

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **MARCH MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**  
**14<sup>th</sup> March 2016**

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

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

**1. Apologies**

Cllr Allan Blakemore

**2. Declaration of interest**

None.

**3. STC Minutes / Committee Reports**

**a. Minutes of the Monthly meeting held Monday 8<sup>th</sup> February 2016**

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

**b. Minutes of the P&R committee held Monday 8<sup>th</sup> February 2016**

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

**c. Minutes of the Environment committee meeting held Monday 15<sup>th</sup> February 2016**

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

**d. Minutes of the Community Development & Engagement committee meeting held Monday 15<sup>th</sup> February 2016**

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

**e. Minutes of the Personnel Committee meeting held Wednesday 24<sup>th</sup> February 2016**

Cllr Ian Sutherland stated that whilst he agreed with the need to create a compound area for Town Council Gardening Staff at Sedgefield Cemetery he wished to object to the implication that the Bloom would not be allowed access to this area, as detailed in item 4.3 of these minutes. Cllr Gloria Wills stated that the purpose of this meeting

was to approve the minutes in terms of accuracy of recording and not to challenge any discussion or decision made at the meeting. Cllr Wills reminded all Cllrs of the Council's Delegation Scheme which clearly states the Personnel Committee has delegated powers to make decisions relating to personnel. Cllr Dudley Waters referred Cllrs to item 8 of these minutes and its resolutions which said to seek ratification from P&R Committee on 14<sup>th</sup> March 2016. He asked where this was on the agenda. The Clerk replied this item was on the P&R Committee agenda for 14<sup>th</sup> March 2016 as Item 9.1. Cllr Waters then said why was ratification being sought. Cllr Gloria Wills said that whilst the Personnel Committee had delegated powers to make such decisions it was felt that as good practice because this had a financial implication to bring this item to P&R for ratification. The Clerk reiterated the Council's Delegation Scheme and the powers assigned to the major Committees. Cllr Maxine Robinson disputed this and said only the Monthly Meeting had powers as it was the meeting which all Cllrs attended as they were summoned to attend and for this reason all minutes should state 'Recommend' and not 'Resolved'.

(Cllr John Robinson joined the meeting at this point).

Cllr Vanessa Carmichael requested all Cllrs familiarize themselves with the Council's Standing Orders. Cllr Lynne Dentith raised concerns regarding the number of Cllrs on the Personnel Committee and the Clerk reiterated details of those Cllrs on the Committee and that fact that Cllr Hagan's disqualification means there is now a vacancy on this Committee which will need to be considered by Full Council. Cllr Lynne Dentith said that perhaps the timing of Personnel Committee meetings during the day was problematic. Cllr Ian Sutherland stated that all Cllrs should have a duty to raise their concerns regarding issues. Cllr Chris Lines said that concerns can be raised but minutes cannot be rewritten when those in attendance at the meeting agreed they were a true record. Cllr Sutherland acknowledged that he had not been present at the Personnel Committee meeting. Cllr Ian Sutherland proposed that the powers delegated to the Personnel Committee be removed. Cllr John Robinson suggested that a copy of the Council's Delegation Scheme be reissued to all Cllrs and said that Cllr Sutherland was out of order by wanting to change the constitution of the Council at this point in the year when such issues need to take place in April/May. Cllr David Brown said that he had listened to all the bickering and said this was a disgrace in front of members of the public. He urged the Council to either defer this matter or to move on and make progress.

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

**f. Minutes of Estates Working Group meeting held Thursday 25<sup>th</sup> February 2016**

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

**RESOLVED:**

- i) To accept all of the minutes as above and recommendations contained therein.**
- ii) The Clerk to re-circulate the Town Council's Delegation Scheme to all Cllrs and for this Scheme to be put onto the April 2016 P&R Committee agenda.**

**4. Matters of Information**

**4.1 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.**

**4.2 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 12<sup>th</sup> 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.**

**4.3 ID Planning:**

A Special Town Council meeting had been scheduled for Monday 14<sup>th</sup> March 2016 at 6.15pm in order for ID Planning to present their proposals.

**RESOLVED:**

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

**4.4 Current Planning Applications:**

All comments have been submitted to DCC Planning Officers in relation to applications 2, 3, 4, 5, 6 and 8.

Planning applications 1 and 7 were discussed at the Environment Committee meeting on Monday 15<sup>th</sup> February 2016.

**RESOLVED:**

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

**4.5 Planning Appeal Spring Lane:**

The Clerk has written to the Planning Inspectorate reiterating the Town Council's objections to this application. The Clerk to keep Cllrs updated regarding this matter.

**RESOLVED:**

**To receive this information.**

**5. Dates of Meetings**

Dates of the meetings taking place in March 2016 had been circulated prior to the meeting along with events scheduled from March – November 2016. The Clerk reported that the Finance Working Group meeting scheduled to take place on 16<sup>th</sup> March 2016 has now had to be-rescheduled to mid-April 2016 due to not being quorate.

**RESOLVED:**

**To receive this information.**

**6. Police Report**

Sgt Alex Clarke presented the Police report for the period 8<sup>th</sup> February 2016 – 14<sup>th</sup> March 2016. Over this period there have been 24 reported crimes as follows:

Theft from motor vehicle:

- Between 7.10pm and 8.45pm on 11<sup>th</sup> March 2016, a red Seat Ibiza was broken into whilst parked in East End. A Sat Nav was taken from the vehicle.
- Between the 12<sup>th</sup> and 14<sup>th</sup> February 2016, a set of number plates were taken from a motor vehicle in Winterton Cottages.

- Over the period of 2<sup>nd</sup> and 3<sup>rd</sup> March 2016, a JCB was taken from the gap on Stockton Road (road works site for the A177). The vehicle was later found in the Stockton area and has been recovered.

#### Theft:

- During the agricultural show at Sedgefield Racecourse three offences were reported. Overnight on 15<sup>th</sup> February 2016, persons have taken a tractor draw bar and exhibition stand from the show area. On the same evening an exhibition trailer was broken into and laptops, generator and TV monitors were taken. It is believed that there were issues with the security on-site (asleep). On the evening of 16<sup>th</sup> February 2016, a number of males were disturbed attempting to steal 5 quad bikes from the main courtyard. One quad was actually taken but recovered in a field near Fishburn heading towards Coxhoe. It is believed that some of the males made off in a white flat-bed vehicle.
- Overnight on 17<sup>th</sup> February 2016, two planters were taken from the front of an address in Dunelm Court.
- Between 11am on 5<sup>th</sup> March 2016 and 4pm on 6<sup>th</sup> March 2016, 4 x chickens and a feeding tray were taken from a garden in Rectory Row.

#### Criminal damage:

- Between 2.30pm and 3.40pm on 6<sup>th</sup> March 2016, a silver Vauxhall Corsa was damaged whilst parked unattended in the car park of the Hardwick Park Visitors Centre.

In addition to the above there have been three shopliftings, two thefts by employee, one bilking offence, a theft of a recycling bin, one harassment offence and one drug offence. There have been two minor assaults and three sexual offences (children sending indecent images to one another via mobile).

Crime in Sedgefield is up by 36% with a 28% detection rate for year to date. There have been 119 incidents of anti-social behavior in February 2016 which is exactly the same as the recorded figure for February 2015. There have been 50 incidents of youth anti-social behavior in February 2016 compared to 59 incidents in February 2015 which equates to a drop of 15%.

The next PACT meeting will take place on Tuesday 4<sup>th</sup> April 2016 at 7pm in the Fletcher Room of the Parish Hall at which the priority will be parking issues on the access road at Bolams and damage to the grass verge.

The Clerk circulated to Sgt Clarke and all Cllrs present copies of an "Important Notice" which had been pushed through residential property doors in the Town. A number of residents had complained about this to the Town Council hence the reason for the Clerk bringing this to attention. The A4 notice was publicizing a free IT and metal collection service to take place in the Town on Tuesday 15<sup>th</sup> March 2016. Sgt Clarke was asked to investigate this.

Cllr Ian Sutherland praised the recent achievements of Durham Constabulary when declared the best Police Force in England. Cllrs echoed this praise and it was noted that this matter was to be discussed further on the later P&R Committee agenda.

Cllr John Robinson declared an interest at this point as he is a member of DCC Highways Committee. Cllr Robinson reported that the issue of parking near to Bolams was being progressed, however, a judicial review has been lodged by a business in response to the recent proposals made by DCC to resolve this on-going matter. Cllr Robinson stressed the business in question was not Bolams.

Cllr Alf Walton asked Sgt Clarke if it was correct that Police traffic cones could only be used for a set length of time. Sgt Clarke confirmed that such cones can only be used for a maximum of 7 days.

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

**RESOLVED:**

**To receive this information.**

**7. Public Participation**

Cllr Mel Carr reminded members of the public about the rules for public participation. He then closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles commented that she had lots of experience of delegated powers and Standing Orders relating to charities and community groups. She urged the Town Council to be very careful when delegating powers. Mrs Bowles then informed the Council that she had recently attended a regional event on Neighbourhood Plans run by DCLG with CPRE. At this

event she had questioned the protracted levels of time which are dictated by the principal local authorities. DCC had said they are reviewing their timescales. Mrs Bowles said she hoped that an Examiner had been appointed for The Sedgefield Plan. Finally, Mrs Bowles said that at the last Monthly Meeting Cllr Wills had reported she had submitted an FOI request to DCC to find out which County Cllrs had met with the developers regarding proposed development on Eden Drive. Mrs Bowles questioned if Cllr Wills had received a response to this request. Cllr Carr said that a Sedgefield Plan Update Report was to be considered later in the agenda which would include the latest position regarding an examiner. Cllr Wills agreed to pass on relevant information when received from DCC.

Mrs Scott said that at the last Monthly Meeting comments had been made that no play area/facilities were included in the planning application relating to the land south of Eden Drive. Mrs Scott reminded everyone that on Station Road Playing Field there are already such facilities and she asked why the Town Council wanted to relinquish the lease on this field when instead it should be supporting a bid for this to become declared as Village Green. At the last Monthly Meeting a resident from Thurlow Grange voiced their concerns regarding the drains in that locality. Mrs Scott believed that with this issue, coupled with those on-going issues at Station Road Playing Field, it was vital the Town Council and DCC brought pressure to bear on NWL to seek a resolution of the problems. Cllr Carr thanked Mrs Scott and said that Station Road Playing Field was to be discussed on the agenda of the P&R Committee which followed this meeting.

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

## **8. Internal Reports**

### **8.1 Chairman's Report**

The Chair reported that over the past month he had attended five Town Council meetings; met with DCC's Conservation Officer and the Town Council's Community Development Officer in order to progress grant funding applications for refurbishment of footpaths across the Town; attended the Mayor's Ball which had been very good; and attended a meeting with DCC to progress the appointment of an Examiner for The Sedgefield Plan.

#### **RESOLVED**

**To receive this information.**

### **8.2 Mayor's Report**

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

13 <sup>th</sup> February 2016	Organised and attended "Strictly Come Sedgefield
19 <sup>th</sup> February 2016	Attended Great Aycliffe Town Council's Civic Dinner
20 <sup>th</sup> February 2016	Attended the Sedgefield Division Trefoil of Guides celebration of Thinking Day event.
4 <sup>th</sup> March 2016	Organised and attended the Mayor's Charity Ball at Hardwick Hall, Sedgefield. 189 people had attended this event. Barclays will match fund the tombola. Money raised from this event is still being calculated and will be reported in due course. Cllr Wills thanked fellow Cllrs who attended and supported.

**RESOLVED**

**To receive this information.**

**8.3 Ceddesfeld Hall Lease Update Report by Town Clerk**

Cllrs John Robinson, Maxine Robinson and Ian Sutherland declared an interest in this agenda item.

Prior to the meeting the Clerk had circulated to all a Ceddesfeld Hall Lease Update report. The Clerk reported that Ms Yvonne Probert of Durham Community Action has now been in touch and work is underway to schedule appropriate meetings. The Clerk will keep Cllrs updated on this matter.

Cllr Gloria Wills commented that the SCA have appointed two people to represent them through this process whilst the Town Council has only appointed one Cllr. The Clerk said the Town Council's representatives had been agreed at the Monthly Meeting held in December 2015. Cllr Wills reminded the Clerk and Cllr Carr of the need to seek the original Deed of Conveyance in order to look at any covenants which may be relevant to this process.

**RESOLVED**

**To receive this information.**



## 9. External Reports

### 9.1 East Durham Rural Corridor Area Action Plan Partnership Board Meeting – 27<sup>th</sup> January 2016 – Key Messages

Prior to the meeting the Clerk had circulated to all copies of the key messages from the East Durham Rural Corridor AAP's Board Meeting held on 27<sup>th</sup> January 2016. Cllr Dudley Waters reported that at the latest Board Meeting held on 9<sup>th</sup> March 2016 it had been agreed that the £40,000 of funding for 2016/17 would be allocated to community groups through a process of participatory budgeting as used in 2014/15 whereby local residents can vote as to how the money is awarded. Cllr Gloria Wills congratulated Cllr Mel Carr on his appointment to the Board for a further four years.

#### **RESOLVED:**

**To receive this information.**

## 10. Correspondence

### 10.1 Land To The South Of Eden Drive (letter from Mr Stuart Timmiss, Durham County Council dated 3<sup>rd</sup> March 2016)

Prior to the meeting the Clerk had circulated to all copies of a letter from Mr Stuart Timmiss of DCC dated 3<sup>rd</sup> March 2016 informing the Town Council that amendments relating to the planning application by Story Homes/Durham Diocesan Board of Finance for 220 dwellings and further 80 dwellings on land to the South of Eden Drive have been submitted. The Town Council must submit any further comments by no later than Thursday 17<sup>th</sup> March 2016. It was agreed that the Town Council should respond to this. A discussion took place regarding this amendment which relates to the previous bus through route now becoming a pinch point route. It was felt like this was a step backwards with the amendment now effectively allowing traffic to flow through the area and to have a situation similar to that already on Durham Road. In addition, Cllr Maxine Robinson said that buses going through the middle of an estate would put children in danger.

#### **RESOLVED:**

**The Clerk to write to DCC stating this minor amendment to the planning application does not make any material difference to the Town Council's earlier submitted objections in relation to this application and to reiterate those objections.**

### 10.2 Land to the South of St Johns Presbytery West Park Lane Sedgfield (letter from Mr Stuart Timmiss, DCC dated 10<sup>th</sup> March 2016):

Prior to the meeting the Clerk had circulated to all a letter from Mr Stuart Timmiss of DCC dated 10<sup>th</sup> March 2016 informing the Town Council that the planning application to build a two storey dwelling on land to the South of St Johns Presbytery, West Park Lane, Sedgefield would be considered by the South West Area Planning Committee on Thursday 17<sup>th</sup> March 2016 at 2pm in the Council Offices at Green Lane, Spennymoor. The Clerk reminded all Cllrs that at the February 2016 Monthly Meeting it had been agreed Cllrs Gloria Wills and David Brown would represent the Town Council at such a Committee. Cllr Wills confirmed she had already registered her attendance. Cllr Brown confirmed he was available to attend. The Clerk also read out for information an email from Mrs Joanne Elliott informing the Council that she and her husband plus their planner will be present and speaking at the Committee and she hoped the Town Council would also be in attendance and support.

**RESOLVED:**

- i) The Clerk to register Cllr David Brown's attendance with DCC.**
- ii) To receive this information.**

**10.3 Notice of Vacancy – Non Attendance of Rebecca Hagan:**

The Clerk read out an email received from Ms Gillian West, Senior Electoral Officer for DCC dated 12<sup>th</sup> March 2016. In this email Ms West informed the Town Council that DCC's Returning Officer did not receive the requisite number of signatories to call an election for the recently advertised vacancy. The Town Council now needs to co-opt via its own co-option procedures and notify DCC in due course of its successful co-optee.

**RESOLVED:**

**Co-option of Councillor to be placed on the April 2016 Monthly Meeting agenda.**

**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 informing all Cllrs of the latest position in relation to DCC's statutory consultation for the Sedgefield Plan, notification arrangements for a referendum and progress with the appointment of an Examiner. The Clerk confirmed that an application form has now been submitted by DCC to NPIERS and this is now being processed. The Clerk to keep Cllrs updated on this matter.

Cllr Gloria Wills asked if DCC could provide an indication to date of the responses they have received. Cllr Wills also requested clarification be sought as to how DCC were informing those outlying houses in the Parish (i.e. those not covered by the leaflet drop) of the current statutory consultation exercise. Cllr Maxine Robinson said that it was DCC's period of consultation and it was them that had responsibility for that mechanism, however, Cllr Chris Lines said it was important to ensure that there would be no future delay or challenge regarding this matter.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to liaise with Mr Stuart Carter to obtain a summary of the feedback received to date.**
- iii) The Clerk to liaise with Mr Stuart Carter to seek clarification as to how the outlying houses in the Parish had been contacted.**
- iv) Items ii and iii to be discussed at the Environment Committee meeting on Monday 21<sup>st</sup> March 2016.**

**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/16/00296/AD – display of non-illuminated projecting sign and alterations to the fascia sign on the front elevation and externally illuminated fascia sign on the gable elevation, 1 Whitehouse Drive, Sedgefield:**

Cllrs objected to the size of the signs being proposed which are considered to be over-sized for this locality. In addition, Cllrs requested clarification as to what type of lighting is being proposed for the externally illuminated fascia sign on the gable elevation as this should be of a good quality.

- 2 DM/16/00407/VOC – variation of planning approval ref: DM/15/00233/FPA and DM/15/00230/LB to create ground floor kitchen and first floor WC extensions, Hope Inn, Sedgefield:**

Cllrs did not have any objections to this application.

- 3 DM/16/00494/LB – listed Building Consent to vary planning approval ref: DM/15/00230/LB to create kitchen and WC extension, Hope Inn, Sedgefield:**

Cllrs did not have any objections to this application.

- 4 **DM/16/00539/FPA – erection of single storey extension (resubmission), 3 Heley Mews, Sedgefield:**

Cllrs did not have any objections to this application.

5. **DM/16/00575/FPA – erection of tow storey side extension, 19 Maple Grove, Sedgefield:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-5 above to be submitted to DCC Planners.**

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

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES

Minutes of the proceedings of the **MARCH POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 14<sup>th</sup> March 2016**



**Present** Cllr. Gloria Wills (Chairman)

Cllr. Mel Carr (Vice-Chairman) and

Cllrs. David Brown, Mark Cant, Lynne Dentith, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton and Dudley Waters

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

### 1. Apologies

Cllrs. Allan Blakemore and Vanessa Carmichael

### 2. Declaration of interest

None.

### 3. Matters of Information

#### 3.1 Epitaph Training:

Training for the Clerk and Gardening Supervisor is to be scheduled as soon as possible depending upon gardening workload. 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 which had been due to meet on 16<sup>th</sup> March 2016, however, this will now take place in mid-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 14<sup>th</sup> 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:**

Work has been undertaken to start to populate the latest draft of the new Town Council website. Cllr Chris Lines and the Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Letter from Mr Roper – Relocation of Post Office:**

County Cllr John Robinson has confirmed that he has investigated with DCC Highways the option for time limiting the layby near Bells Store. DCC Highways have confirmed their scheme priorities within Sedgefield are the area surrounding Bolams, the area opposite the Golden Lion and then the area around Bells Store. County Cllr Robinson will keep the Town Council updated as progress is made. The Town Council will monitor parking in this area following the Post Office's 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 Metal Gate to Rectory Row Church Wall:**

Mr Brian Mutch confirmed the gate has now been fitted.

**RESOLVED:**

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

### **3.8 Cemetery Lodge Update:**

The tenants have now vacated the property and the Clerk along with Dowens have inspected the property and agreed that the bond can be returned. Work is now underway to seek a further 6-12 month let for this property. Dowens have now informed the Clerk that the interested party who wished to lease the property for 12 months is no longer interested. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

## **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 CDALC Changes Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a report detailing the forthcoming staffing changes at CDALC and that emergency interim arrangements are to be put in place for April 2016 as a result. The Clerk said that since this report had been produced and circulated further information had been received from Mr Steve Ragg. Mr Ragg will be away from his position as CDALC Executive Officer the last two weeks in March 2016 using up existing annual leave. Emergency CDALC cover will

be provided by Mrs Lesley Swinbank for the month of April 2016. From 1<sup>st</sup> May 2016 CDALC will provide a service for four days per week (Monday to Thursday).

**RESOLVED:**

**To receive this information.**

(Cllr Chris Lines left the meeting at this point)

**5.2 Station Road Playing Field Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an update report relating to Station Road Playing Field which contained several pieces of correspondence as a result of the joint meeting held between the Town Council and DCC on 13<sup>th</sup> January 2016, the latter part of which was also attended by Mr and Mrs Scott representing the Station Road/Ivy Row Residents Alliance. The Clerk said that the correspondence accompanying this report contained lots of information which required careful analysis and suggested this be done by the Estates Working Group after its meeting with Mr Stuart Timmiss on Thursday 24<sup>th</sup> March 2016. All Cllrs agreed with this suggestion. Cllr Gloria Wills noted that NWL feedback confirmed there are issues with the balancing tank and that the wall does deflect discharge onto the field. Cllr Wills said the latest information needs careful analysis. Cllr John Robinson said he has a letter in which NWL deny they allowed sewerage into the field and stated they had allowed water into the field but not sewerage. NWL have requested photographic evidence for their solicitors to consider.

**RESOLVED:**

- i) To receive this information.**
- ii) The Estates Working Group to consider this Report on Thursday 24<sup>th</sup> March 2016 and to bring appropriate recommendation(s) back to a future P&R Committee meeting.**

**5.3 CAB Funding and Provision in Sedgefield Report by Estates Working Group**

Prior to the meeting the above report by the Estates Working Group had been circulated to all. Cllr Gloria Wills said that with her experience of running community events from Ceddesfeld Hall that it was not necessary for a dedicated waiting room to be used but that instead clients could wait while sitting on chairs in the corridor. Such an arrangement would make the renting of a room within the Hall cheaper. Cllr John



Robinson reminded Cllrs that when the former Sedgefield Borough Council existed they would financially reimburse the Town Council for room costs, however, since the new Unitary Authority has come into existence this is something which no longer happens and means the Town Council has lost money. Cllr Lynne Dentith challenged the figures supplied by CAB detailing the number of people in Sedgefield the service has helped as these clients could have attended multiple sessions over the course of the year. Cllr Dentith believed the proposal to relocate this service to Ceddesfeld could mean the Town Council reduces the support for CAB in such a way as the service may no longer be able to operate as she believed both the current financial donation and provision of a room with facilities was required to make the service viable. Cllr David Brown said that DCC's contribution towards the service has now reduced to nothing while the Town Council's contribution has always been the provision of accommodation. Cllr Maxine Robinson pointed out that there are additional things the Town Council has offered which have not always necessarily been noted including telephone support to CAB clients, referrals to CAB telephone number and other CAB sessions. Cllr Maxine Robinson also expressed concerns that there is no photocopier access at Ceddesfeld Hall which would hinder any CAB adviser performing their role. Cllr Gloria Wills said that her concern regarding these sessions being run from the Town Council was that they took up valuable office space which impacted upon staff performing their roles. Cllr Alf Walton said he did not believe it was satisfactory for Town Council staff to be dealing with CAB telephone calls and clients as well as the lack of privacy within the Council offices. Cllr Wills stated the Community Lawyers had operated very successfully from Ceddesfeld Hall. Cllr Ian Sutherland suggested the Town Council could purchase a printer/copier facility for CAB to have located within Ceddesfeld. Cllr Dentith asked if it was possible for the CAB to continue to provide a service in the Town on the basis of only the rent being provided alone.

**RESOLVED:**

**The Clerk to meet with Mr Neil Bradbury of CAB and report back to the next P&R Committee meeting.**

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

**6. Financial Matters**

**6.1 Monthly Accounts: Income (as at 7<sup>th</sup> March 2016) / Expenditure (as at 7<sup>th</sup> March 2016 minus unapproved cheques after 8<sup>th</sup> February 2016)**

**RESOLVED:**

**The monthly accounts as had been circulated were approved.**

**6.2 Cheques for approval after 8<sup>th</sup> February 2016**

Details of cheques for approval after 8<sup>th</sup> February 2016 – 7<sup>th</sup> March 2016 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval from 10<sup>th</sup> – 14<sup>th</sup> March 2016.

Cllr John Robinson queried cheque number 108577 entitled Sedgefield Plan website. The Clerk stated this should be entitled Sedgefield Plan design costs.

Cllr Alf Walton queried cheque number 108582 as this should not be paid to Sam Turner & Sons but to himself as reimbursement as he had needed to pay for these materials (to make tree guards for new replacement trees at Winterton Cemetery) upon collection.

Cllr Gloria Wills objected to the payment of cheque number 108394 to Fairhurst as the Town Council were still awaiting certain evidence from Mr Dominic Waugh requested at a meeting held on 25<sup>th</sup> November 2015. It was agreed that a letter be sent to Mr Dominic Waugh again requesting this information and explaining that sight of this would be required as evidence for the Council's Internal Auditor in order for the Council to agree payment.

**RESOLVED:**

- i) With the exception of cheque numbers 108394 (Fairhurst) and 108582 (Sam Turner & Sons) all cheques were approved for payment and duly signed by Cllrs Wills, Carr and the Clerk at the close of the meeting.**
- ii) Cheque 108582 to be cancelled and a new cheque issued to Cllr Alf Walton as reimbursement.**
- iii) The Clerk to write to Fairhurst to seek information which was outstanding from Mr Dominic Waugh and required before the Council can consider further whether to pay this outstanding invoice. This matter to be progressed through the Finance Working Group.**

### **6.3 Appointment of External Auditor Report by Personnel Committee**

Prior to the meeting the Clerk had circulated to all An Appointment of External Auditor Report by the Personnel Committee outlining the options available to the Town Council for its future external audits following the abolishment of the Audit Commission.

**RESOLVED:**

**To ratify the Personnel Committee's recommendation that Sedgefield Town Council place itself within Group 1 and become an opted-in authority.**

### **6.4 Funding Request From Sedgefield Twinning Association (letter from Mrs Nancy Wells, Hon. Treasurer dated 22<sup>nd</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all a funding request from Mrs Nancy Wells, Hon Treasurer of the Sedgefield Twinning Association, dated 22<sup>nd</sup> February 2016 seeking £200 towards the Association's travel expenses to and from Newcastle Airport for this year's forthcoming visit to Germany.

**RESOLVED:**

**To make a £200 financial donation to the Sedgefield Twinning Association.**

## **7. Correspondence**

### **7.1 Bulletin on National Developments and Meetings – 12<sup>th</sup> February 2016 (email from Mr Jonathan Owen, NALC dated 12<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 12<sup>th</sup> February 2016 for their information.

**RESOLVED:**

**To receive this information.**

### **7.2 North East Combined Authority 'Transport Manifesto' Consultation (email from Mr Steve Ragg, CDALC dated 17<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all copies of an email from Mr Steve Ragg dated 17<sup>th</sup> February 2016 detailing the North East Combined Authority's Transport Manifesto consultation.

**RESOLVED:**

**To receive this information.**

**7.3 HMIC Assessment of Police Effectiveness (emails from Mr Steve Ragg, CDALC dated 19<sup>th</sup> February 2016 and 4<sup>th</sup> March 2016)**

Prior to the meeting the Clerk had circulated to all copies of emails from Mr Steve Ragg of CDALC dated 19<sup>th</sup> February 2016 and 4<sup>th</sup> March 2016 along with their various attachments. These emails detailed Durham Constabulary's attainment as the only Constabulary in the country to receive an outstanding assessment of its services.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to write on behalf of the Town Council congratulating Chief Constable Mike Barton.**

**7.4 NECA Poll and Council Tax Setting (email from Mr Steve Ragg, CDALC dated 19<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all copies of an email from Mr Steve Ragg of CDALC dated 19<sup>th</sup> February 2016 detailing the outcome of the recent NECA Poll and DCC's Council Tax Setting meeting.

**RESOLVED:**

**To receive this information.**

**7.5 Bulletin on National Developments and Meetings – 26<sup>th</sup> February 2016 (email from Mr Jonathan Owen, NALC dated 26<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 26<sup>th</sup> February 2016 for their information.

**RESOLVED:**

**To receive this information.**

**8. Training**

**8.1 SLCC: North East Roadshow, Hardwick Hall, Sedgefield – Wednesday 6<sup>th</sup> July 2016**

Prior to the meeting the Clerk had circulated to all details of the SLCC's North East Roadshow which will take place at Hardwick Hall on Wednesday 6<sup>th</sup> July 2016. The Clerk reported that costings for this event have now been received and these were explained to Cllrs along with the various options for early bird offer an discounts.

**RESOLVED:**

**The Clerk and Cllrs Maxine Robinson and Gloria Wills to attend this event.**

Cllr Wills explained that due to the confidential nature of the following item that would be discussed under Exempt Information and as such had any members of the press or public been in attendance at the meeting they would have been requested to leave the meeting (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

**9. Consideration of Report Exempt from Public:**

The Chair thanked everyone for attending and closed the meeting at 9.04pm.

**SEDGEFIELD TOWN COUNCIL**  
**COMMUNITY DEVELOPMENT & ENGAGEMENT**



Minutes of the proceedings of the **MARCH COMMUNITY DEVELOPMENT  
& ENGAGEMENT COMMITTEE** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 21<sup>st</sup> March 2016.**

**Present**                      **Cllr. Lynne Dentith (Chair) and**  
Cllrs. David Brown, Mark Cant, Mel Carr, Chris Lines, Maxine Robinson, Ian  
Sutherland, Alf Walton and Gloria Wills

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

**1. Apologies**

Cllrs. Allan Blakemore, Vanessa Carmichael, Tim Jeanes and John Robinson

**2. Declaration of interest**

None

**3. Matters of Information**

**3.1 Draft Grant Funding Policy:**

Cllr Allan Blakemore and the Community Development Officer have met to progress this Policy and it will be presented to a future CD&E Meeting. The Clerk to keep Cllrs informed of progress.

**RESOLVED:**

**To receive this information.**

**3.2 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.**

**3.3 Sedgefield 700+:**

Any Cllrs willing to volunteer for this year's Sedgefield Day to contact the Community Development Officer as quickly as possible.

**RESOLVED:**

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

**3.4 Citizen of the Year Award 2015:**

The Selection Panel to meet on Wednesday 6<sup>th</sup> April 2016 and as part of this to consider the event format. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 NE Community Led Development Network Workshop:**

No Cllrs had expressed an interest in attending this event.

**RESOLVED:**

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

**4. Public Participation**

The Chair, Cllr Lynne Dentith, closed the meeting for the public to give their views and comments. Members of the public present did not have views or comments to make. The meeting was then re-opened.

(Cllr David Brown joined the meeting).

**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. Cllrs did not have any questions regarding this report.

**RESOLVED:**

**To receive this information.**

**5.2 Delivering Differently Update Report by Community Development Officer**

Prior to the meeting a Delivering Differently Update Report by the Community Development Officer had been circulated to all. Cllr Ian Sutherland asked if there was a date for the purchasing of the gritting equipment. Cllr Alf Walton reported that he and the Gardening Supervisor were due to view the previously identified equipment in order that a requisition and purchase order could be made. Cllr Ian Sutherland asked whether all the self-watering tubs could be put in place during the course of 2016. The Clerk reported that this matter had been discussed at the recent Joint Town Council and Bloom meeting and this work will be impacted upon a new Gardener being appointed, a matter which was to be discussed as a matter of urgency at the next Personnel Committee meeting. The Clerk also said that at the Joint Meeting the Gardening Supervisor had pointed out the new self-watering tubs needed to be installed with some form of protection around them so as to avoid any strimmer damage. Cllr Ian Sutherland reported that at a meeting he had recently attended it had been suggested that such tubs be placed on stone slabs in order to raise them higher from the ground which could be more effective than putting some kind of metal ring protection around the bases of each. The Clerk to discuss this further with the Gardening Supervisor.

**RESOLVED:**

**To receive this information.**

**5.3 Community Association for Sedgefield Community College Verbal Report by Cllr John Robinson**

Cllr Maxine Robinson reported that Cllr John Robinson was expected to arrive later that evening. Cllrs agreed to defer this item and to accept this verbal report upon Cllr John Robinson's arrival.

**RESOLVED:**



**To hear Cllr John Robinson's verbal report later in the evening.**

**5.4 Youth Event 30<sup>th</sup> April 2016 Update – Verbal Report by Cllrs Chris Lines and Lynne Dentith**

Cllr Chris Lines reported that following the last CD&E Meeting he and Cllr Dentith plus the Clerk had met with Ms Sandra Stephenson (AAP) and Ms Ellie Seed (Investing In Children) in order to progress the Council's decision to hold a Youth Event in the Parish Hal on Saturday 30<sup>th</sup> April 2016. This event will comprise of two sessions; one targeted at the primary school aged children and the second targeted at the secondary school aged children. The precise detail of format, activities and timings are still being finalized, however, the purpose of the event is to find out how young people in our community want their voice to be heard and what they want. Cllr Lines reported this will a targeted event aimed at those young people already participating in the various youth related structures operating within the AAP's and school's structures including the Youth Forum and School Council. Cllr Lines concluded that a full itinerary and explanation of format will be given at the next CD&E meeting prior to the actual event taking place.

**RESOLVED:**

**To receive this information.**

**5.5 Free Cycle Stands Report by Community Development Officer**

Prior to the meeting a Free Cycle Stands Report by the Community Development Officer had been circulated to all. Cllrs agreed in principle that the installation of such a facility was a good idea, however, Cllr Alf Walton asked where such a facility was to be installed and Cllr Gloria Wills requested clarification regarding the insurance and ongoing maintenance costs of such a facility. A discussion took place regarding a potential location and this included reference to existing cycle stands in the Town, some of which it was recognized are not well used. Cllr Mel Carr suggested the location between the existing telephone box and the seat. Cllrs agreed this was a good idea and the Clerk was asked to request the Community Development Officer investigate any village green issues relating to this location (and other issues) via the Conservation Officer and to liaise with the Council's insurer regarding this proposal. In the meantime Cllrs are to forward any other proposed sites directly to the Community Development Officer in order than an update report can be brought back to a future CD&E Meeting. Cllr Gloria Wills also requested clarification in relation to how long this particular funding is available for. Cllr Mark Cant asked for clarification regarding the perimeters of village green and was informed there is a map within the Town Council offices detailing all those areas designated as village green.

**RESOLVED:**

- i) The Clerk to instruct the Community Development Officer to investigate any village green issues regarding the location between the existing telephone box and the seat (and other issues) via the Conservation Officer and to liaise with the Council's insurer regarding this proposal.**
- ii) The Community Development to provide an update report for the next CD&E meeting along with indication of the deadline for the closing of this funding source.**
- iii) All Cllrs to forward any other potential locations for the siting of a cycle stand facility to the Community Development Officer by no later than 31<sup>st</sup> March 2016.**

**5.6 Lambs Hill Inaugural Liaison Committee Meeting – Verbal Report by Cllr Mark Cant**

Cllr Mark Cant reported that he had attended the recent Lambs Hill Inaugural Liaison Committee meeting representing the Town Council. Following this attendance the Clerk had circulated to all copies of the correspondence received by Cllr Cant. This Committee has been put together by the developer. The development will start in June/July 2016 with an expected completion of November 2016. Some objections to the development are yet to be fully answered with most notable objections being from residents in Foxton regarding flicker, potential noise and impact upon property values. Cllr Cant also said concerns were being expressed regarding the impact the concrete bases of the turbines would have upon the acidity of ground water. Cllr Chris Lines said there were a number of instances whereby such installations have taken place in peat areas and there has then been a negative impact upon the environment. Cllr Cant concluded that the next Lambs Hill Inaugural Liaison Committee meeting will take place on 11<sup>th</sup> April 2016 and confirmed he will attend on behalf of the Town Council. Cllrs thanked Cllr Cant for this update and for representing the Council at this Committee.

Cllr Alf Walton recalled a discussion at a previous Council meeting regarding an application to amend a wind turbine. Cllr Wills said this had been in relation to a different development and the issue had been that particular development had been given planning approval and then a request to increase the turbine blade size had been made by the developer which had then been granted through delegated powers

to a DCC Officer, a process through which the Town Council would not be consulted upon. This had highlighted a loop hole in the system that could only be challenged by judicial review.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllr Mark Cant to keep Cllrs updated.**

**5.7 Outdoor Fitness Update – Verbal Report by Cllr Chris Lines**

Cllr Chris Lines reminded Cllrs that it had been agreed at the last meeting that he and Cllr Dudley Waters would undertake further investigation and consultation to determine if there was any community interest in some adult outdoor fitness equipment being installed within the Eden Drive play area site. Cllr Lines reported that an appropriate article will be placed in the next editions of both the Sedgefield News and Sedgefield Extra as a way of seeking further engagement with the community regarding this. Cllr Lines to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Correspondence**

**6.1 St Edmund's Church, Sedgefield – Charity Christmas Tree Festival 2016 (email from Mrs Julia Rowsby dated Monday 29<sup>th</sup> February 2016)**

Prior to the meeting the Clerk had circulated to all an email from Mrs Julia Rowsby dated 29<sup>th</sup> February 2016 detailing a Charity Christmas Tree Festival to take place in St Edmund's Church from 3<sup>rd</sup>-9<sup>th</sup> December 2016. Within this festival was an opportunity for the Town Council to sponsor and decorate its own tree. Cllrs Ian Sutherland and Maxine Robinson reported there was already considerable interest in this event and Cllrs agreed that it was a good idea.

**RESOLVED:**

**The Clerk to inform Mrs Rowsby that the Town Council would like to have one tree at this festival.**

**6.2 Take the NHS Budget Challenge – NHS North Durham Patient Congress April 2016 (email from Mr Steve Ragg, CDALC dated 15<sup>th</sup> March 2016):**

The Clerk circulated to all an email from Mr Steve Ragg of CDALC dated 15<sup>th</sup> March 2016 detailing a forthcoming “Take The NHS Budget Challenge Patient Congress Event” at Bowburn Community Centre on Tuesday 19<sup>th</sup> April 2016.

**RESOLVED:**

**To receive this information.**

**6.3 Sedgefield 700+ (minutes of meeting held 16<sup>th</sup> March 2016)**

The Clerk circulated to all copies of the minutes of the Sedgefield 700+ meeting held on 16<sup>th</sup> March 2016. The Clerk explained that the main purpose of this particular meeting had been to progress this year’s Sedgefield Day.

**RESOLVED:**

**To receive this information.**

**6.4 Pride of Sedgefield Awards (email from Mr John Robinson dated 21<sup>st</sup> March 2016)**

The Clerk circulated to all an email from Mr John Robinson dated 21<sup>st</sup> March 2016 informing Cllrs of the launch of the Pride of Sedgefield Awards. This launch will take place the week commencing 21<sup>st</sup> March 2016 with sponsorship from the SCA, the Sedgefield Civic Trust, the Sedgefield Rotary Club and DCC Mif Fund. Cllr Chris Lines asked for clarification regarding the timeline for these awards (e.g. date for nominations, date of award etc) as well as more detail regarding the categories for the awards and the criteria for each category. Cllrs agreed this was needed before consideration could be given to making nominations.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to seek from Mr Robinson further specific information regarding timeline, categories and criteria for Awards and to then circulate to all Cllrs electronically as soon as possible.**

The Chair thanked everyone for attending and closed the meeting at 7.20pm.