&R Committee meeting held on 11th April 2016 to add the viewing of the latest draft of the Town Council website to this agenda. This will be considered after Correspondence.

3. Matters of Information

3.1 Amateur Photography Competition:

There has been no time for Cllr Lines and the Clerk to develop a proposal. This work will be scheduled as soon as possible and a proposal presented to a future CD&E meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 Citizen of the Year 2015:

The Citizen of the Year 2015 Selection Panel met on Wednesday 6th April 2016 in order to identify the winner. Also discussed at this meeting was the format of the presentation for this year's winner. It was agreed the Town Council would provide free wine for this part of the presentation. The presentation of the Award will take place at the end of the Annual Town Meeting on Tuesday 3rd May 2016.

RESOLVED:

To receive this information and to close this matter.

3.3 Delivering Differently:

Discussions are on-going between the Clerk and the Gardening Supervisor regarding the siting of the self-watering containers, however, the actual installing of these is on-hold until the new Gardener is appointed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Free Cycle Stands:

The Community Development Officer is now investigating any village green issues regarding the location between the existing telephone box and the seat (and other issues) via the Conservation Officer and the Council's insurer. Note: No other potential locations were suggested by Cllrs by 31st March 2016. The Community Development Officer to bring an updated report back to a future CD&E meeting along with an indication of the deadline date of the closing of this grant funding source.

RESOLVED:

To receive this information.

3.5 Charity Christmas Tree Festival:

The Clerk has written to the Church and obtained a 5ft Christmas tree for this year's Charity Christmas Tree Festival at St Edmund's Church.

RESOLVED:

To receive this information and to close this matter.

3.6 Pride of Sedgefield Awards:

The Clerk reported that she had requested from Mr John Robinson further specific information regarding the timeline, categories and criteria for these Awards. The Clerk confirmed that just prior to the meeting Mr Robinson had sent an email in which he explained that following the success last year of having a combined presentation night for three lots of awards, which were presented by the MP, a decision had been made to again combine the presentation and call this the Pride of Sedgefield Awards. The three awards being combined are the Floral Awards, the Community & Volunteer Award and Youth Awards. The Floral Awards will follow the same format as previous years along with the Hidden Gardens as the Bloom Group have provided trophies. For the Youth Awards there are awards for sport, art, music, drama, dance and photography. A leaflet is currently at the printers to go out soon to all children in the three schools with entry forms and nomination papers. The partners in these awards are the SCA, Sedgefield Development Trust, the Rotary and DCC. There is an invitation for the Town Council to also become a partner, however, if this is the case notification must be given to Mr John Robinson as soon as possible in order to stop the printer and add the Council's logo.

Cllr Gloria Wills said there are so many people and groups working together in the Town that it is disappointing when a small group of people then go off at a tangent. She felt that "Youth" was a prime example of such an issue when it was essential that everyone worked together from the outset. Cllrs Chris Lines and Lynne Dentith also expressed their similar concerns.

Cllr Allan Blakemore suggested the Town Council respond saying that if at any time in the future these Awards are being considered again please contact the Town Council in good time so that we can ensure these coincident and compliment other events. All Cllrs agreed to this suggestion.

RESOLVED:

The Clerk to write to Mr John Robinson asking for prior notification of future Awards so as to ensure these coincide and compliment other events.

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 present. The meeting was then re-opened.

5. Reports

5.1 Grants Funding Update Report by Community Development Officer:

Prior to the meeting a Grants Funding Update Report by the Community Development Officer had been circulated to all.

RESOLVED:

To receive this information.

5.2 Youth Event 30th April 2016 Update – Verbal Report by Cllrs Chris Lines and Lynne Dentith

Cllr Chris Lines reported that arrangements are now well in hand for the forthcoming Youth Events which will be held in the Parish Hall on Saturday 30th April 2016. This event will comprise of two sessions; the first from 10am – 12 noon aimed at 11 year olds and under and the second from 1pm – 3pm aimed at 12 – 17 year olds. This will be an adult free event facilitated by Investing In Children. The purpose of the event is to delve deeper into those issues identified by the AAP's Youth Forum by asking the following:

Things To Do:

- What is currently available to children and young people to do in Sedgefield?
- How do you find out what's on in the area?
- Why do children and young people not want to get involved in the activities that are currently provided?
- What are the gaps/what do children and young people want provided in the area?
- How much would you be willing to pay for each activity?

The Area:

- Tell us what you think of Sedgefield?
- What's Good/Bad/You would improve

- Are there any facilities missing in the area for children and young people?
- What would be the perfect Sedgefield?

Having a Voice:

- How do children and young people currently have a voice in Sedgefield?
- How would you want to have a voice?
- What would be the best way to give young people feedback/get young peoples views?
- How can Sedgefield Town Council engage/work with children and young people on decisions that affect them?

Publicity:

- What would be the best way to advertise things to children and young people in Sedgefield?

Cllr Lines also said that the issue of the rubbish and youth shelter discussed in the earlier Environment meeting would also be factored into these sessions.

Feedback received from this event will be evaluated and considered by the Youth Working Group in order that a recommendation report can be brought back to a future Community Development & Engagement meeting for discussion. Ultimately the purpose of the event on 30th April 2016 is the start of young people having a voice in helping to shape Sedgefield.

Cllr Lynne Dentith supported the update given by Cllr Lines and added this process will provide actual evidence upon which to shape future youth provision.

Cllr Gloria Wills said this update was very timely as the Town Council needs to focus upon the development of its Medium Term Financial Plan. The evidence from this Youth Event will provide a baseline from which the Council can plan. Cllr Wills said that previously young people have been provided with a voice through the Town Council but it was then taken away and this resulted in a feeling they were not being listened to. It is important that whatever is provided is what is wanted and in a sustainable way. Cllr Lines replied that the Town Council cannot promise the earth but instead must be realistic. For example, the Town Council has a history of providing very successful coach trips to older people therefore why cannot the same

be done for young people. It was agreed the forthcoming Youth Event would provide an opportunity for blue sky thinking from which youth provision in the Town could move forward. Cllrs Lines and Dentith to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.3 Outdoor Fitness Update – Verbal Report by Cllrs Chris Lines and Dudley Waters

Cllr Chris Lines reported that he and Cllr Waters had corresponded regarding this matter and as a result an article has appeared in the Sedgefield News with a further article to appear in the next Sedgefield Extra seeking the views of residents regarding potential outdoor fitness equipment. If no responses are received then the Council can say this matter has been fully investigated and start to consider other ways in which to spend the S106 money.

Cllr Gloria Wills suggested that siting such equipment within the grounds of Hardwick Park may be more appropriate as there is already a good footfall of people using this location for health and wellbeing purposes. Cllr Lines confirmed that when he first raise this issue over 3 years ago he had spoken to someone at the Park who said they would be interested in this. Cllr Wills said she felt it was better to consider a different location rather than to miss out on funding. Cllr Lines asked if the S106 money could be spent in a location other than Eden Drive. Cllr Wills and the Clerk confirmed that it could so long as it was within the Parish.

Cllr Allan Blakemore suggested an alternative idea of an exercise trail around the Town which is interspersed along the way with adult gym equipment. Cllrs agreed this was also a worthwhile alternative option.

RESOLVED:

Cllrs to discuss this matter further based upon the feedback from the latest community consultation activities.

5.4 DRAFT Sedgefield Grant Funding Policy – Report by Community Development Officer

Prior to the meeting a Draft Sedgefield Grant Funding Policy prepared by the Community Development Officer had been circulated to all for prior consideration.

Cllrs confirmed they had considered this Policy. The following feedback was given:

- This Policy should not name individuals but refer to job titles;
- The Policy lacks an statement detailing what the Council's Community Development and Engagement ethos is and the rules about what public funds are and why we need them;
- The purpose of the Policy is not clear and at times is more of a procedural document rather than policy;
- Incorrect reference is made to "an Environmental Committee" and more detailed thought is required around Section 4;
- The policy should state what the role of the Community Development Officer is including who gets support from this Officer and who doesn't, for example, only groups within the Parish of Sedgefield who provide activities in the Town.

RESOLVED:

- i) **All Cllrs to send their feedback on this Draft Policy to the Community Development Officer by Friday 22nd April 2016.**
- ii) **The Community Development Officer and Cllr Allan Blakemore to go through this feedback.**
- iii) **The Community Development Officer to re-issue a revised Policy to all Cllrs for further consideration.**

6. Correspondence

6.1 NHS Durham Dales, Easington and Sedgefield Clinical Commissioning Group: Public Consultation:

The Clerk circulated to all copies of the above consultation document which she noted had been referenced at the Council's last Monthly Meeting held on Monday 11th April 2016.

RESOLVED:

To receive this information.

6.2 Sedgefield 700+ (minutes of meeting held 14th April 2016):

The Clerk circulated to all copies of the Sedgefield 700+ minutes from their latest meeting held on 14th April 2016. Cllrs Allan Blakemore and Chris Lines confirmed that arrangement for the next Sedgefield Day on 11th June 2016 are progressing well and a

programme for the event will be presented to Cllrs in May 2016.

RESOLVED:

To receive this information.

6.3 Don Robson's Thanksgiving Service (email from Clare Marshall, DCC dated 14th April 2016):

The Clerk circulated to all copies of an email sent from Ms Clare Marshall of DCC on behalf of Mr Terry Collins dated 14th April 2016. This email included details of a forthcoming Thanksgiving Service to remember Mr Don Robson. The Service will be held on 19th June 2016 at 2.30pm at the Durham County Cricket Club.

RESOLVED:

- i) To receive this information.**
- ii) Any Cllr wishing to attend this Service to book their place directly through the Lieutenancy Office.**

6.4 County Durham Plan – Statement of Community Involvement:

The Clerk circulated to all the following correspondence:

- Statement of Community Involvement 2016 email from consult@objective.co.uk dated 15th April 2016;
- Statement of Community Involvement (SCI) Consultation email from County Durham Partnership dated 18th April 2016;
- Statement of Community Involvement 2016 letter from Mr Stuart Timmiss, DCC dated 15th April 2016

RESOLVED:

- i) To receive this information.**
- ii) Cllrs to consider this information and discuss at the Council's Monthly Meeting on 9th May 2016.**

ADDITIONAL ITEM 1: Latest Draft of New Town Council Website:

Cllr Chris Lines displayed on the meeting room's IT facilities the latest draft of the website. Cllr Lines explained this website has been rebuilt from scratch on a new platform (WordPress) and he

and the Clerk have now spent time populating the key parts of the site in order to allow Cllrs a better of understanding of the site. The intention of the new website is to provide users with something that is easy to navigate, allow greater transparency to the workings of the Council, be easy to read, be mobile optimized and easy to update. Cllr Lines then proceeded to show Cllrs a selection of the pages which have populated. Cllr Lynne Dentith asked who would have responsibility for updating (i.e. uploading to) the website. Cllr Lines and the Clerk confirmed that through the costings agreed by the Council through P&R Committee the procedure would for updating the site would be the Town Council sending information to InnovTech and they then update the site. It was acknowledged that the Town Council now needs put in place a Website Media Policy detailing who has authorization for putting information onto the site and the practicalities of why, how, when etc. However, in the first instance this site should be launched as quickly as possible as a brochure format. Cllr Chris Lines pointed out that some minor modification work is still being undertaken by InnovTech relating to the centering of text on the home page and the uploading of Councillor and staff images. Cllr Allan Blakemore said he had further images of the Town which he would forward for inclusion on the front page banner and any gallery. Cllr Gloria Wills felt the Town Council logo and name on each page of the website should be larger and more impactful. Cllrs agreed with this suggestion. Cllr Chris Lines and the Clerk stressed the importance of the Town Council having a new website live as a matter of urgency and definitely before the Annual Town meeting on Tuesday 3rd May 2016. This urgency was acknowledged and agreed by all Cllrs. Cllr Gloria Wills asked if Cllrs could have another look at the draft website once the revisions discussed have taken place. The Clerk and Cllr Lines agreed to liaise with InnovTech and request an updated link be shared with all Cllrs.

RESOLVED:

- i) Cllr Allan Blakemore to provide images of the Town to the Clerk as quickly as possible.**
- ii) Cllr Chris Lines to liaise with InnovTech to request the Council logo and name on each page be branded and more impactful.**
- iii) The Clerk to share with all Cllrs a hyperlink to the latest draft website by Friday 22nd April 2016. Cllrs to give their feedback to the Clerk by no later than 5pm on Monday 25th April 2016.**
- iv) The Policy & Records Management Working Group to take the lead on producing a Website Media Policy which will be presented to a future P&R Committee for consideration.**

The Chair thanked everyone for attending and closed the meeting at 8.40pm.

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL SPECIAL Meeting** of the **Council** held at **6.30 p.m.** in the **Council Offices**, Sedgefield, on **Monday 25th April 2016**

MINUTES

Present **Cllr. Mel Carr (Chairman)**
Cllr. Gloria Wills (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Lynne Dentith, Ian Sutherland and Dudley Waters

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Chris Lines, John Robinson, Maxine Robinson, Alf Walton

2. Declaration of interest

None

3. To approve the accounts for 2015/16 including: -

The Clerk circulated to all Cllrs a copy of the DRAFT 2015/16 Annual Accounts.

a. Financial Summary

Pages 2-5 of the Annual Accounts detailed a financial summary of 2015/16 with pages 12-13 detailing the Council's Fixed Assets Schedule.

Cllr Dudley Waters asked why there was no reference under Section 8 'Earmarked Reserves' to the Terrace Hill money being held by the Town Council on behalf of several community groups. The Clerk and Cllr Gloria Wills explained that at the time this money had been given to the Town Council there had been no decision taken to record this as 'earmarked reserves' but to instead include this money within the 'General Fund'. The Clerk reported that to date from the Terrace Hill money £15,000 has been paid to the Scouts and £22,500 to the Squash Club. The Town Council continues to hold, within the General Fund, £72,500 of Terrace Hill money with

£40,000 having been allocated to the Harriers, £10,000 to Sedgfield Out of School Fun Club and £22,500 to the Bowling Club.

In relation to Item 10 'Agency Work' Cllr Mel Carr asked if the £7,545.78 per annum was a total figure of if it was collected twice a year. The Clerk replied £7,545.78 is the total for the entire year and this money had been collected over two payments during 2015/16. Cllr Carr thanked the Clerk for clarification.

Cllr David Brown suggested that Item 8.1 'Mayor's Charity' should read "Considerable work has taken place in 2015/16 to create a Registered Mayor's Charity". Cllrs agreed with this and requested the Clerk to amend the wording to include the word 'Registered'.

Cllr Lynne Dentith noted there was no insurance value next to Ceddesfeld Hall in the Fixed Assets Schedule. Cllr Dudley Waters confirmed the Hall is insured by the SCA and a copy of this insurance certificate is provided annually to the Town Council. Cllr Waters asked about the insurance value of the Town Council Offices. The Clerk reported that during the course of her discussions with the Internal Auditor she will be taking a recommendation to the Finance Working Group that a review of the Council's Fixed Assets Schedule takes place during 2016/17.

In relation to Item 6 'Outstanding Loans' Cllr Gloria Wills questioned where the balance of the PWLB Loan of £51,211.90 had been obtained. The Clerk replied this had been obtained directly from source in the form of a loan statement. Cllr Wills thanked the Clerk for this update and suggested that the PWLB loan be looked at during the course of 2016/17 by the Finance Working Group.

b. Income / Expenditure Account

Page 8 of the Annual Accounts detailed the Reserves Movements of the Town Council and this was supported by pages 9-11 detailing further the income (including debtors) and expenditure (including accruals/payments in advance; excluding VAT) information displayed in a format which relates directly to the budget headings as presented to Councillors on a monthly basis.

With regards to expenditure Cllr Dudley Waters asked what payments had been made in advance. The Clerk replied the payment in advance amount of £6167.51 related to

the Council's insurance policy for 2016/17.

With regards income, Cllr Ian Sutherland expressed his concern at the amount of bank interest which had been earned by the Town Council over 2015/16. The Clerk reminded all Cllrs that the issue of the Council's existing bank accounts and investments is currently being progressed by the Finance Working Group with recommendations expected to flow to P&R Committee in due course. Finally, Cllr Sutherland asked for clarification regarding the reclaiming of VAT from Sedgefield In Bloom expenditure. The Clerk replied the Town Council is only able to reclaim VAT on expenditure which it incurs therefore no VAT is reclaimed on any expenditure incurred by the Sedgefield In Bloom Group.

(Cllr Allan Blakemore joined the meeting at this point).

c. Balance Sheet

Page 6 of the Annual Accounts presented the Town Council's Balance Sheet.

Cllr Allan Blakemore questioned the money presented in relation to the Paths Partnership of £445. The Clerk reported that this amount of money has been presented for several years in the Town Council's Balance Sheet. The Finance Working Group during the course of 2015/16 had highlighted this allocation and that of the Youth Forum and requested that investigation took place to determine the history behind these allocations. Whilst the Town Council has now agreed to release the Youth Forum allocation, no history regarding the Paths Partnership has been found. Cllr Blakemore suggested that Mr Geoff Hughes and Mr Peter Jones of the Town could have background information which may help. The Clerk agreed to request the Community Development Officer to investigate this matter further and report back to the Finance Working Group for progression in 2016/17.

d. Statement of Accounts

Page 7 of the Annual Accounts detailed a statement of the Town Council's bank accounts. The Clerk reminded Cllrs again that work is ongoing through the Finance Working Group to review the number of accounts and the way in which money is currently invested. This matter is to be progressed further at the next Working Group meeting on 23rd June 2016.

e. Annual Governance Statement

The Clerk circulated to all Sections 1 and 2 of the Council's 2015/16 Annual Return. Focussing upon Section 2 first the Clerk explained how the figures recorded on this sheet (Accounting Statements for 2015/16) had been collated from the information presented to Councillors in 3a-d of this meeting. The Clerk then explained Section 1 of the Annual Return which detailed the Annual Governance Statement for 2015/16. The Clerk circulated to all Cllrs a "2015/16 Annual Governance Statement Report" which explained to Cllrs the requirement for Sedgefield Town Council to produce an Annual Governance Statement declaring the degree to which it meets the governance framework and Section 1 of the Annual Return. Appendix A of this Report considered and detailed how the Town Council comply with each of the 8 statements of assurance. In addition, the Clerk explained the Internal Auditor will be producing a summary of the 2015/16 review of internal controls and this will be presented to a future P&R Committee for consideration.

Finally, the Clerk circulated to all a short report detailing the timetable for complying with the submission of the 2015/16 Annual Return to BDO.

RESOLVED:

- i) The Clerk to amend the wording of 8.1. in the Support Statement of the Accounts to read "Considerable work has taken place in 2015/16 to create a Registered Mayor's Charity".**
- ii) To approve the 2015/16 Annual Accounts.**
- iii) To approve the 2015/16 Annual Governance Statement.**
- iv) The Chair and Clerk to sign Sections 1 and 2 of the Annual Return.**
- v) The Clerk to ensure the Town Council complies with the timetable for submission of the 2015/16 Annual Return.**

Cllrs Gloria Wills and Lynne Dentith expressed their thanks to the Town Clerk and Financial Assistant/Receptionist in producing these accounts which were felt to be in a much better format than previously enabling Councillors to have a far greater understanding of the Town Council's finances and financial position. It was felt that the Town Council had made considerable progress in this matter since 2013. Other Cllrs echoed these thanks.

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