

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER
MONTHLY MEETING** of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on
Monday 10th October, 2016.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. John Robinson and Maxine Robinson

2. Declaration of interest

None.

3. STC Minutes / Committee Reports

a. Notes of Fireworks Working Group held Tuesday 6th September 2016

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

b. Minutes of the Monthly meeting held Monday 12th September 2016

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

c. Minutes of the P&R Committee held Monday 12th September 2016

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

d. Minutes of the Personnel Committee held Monday 14th September 2016

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

e. Minutes of Finance Working Group held Tuesday 15th September 2016

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

f. Minutes of the Estates Working Group held Tuesday 15th September 2016

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

**g. Minutes of Community Development & Engagement Committee held Monday
19th September 2016**

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

h. Minutes of Environment Committee held Monday 19th September 2016

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

i. Notes of Policy & Records Management Working Group held Wednesday 21st September 2016

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

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

4. Matters of Information

4.1 Planning Applications:

This matter is to be discussed at the Policy & Records Management Working Group and a recommendation to be brought to a future P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

4.2 Spring Lane – Formal Complaint:

Ms Louise Baines, Customer Feedback Team Coach has requested a meeting with the Town Clerk and County Cllr John Robinson to review the Town Council's complaints in relation to Spring Lane. The Clerk has forwarded availability to Ms Baines and suggested the first part of this meeting takes place at Spring Lane then moves to the Council Offices as well as an invitation be extended to another Town Councillor who will have been in position since before May 2014. The Clerk reported a date/time has now been scheduled for this meeting as Monday 31st October 2016 at 11am commencing initially at Spring Lane and then to the Town Council Offices. Also in attendance will be Mr Stephen Reed, DCC Planning Development Manager, and Mr John Byers, DCC Area Team Leader. Cllrs Alf Walton and Gloria Wills volunteered to represent the Town Council at this meeting. The Clerk to keep Cllrs updated on this matter.

With regards to communication difficulties being experienced in general with DCC the Clerk met with Mr Steve Ragg of CDALC on 13th May 2016 and gave two specific examples (Spring Lane issue and land ownership issue near Butterwick Cemetery) which will now be taken forward by Mr Ragg with Dr Lorraine O'Donnell.

RESOLVED:

To receive this information.

4.3 Ceddesfeld Hall Lease Update:

Cllr Mel Carr and the Town Clerk are to participate in an independent mediation meeting with the SCA overseen by Durham Community Action on Monday 24th October 2016. Cllr Carr and the Clerk to keep Cllrs updated on this matter. Cllr Gloria Wills asked if there was any further update to give at this time regarding this matter and the Clerk replied that there was not.

RESOLVED:

To receive this information.

4.4 Public Participation:

The Clerk has investigated with DCC Planning Officers who have confirmed DCC's Planning Committee will consider the three corner field planning application on 20th October 2016. No information has been received as yet.

RESOLVED:

To receive this information.

4.5 Franziska Willer Ward, Sedgefield Community Hospital:

County Cllr John Robinson to keep the Town Council updated following the County Cllrs meeting in Durham with Ms Jacques (Chief Executive – County Durham & Darlington NHS Foundation Trust) and Mr Finley (Chief Executive – Clinical Commissioning Group).

RESOLVED:

To receive this information.

4.6 Section 78 – Notification of Planning Appeal:

This matter, relating to Avant Home's refused planning application on land to the South of Beacon Lane, was discussed at the Environment Committee meeting on 19th September 2016.

RESOLVED:

To receive this information and to close this matter.

4.7 The Sedgefield Plan:

A meeting to amend The Sedgefield Plan has now been scheduled for Wednesday 19th October 2016 at 9am in the Council Offices. The Clerk reported that Cllrs Mel Carr, Gloria Wills, Chris Lines, Ian Sutherland, Tim Jeanes and Allan Blakemore have stated their wish to attend along with Mr Tony Guest and Ms Julie Archer from the Steering Group. Mr Stuart Carter from DCC is hoping to attend. In addition apologies had been received from Cllrs Lynne Dentith and Joanne Elliott. The Clerk will keep Cllrs updated on this matter and said there was still time for other Cllrs to attend the meeting if they could notify her first.

RESOLVED:

To receive this information.

4.8 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1-4.

Planning applications DM/16/02655/FPA, DM/16/02736/AD, DM/16/02807/FPA and DM/16/02855/FPA were also considered at the Environment Committee meeting held on 19th September 2016.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of the meetings taking place in October 2016 had been circulated prior to the meeting along with events scheduled for October – March 2017. The Clerk reported the Mayor's Quiz and the Council's Coach Trip are now both sold out.

RESOLVED:

To receive this information.

6. Police Report

Sgt Alex Clarke presented the Police Report for the period 12th September – 10th October 2016 in which the following 22 reported crimes had taken place:

Burglary:

- Between 6.45am and 5.20pm on 5th October 2016, entry was forced to a property in Melgrove Way. Two men's wrist watches, a gold ring and gold chain were taken along with a small amount of cash. It is believed that this crime is connected to at least 4 other similar jobs in the South Durham area. CID is currently investigating this crime series.
- Between 2pm and 6pm on 27th September 2016, the front door of a secluded vacant residential property on Durham Road was forced and entry was gained. Nothing was stolen.
- Between 13th and 20th September 2016, the old telephone exchange building in North End was broken into. Nothing was stolen and it is believed local children may have been responsible.
- Approximately 5am on 13th September 2016, two males using sledgehammers attempted to force entry to the bakers on North End. The males failed to gain entry and made off in a vehicle. Enquiries have traced the vehicle back to a group of criminals from the Darlington area who had committed other offences in Darlington that same morning. One male has been arrested and enquiries continue.

Criminal Damage:

- There have been three reported incidents of criminal damage including the bus shelter outside of Bolam's and a vehicle in Eden Drive which was scratched down one side. The other damage related to metal gates of a field at Redcar House Farm which were rammed overnight of the 14th September 2016.
- In the early hours of 15th September 2016, a badger was killed in a field belonging to Murton Grange Farm. It is believed that the badger had been run over by an unauthorized vehicle driving through the field. As a result of this criminal activity, police night time patrols have been directed towards the Sedgfield area particularly to quieter rural areas.

Other:

There have been 6 reported assaults, 4 shopliftings, 3 other thefts and 2 drive off offences.

Crime has increased from 101 crimes year to date (2015) to 118 crimes year to date (2016) which equates to an increase of 17%. Detection rates stand at 36% (this was 31% for the same period last year).

In September 2016 there had been 46 incidents of anti-social behavior which compared to 51 incidents for September 2015 which equates to a 10% decrease. In September 2016 there had been 17 youth anti-social behavior incidents which compared with exactly the same figure for September 2015.

The next PACT meeting will take place on Tuesday 11th October 2016 at 7pm in the Fletcher Room of the Parish Hall. The priority will be youths gathering near to the duck pond and surrounding areas of Eden Drive.

Sgt Clarke concluded with the following other items of note:

- Drug use in and around the cemetery and other anti-social behavior issues at that location – this complaint is subject to neighbourhood problem profile and NPT will continue with patrols in this area.
- PCSO Andrew Taylor has resigned from the Sedgefield NPT to take up his post of police constable within the Cleveland Constabulary. This leaves the team an officer short for the foreseeable future so PCSO Amy Jorgeson will be covering Sedgefield, Fishburn and the Trimdons.
- A 'Pop-up' PACT has started in the Town in an attempt to engage with more members of the public. Rather than just a monthly PACT meeting the Police are now running unscheduled hour long surgeries in various ad hoc locations to meet residents and listen to their concerns and focus their efforts accordingly.

Cllr Chris Lines said that he was aware of the current clown craze sweeping the country and commented that a couple of adults running in the Town had been stopped by a clown driving a car which pulled up alongside them. Cllr Lines was also aware of a number of other instances in Sedgefield and asked Sgt Clarke what measures were being put in place to tackle this and to give reassurance to residents and particularly children. Sgt Clarke replied that 3 such instances have occurred recently in Trimdon and these have not been of a prank nature but of intimidation. All such incidents will be considered separately and dealt with accordingly, however, there is a fine balance as making reassurance statements also brings this matter more openly into the public domain. Cllr Lines suggested that Sgt Clarke and his team liaise with the Head Teachers from the local primary schools in order to give some reassurances to children 11 years and under. Sgt Clarke agreed to do this. Cllr Vanessa Carmichael expressed her concerns of reports of children aged 12-13 years carrying knives in the Town as a way of protecting themselves in response to such incidents. All agreed this was very worrying and Sgt Clarke gave assurance that names had already been obtained of

individuals involved in the Trimdon incidents.

Cllr David Brown noted the comments relating to Murton Grange Farm and reminded Cllrs of other recent reported thefts from this location. Cllr Brown said he felt rural crime was getting out of hand. He also made Cllrs aware of instances in nearby areas whereby bales are being dumped in fields which are effectively waste materials potentially causing environmental hazards. Cllr Alf Walton agreed with Cllr Brown and said in some instances this could be being done as a way to store waste on fields. It was agreed by all to be vigilant to any such situations in our area.

Cllr Mel Carr thanked Sgt Clarke for his Police Report.

RESOLVED:

To receive this information.

7. Public Participation

The Chairman closed the meeting whilst the public gave their views and comments.

Mrs Sarah Guest said that she had communicated with the Clerk in order to request, on behalf of the SVAG, an open meeting at 6.30pm on Monday 17th October 2016 in order to consider the outcome and implications of the recent Eden Drive planning application public inquiry. Mrs Guest asked if any Town Councillors would be speaking against the Avant Homes planning application and the three cornered field planning application. She also asked if the Town Council would be meeting with DCC Planners following the determination of the Eden Drive inquiry to find out the way forward. Mrs Guest asked if any Town Councillors would be supporting the ESRG appeal and concluded by asking if the Town Council had any knowledge about the proposed development on the school site as the target of 300 new dwellings has now been achieved via the Eden Drive decision. Cllr Mel Carr said the Town Council would respond to those questions for which it had answers. The Clerk reported that she had contacted all Town Councillors on 6th October 2016 making them aware of Mrs Guest's request to have a meeting and suggested 6.30pm on Monday 17th October 2016 as a means of giving Councillors notice to make any necessary personal arrangements and to consider comments made by members of the public at this Monthly Meeting while ultimately taking place before the meeting to progress The Sedgefield Plan on 19th October 2016. The Clerk requested to raise this matter again under agenda item 10.2. The Clerk reported the Town Council have requested to speak at the Avant Homes public

inquiry, a request which has been accepted and will be discussed further under agenda item 10.1. Finally, the Clerk reported that Cllr Gloria Wills will be representing the Town Council to object to the latest three cornered field planning application later in October 2016.

Mrs Julia Bowles said that a number of residents were in attendance to hear the Town Council's discussions regarding the SVAG letter to be considered under P&R Committee agenda item 7.2 and asked if this matter could be brought forward so that residents did not need to remain for the full duration. Cllr Mel Carr replied it was not possible to move this item onto the Monthly Meeting agenda, however, Cllr Wills as Chair of the P&R Committee said that she was happy to make a proposal at the start of her meeting to bring this item forward on her agenda.

Mrs Jackson, a resident for 10 years, expressed her disappointment at the outcome of the Eden Drive planning application public inquiry and informed Cllrs that her home will now become that nearest to the new main road. Mrs Jackson's husband is terminally ill and she believes that the granting of this planning application infringes his rights under the Human Rights Act in three ways. Mrs Jackson requested the Town Council's support in taking her fight further. Cllr Mel Carr asked Mrs Jackson to write into the Town Council, via the Clerk, detailing her case so that it can be considered and discussed.

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 seven Town Council meetings and also represented the Mayor at the Spennymoor Town Council Mayor's Civic Service.

RESOLVED:

To receive this information.

8.2 Mayor's Report

The Mayor reported that since the last Monthly Meeting he had attended:

- The Northumbria In Bloom Award Ceremony at Gateshead. He congratulated the Town Council's gardening staff, members of the Sedgfield In Bloom, individuals and businesses who had all supported and participated in this year's event.

- Hardwick Hall Hotel to commence preparations for the Mayor's Ball in March 2017. Further details will be shared with all at a later date.
- Various school activities including Sedgefield Primary School's BBQ, the teddy bear parachute jump and the Harvest Festival.
- The official opening of the re-furbished Scouts Hut which was well attended and is now a fantastic venue for the Scouts movement for years to come.

RESOLVED:

To receive this information.

9. External Reports

9.1 East Durham Rural Corridor Area Action Partnership Board Meeting - Key Messages (5th October 2016):

The Clerk circulated to all copies of the Key Messages from the East Durham Rural Corridor Area Action Partnership Board Meeting held on 5th October 2016. The Clerk pointed out to Cllrs the next Board Meeting will be held on Tuesday 24th January 2017, 5-7pm, at Kelloe Primary School. Prior to this on 26th November 2016 will be the It's Up 2 U Participatory Budgeting/Forum Event at The Active Life Centre at Coxhoe at which Cllrs were urged to vote to support the Town Council's funding application relating to the refurbishment of the Fletcher Room in the Parish Hall. The Clerk said that further information regarding this matter would be given at the next Community Development & Engagement Committee meeting.

RESOLVED:

To receive this information.

10. Correspondence

10.1 Planning Inspectorate APP/X1355/W/16/3155717: Land to the South of Beacon Lane (email and attachment from Mr Robert Cook, The Planning Inspectorate dated 5th October 2016):

The Clerk circulated to all for information an email and attached letter from Mr Robert Cook of The Planning Inspectorate dated 5th October 2016 in which he confirmed the Town Council's request to speak at the forthcoming public inquiry into the land to the South at Beacon Lane has been brought to the Inspector's attention. A Town Council representative is to attend the start of the inquiry and inform the inspector that they

wish to speak.

Gloria Wills said that she had agreed to speak on behalf of the SVAG in relation to planning policies and was therefore not able to represent the Town Council at this inquiry. Cllr Mel Carr said that, depending upon the timing of the inquiry, was happy to represent the Town Council. Cllrs thanked Cllr Carr for his offer and accepted.

RESOLVED:

i) To receive this information.

ii) Cllr Mel Carr to represent the Town Council at the public inquiry relating to land to the South of Beacon Lane.

10.2 SVAG Request (email from Mrs Sarah Guest dated 5th October 2016):

The Clerk reported that an email request from Mrs Sarah Guest, on behalf of the SVAG, had been received on 5th October 2016 in which she asked for the opportunity for several SVAG members to meet with Town Councillors to discuss the outcome of the Eden Drive planning application appeal and its implications. This email had duly been shared with all Cllrs and the Clerk had suggested 6.30pm on Monday 17th October 2016 in the Town Council Offices. Cllr Lynne Dentith asked what the structure of such a meeting would be. The Clerk replied this is a matter to now be discussed by Cllrs. Cllr Dentith proposed the meeting be open. Cllr Wills agreed, however, said that an agenda would be necessary to ensure there was focus to cover the main point. The Clerk reiterated Mrs Guests request to have a meeting to discuss the outcome of the Eden Drive planning application appeal and its implications. Cllr Allan Blakemore said such a meeting was being requested as the Eden Drive decision now provides for the 300 new dwellings required and it was important now to think how this impacted upon the Neighbourhood Plan and protecting the remaining areas of the Town.

RESOLVED:

i) The Clerk to prepare an agenda and to circulate to all Cllrs and Mrs Sarah Guest (Mrs Guest to disseminate to her colleagues).

ii) Cllrs to inform the Town Clerk if they are going to participate in this meeting.

11. 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/16/03031/FPA – erection of two storey/first floor side/front extension and single storey rear extension, 9 The Leas, Sedgefield:

Cllrs did not have any objections to this application.

2 DM/16/02028/FPA – private equestrian area, The Lizards, Lizard Lane, Sedgefield:

Cllrs did not have any objections to this application.

RESOLVED:

The comments on planning applications 1- 2 above to be submitted to DCC Planners.

The Chair thanked everyone for attending and closed the meeting at 7.33pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES

Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 10th October 2016.**



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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, John Robinson and Maxine Robinson.

2. Declaration of interest

None.

Further to the comments made during the Public Participation agenda of the earlier Monthly Meeting, Cllr Gloria Wills proposed that agenda item 7.2 (Letter from SVAG) be considered immediately after Matters of Information. All Cllrs agreed to this proposal.

3. Matters of Information

3.1 Epitaph Training:

Training for the Clerk and the Gardening Supervisor is on-hold whilst the Council's Finance Working Group consider the potential use of RBS as a financial package. 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. Further work is now required on the constitution and a new application form needs to be submitted. In the first instance an update report will be presented to the Finance Working Group with a subsequent recommendation being brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.3 Letter from Mr G Roper – Relocation of Post Office:

County 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 Clerk has written to Mr Dave Wafer of DCC to outline the Town Council's concerns regarding parking in and around Bolams and has also requested an updated regarding this matter. A response is now awaited.

The Town Council to monitor parking in these areas of the Town.

RESOLVED:

To receive this information.

3.4 Station Road Playing Field:

The Clerk has written to NWL requesting they proceed with the offer made to County Cllr John Robinson in September 2015, stating they would make and pay for the boreholes in Station Road Playing Field and then conduct a dye test to find out where the drains go and how they flow in order to determine if there are any other blockages exacerbating the problem in either the drains themselves or the culverts. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Gardening Portacabin – Electricity Connection:

Northern Powergrid have now connected the electricity onto the Town Council's land. Quotations have been sought to now connect electricity to the Portacabin. See agenda item 8.2.

RESOLVED:

To receive this information and to close this matter.

3.6 Town Council Financial Donation to CAB Update:

The Clerk has written to Dr Wendy Gill, Chair of the SCA, recommending the Town Council makes a financial donation to CAB and to pay for the hire of one consultation room at Ceddesfeld Hall as the venue for the fortnightly drop in sessions with possibly the SCA providing the other room free if they felt a waiting room was required. The Clerk reported that since producing the Committee packs a response from the SCA has now been received and will be considered under agenda item 7.4.

RESOLVED:

To receive this information.

3.7 Butterwick Road Cemetery:

The new Rules and Regulations are now displayed on the Town Council's website as well as appropriate information on the notice board at the cemetery and reference copies for the public at both the Council Offices and Gardening Staff's portacabin. Copies have now been sent to all undertakers and memorial masons as well as grave digging contractor. Copies will now be issued every time someone purchases an Exclusive Burial Right.

RESOLVED:

To receive this information and to close this matter.

3.8 Allotments Policy:

The new Allotment Policy is now on display on the Town Council's website as well as reference copies at Butterwick and Winterton Allotments. All existing allotment holders have been issued with a copy (as will any new holders).

RESOLVED:

To receive this information and to close this matter.

3.9 Bank/Cash Reconciliation Report:

Work is ongoing by the Finance Working Group to recommend to a future P&R Committee the most appropriate financial software package for the Town Council to use. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Terms of Reference – Community Chest:

The updated Community Chest's Terms of Reference have now been included on the Town Council's website with an article feature in the next Sedgefield Extra to promote this potential funding opportunity.

£500 has been reallocated from the Council's reserves to the Community Chest with immediate effect to reflect the unallocated Community Chest money from 2013/14 – 2015/16 which went back into the Town Council's budget.

RESOLVED:

To receive this information and to close this matter.

3.11 Provision of Weekly Balance Right Session:

The Clerk has written to Ms Debbie Ryan explaining the Parish Hall hire rates are already very reasonable compared to those of other similar venues and for this reason no reduction will be given. Within the letter the Clerk suggested Ms Ryan approach County Cllrs Robinson and Lumsdon to request financial assistance as well as approach the NHS. Finally the Clerk offered to help promote this event by displaying posters within Town Council Offices/noticeboards plus website and disseminating through the Residents Database. Cllr Chris Lines asked if this offer of assistance to promote the sessions had been taken up. The Clerk replied that at this moment in time no requests have been received to assist with promotion of the sessions.

RESOLVED:

To receive this information and to close this matter.

3.12 Licensing – Variation – Sedgefield Social Club:

The Clerk has written to Ms Carol Graham, DCC Licensing Assistant to express the Town Council's concerns regarding live music being added to the existing licence and extended drinking hours which could result in noise emanating from the property and the impact upon nearby residents. The Town Council requested reassurance that appropriate conditions and levels would be set in the revised application.

Ms Yvonne Raine, Senior Licensing Officer for DCC contacted the Town Clerk on 20th September 2016 to report that the Live Music Act 2012 and the Legislative Reform (Entertainment Licensing) Order 2014 have had the effect that where a premises holds a premises licence of a club premises certificate for the sale of alcohol live music or recorded music is no longer classed as regulated entertainment if it takes place between 8am and 11pm for an audience of less than 500 persons and alcohol is available. This means that Sedgefield Social Club can already provide live or recorded music any day of the week up until 11pm providing the premises are also selling alcohol, without needing to vary their existing Club Premises Licence. The current variation under consideration for Sedgefield Social Club is to permit the sale of alcohol for an additional hour on Sunday mornings from 11am until 12 noon. The Town Clerk confirmed to Ms Raine that Councillors did not have any objection to this additional hour for the sale of alcohol. Ms Raine has confirmed this case has highlighted an error in their reporting system and she has now trained her colleagues so as to ensure Councils are not required to discuss variations for which there is no need due to the Live Music Act 2012 and subsequent Legislative Reform Order.

RESOLVED:

To receive this information and to close this matter.

3.13 County Training Partnership:

No Cllrs have requested to attend any of the training events circulated.

RESOLVED:

To receive this information and to close this matter.

3.14 Repairs to Town Council Bus Shelter at Community Hospital:

This matter was considered by the Estates Working Group on Thursday 15th September 2016. A cheaper, alternative glazier was found and this repair has now been completed.

RESOLVED:

To receive this information and to close this matter.

7.2 Letter from SVAG (email and attached letter from Mrs Sarah Guest, SVAG dated 15th September):

The Clerk reminded Cllrs that copies of Mrs Guest's letter had previously been circulated to all Cllrs at or immediately following the Community Development & Engagement Committee meeting held on 19th September 2016.

Cllr Gloria Wills asked Cllr Chris Lines if there was anything which he wanted to say. Cllr Lines said that he stood by the comments and responses he had made at the Community Development & Engagement Committee meeting held in September 2016.

Cllr Tim Jeanes pointed out that he had missed the last meeting but had read Mrs Guest's letter. Cllr Jeanes said that everyone was entitled to their own opinion and free speech. Cllr Jeanes said he was unsure of the questions being asked by Mrs Guest. The Clerk referred Cllrs to the earlier approved September 2016 Monthly Meeting minutes in which these were clearly detailed.

Cllr Gloria Wills reiterated that when an individual is stating their own opinion they need to ensure they make it known they are doing so in this capacity and not as a Councillor as she herself had done previously. Cllr Chris Lines reiterated that he had done this and Cllr Ian Sutherland agreed.

Cllr Mel Carr said the Town Council had agreed to support and pass on information on behalf of the SVAG through the Residents Database. Indeed, the Council had just agreed to the SVAG's request to meet and to support in future appeals relating to Avant Homes and the three cornered field. Cllr Carr said that when the SVAG's aim and objectives were in-line with those of the Council's then the Council would do all it could to support and work together, however, there may be instances when

there are differences of opinion between the two and Town Council support cannot be given.

Cllr Lynne Dentith referred to Mrs Guest's question as to whether there is a policy for such instances and if this was a Code of Conduct Issue. Cllr Wills replied this matter is not a Code of Conduct issue. She clarified it is up to individual Cllrs to abide by the Nolan principles stipulated in the Code of Conduct and not to mislead the public which Cllr Lines did not do. Cllr Mark Cant said that Chris Lines was entitled to his own individual opinion and whilst this might not have been the same as that of the SVAG he had made it clear that he was not speaking on behalf of the Town Council.

RESOLVED:

The Clerk to write to Mrs Guest stating the Town Council is happy to support the SVAG where both parties hold the same opinion. In addition, the Town Council is also happy to, and it has for some time now, circulate information on behalf of the SVAG through the Residents Database.

4. Public Participation

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments.

Mrs Julia Bowles thanked the Town Council for bringing agenda item 7.2 forward. Whilst Mrs Bowles said that she would not want to deny anyone their own opinion she felt that Cllr Lines had, during the Eden Drive planning public inquiry, given the impression that he was speaking on behalf of the Town Council. She reiterated that the SVAG was set up with a mandate to represent a large section of the public and had a mandate to keep the public informed. Mrs Bowles felt the statement made during that inquiry that the SVAG does not represent residents was incorrect and the letter which was then sent from the SVAG to the Town Council (and considered under agenda item 7.2) was done so in order to answer those allegations. Mrs Bowles concluded that the accusation made of misleading the public was very serious.

Mrs Sarah Guest said that she was disappointed by the comments made at the actual inquiry and in subsequent Council discussions as both groups comprised of people who know each other very well and felt there was no need for the nasty comments which

ensued. Mrs Guest said she accepted that both parties can agree to disagree but wanted to reassure the Town Council that the SVAG have got no intention of misleading the public and will continue to operate in an appropriate manner.

Ms Julie Archer said that further to Cllr Mel Carr's comment about the Town Council being willing to support if in agreement with the SVAG, she pointed out that in relation to the Eden Drive planning public inquiry it had been the Town Council who had asked the SVAG to take Rule 6 Status forward. This had been done by the SVAG and had taken lots of time and effort by Group members in order to achieve by not only attending the inquiry but also the considerable preparation time beforehand. The SVAG had responded to a request from the Town Council. Ms Archer said there needs to be mutual respect.

The Chairman thanked the public for their comments.

5. Reports

5.1 Delegation Scheme 2016/17 Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Delegation Scheme 2016/17 Report which detailed a proposed amendment to the Council's existing scheme as based upon discussions with the Council's Internal Auditor following remarks made by several Cllrs at the Council's AGM in May 2016.

RESOLVED:

The presented Delegation Scheme be adopted with immediate effect.

5.2 Staff Handbook Recommendation Report by Personnel Committee

(Note: copies of this have NOT been reissued to Personnel Committee members as per agreement at last meeting on 14th September 2016)

Prior to the meeting the Clerk had circulated to all a Staff Handbook Recommendation Report by the Personnel Committee which had been accompanied by a comprehensive DRAFT Staff Handbook. Cllr Chris Lines congratulated the Committee on this piece of work. He commented that within one of the appendices related a policy to communications and emails and he questioned whether social media needed to be considered. The Clerk informed Cllr Lines that when the Town Council's new website had been launched it had been agreed that before Twitter would be activated a Council Social Media Policy would be produced which would clearly detail the protocols that would need to be followed by Council staff and

Councillors. This Policy is now on the agenda of the Policy & Records Management Working Group to draft and in due course a recommendation will be brought to a future P&R Committee meeting. Cllr Allan Blakemore commented that there is currently a substantial workload facing all Council staff and therefore work was being prioritized which could mean a delay in this particular policy being brought forward. Cllr Lines thanked all for their comments and reminded all that the responses received in the recent youth consultation exercises had all highlighted the importance of social media as a way of engaging with young people.

RESOLVED:

- i) To adopt the presented Staff Handbook with immediate effect.**
- ii) The Personnel Committee to regularly review this Handbook to ensure that it reflects latest legislation and guidance.**

5.3 Code of Conduct Recommendation Report by Policy & Records Management Working Group

Prior to the meeting the Clerk had circulated to all a Code of Conduct Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

To adopt the presented Code of Conduct with immediate effect.

5.4 Publication Scheme Recommendation Report by Policy & Records Management Working Group

Prior to the meeting the Clerk had circulated to all a Publication Scheme Recommendation Report by the Policy & Records Management Working Group. The Clerk pointed out that with the introduction of the new Town Council website much of the information outlined in this Scheme is now freely and directly available to anyone wanting access to it.

RESOLVED:

To adopt the presented Publication Scheme with immediate effect.

5.5 Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group

Prior to the meeting the Clerk had circulated to all a Compliments, Comments and

Complaints Policy Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

To adopt the presented Compliments, Comments and Complaints Policy with immediate effect

5.6 Cemetery Lodge Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update Report in which it was reported the current property tenants had requested, and been granted, a further 6 month let with another 6 month let thereafter.

RESOLVED:

To receive this information.

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

6. Financial Matters

6.1 Monthly Accounts: Income (as at 29th September 2016) / Expenditure (as at 29th September 2016 minus unapproved cheques after 12th September 2016)

RESOLVED:

The monthly accounts as had been circulated were approved.

The Clerk informed Cllrs that the Finance Working Group continue to meet monthly in order to monitor closely the Town Council's budget and the next meeting will be a review of the mid-year income and expenditure figures in order to begin discussions regarding the 2017/18 budget and the precept, both of which will result in recommendations being brought to the P&R Committee for consideration by all. Cllr David Brown congratulated the Finance Working Group and Town Council staff on producing financial information which was far superior to that delivered previously. Cllr Dudley Waters asked if proposed capping could impact upon the Town Council. The Clerk replied that she had information regarding this matter to circulate to all later in the meeting.

6.2 Cheques for approval after 12th September 2016

Details of cheques for approval on 29th September 2016 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval for 3rd – 10th October 2016 and clarified that the amount for cheque number 108770 was £5763.49.

Cheque number 108765 was queried as the amount seemed excessive for “Sedgefield Plan website domain”. The Clerk reported this invoice was in fact for the renewal of 6 domain names as well as the annual hosting cost for the domain www.thesedgefieldplan.co.uk . Cllr Chris Lines explained that when work first commenced on The Sedgefield Plan several domain names had been bought as a way of protecting the Plan and ensure that as many people as possible using a search engine to find the Plan would do so successfully while at the same time not allowing competitors the opportunity to use a similar name and cause confusion. Cllr Allan Blakemore confirmed this was done as a means of keeping clear space between the Plan’s site and work with that of developers. Cllr Gloria Wills questioned whether it was still necessary to hold all such domain names and if the Plan’s existing website was still required now the Town Council’s new website was operational. The Clerk recommended that whilst a page had been provided on the Town Council’s website allowing The Sedgefield Plan to be displayed once made it would be best to continue with the existing website which is known by all as the Plan continues to proceed through further statutory consultation. Cllrs agreed with the Clerk.

RESOLVED:

- i) All cheques were approved for payment.**
- ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**
- iii) To incorporate The Sedgefield Plan information onto the Town Council’s new website as soon as all statutory consultation processes have concluded and to review the on-going payment of Plan related domain names.**

6.3 Debtors List as at 29th September 2016

RESOLVED:

To receive the Debtors List as at 29th September 2016.

6.4 Sedgefield Town Council – Audit for the year ended 31st March 2016 (letter from BDO LLP, External Auditor dated 21st September 2016)

Prior to the meeting the Clerk had circulated to all a letter from the Council's External Auditor's BDO LLP a letter dated 21st September 2016 confirming the conclusion of the 2015/16 Year End process with no matters having come to their attention requiring the issuing of a separate additional issues arising report. The Clerk reported that the required Notice of Conclusion of Audit posters have been displayed within the Town from 28th September 2016 and will remain in place until 14th October 2016. At this time no members of the public have requested to view the Town Council's accounts, however, the Clerk pointed out the Council does make these readily available to the public at all times of the year following their publication to co-incident with the Town's Annual Meeting.

RESOLVED:

To approve and accept the External Auditor's findings for the year ended 31st March 2016.

7. Correspondence

7.1 CDALC AGM – Agenda Minutes of 69th Meeting and 2015/16 Annual Report (email and attachments from Mr Steve Ragg, CDALC dated 14th September 2016)

Prior to the meeting the Clerk had circulated to all copies of an email and attachments from Mr Steve Ragg of CDALC dated 14th September 2016 relating to the CDALC AGM on Saturday 22nd October 2016. The Clerk then circulated to all additional information received from Mr Steve Ragg via email dated 6th October 2016 which contained a further special motion for discussion and approval at the AGM relating to the current government proposals regarding capping.

RESOLVED:

Cllrs to read all the background papers for the CDALC AGM and to discuss at the Environment Committee meeting on 17th October 2016 how Sedgefield Town Council wishes to vote on the special motions proposed and agree upon which two Councillors will attend the AGM.

7.3 Flats (email from Mrs Norma Neal, Players dated 26th September 2016)

Prior to the meeting the Clerk had circulated to all an email from Mrs Norma Neal on behalf of the Players dated 26th September 2016 regarding the Town Council's decision not to allow the Players to build a flats storage area as they wished. Cllr Allan Blakemore explained to other Cllrs why the Estates Working Group had made this decision, i.e. the proposed frames to house the flats would take up half of the back area of the stage. The Town Council had offered an alternative way of storing but this was now being challenged by the Players. Cllr Blakemore stated the Players already have far more storage facilities within the Parish Hall than any other user group as well as their own lighting and sound facilities. Cllr Blakemore expressed his frustration at what he considered to be a very degrading email. Cllr Alf Walton agreed the Players request was unreasonable and would take up too much space. Cllr Gloria Wills pointed out the Town Council has spent a considerable amount of money improving the back of the stage and it cannot now be entirely take up with just storage of the Players flats, nor can these flats (currently housed for some considerable time in the Town Council's meeting room) be moved as in the past to the Fletcher Room particularly when this becomes a youth facility. The Clerk recommended that a face to face meeting between willing members of the Estates Working Group and several Players representatives to discuss this and resolve would be the best way forward.

RESOLVED:

The Clerk to schedule a meeting between willing members of the Estates Working Group and Mrs Norma Neal, Mr Walter Howell and Mr David Jasper of the Players.

7.4 CAB Fortnightly Drop-in Sessions (letter from Dr Wendy Gill, SCA Chairman dated 3rd October 2016):

Cllr Ian Sutherland declared an interest as a member of the SCA Executive.

Further to Matter of Information number 3.6, the Clerk circulated to all Cllrs a letter received from Dr Wendy Gill, Chairman of the SCA dated 3rd October 2016 detailing the SCA's response to the Council's suggestion of hosting CAB fortnightly drop-in sessions at Ceddesfeld Hall. The Clerk suggested Cllrs have time to consider the content of this letter and defer discussions until the next Environment Committee meeting on Monday 17th October 2016.

RESOLVED:

Cllrs to consider the letter circulated and to discuss this matter at the Environment Committee meeting on Monday 17th October 2016.

7.5 Meeting with MPs and Parliamentary Outreach Workshop (email from Mr Steve Ragg, CDALC dated 5th October 2016):

The Clerk circulated to all copies of an email from Mr Steve Ragg with further information regarding the forthcoming meeting with MPs and Parliamentary Outreach Workshop to which each Council is urged to be represented (Note: information had already been circulated in September 2016 regarding this event). In addition, Mr Ragg is also encouraging Councils to come prepared with some questions for MPs which should be pertinent to the Parish Council sector rather than personal issues, e.g. capping/referendums for parish councils, youth services etc. Several Cllrs expressed disappointment that the Sedgefield MP was not participating in this event.

RESOLVED:

To receive this information.

7.6 Parish Councils and Referendum Principles (email from Mr Steve Ragg, CDALC dated 4th October 2016):

The Clerk circulated to all copies of an email and hyperlinked attachments from Mr Steve Ragg of CDALC in relation to Parish Councils and Referendum Principles currently the subject of a national consultation.

RESOLVED:

Cllrs to consider the information circulated and to discuss this matter at the Environment Committee meeting on Monday 17th October 2016.

Cllr Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and had any members of the public or press been present they would have been asked to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

8. Consideration Of Reports Exempt From Public:

The Chair thanked everyone for attending and closed the meeting at 8.48pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the
Council held at **7 pm** in the **Council Offices**, Sedgefield, on
Monday 17th October 2016.

Present **Cllr. Alf Walton (Chairman)**
 Cllr. Mark Cant (Vice-Chairman) and
 Cllrs. Allan Blakemore, Mel Carr, Lynne Dentith, Tim Jeanes, Chris Lines, Ian
 Sutherland and Dudley Waters

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. David Brown, Vanessa Carmichael, Joanne Elliott, John Robinson, Maxine Robinson,
Gloria Wills

2. Declaration of interest

None.

3. Matters of Information

3.1 Tractor Maintenance Report:

The Gardening Supervisor is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Gardening Supervisor to commence discussions when appropriate in relation to potentially trading in existing tractors and purchasing a new/second hand medium sized machine. The Gardening Supervisor has started to investigate potential options. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 Footpath Outside Hope Inn:

No information has been received regarding revised plans to The Hope Inn.

A meeting will be scheduled with Mr John Adamson and others when required regarding the village green area at the front of The Hope Inn.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.3 Village Green Footpaths:

The Community Development Officer, upon her return to work, will continue liaising with Cllrs Walton and Carr to prepare a grant funding application. The Community Development Officer to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Mediaeval Fayre 2016:

The Clerk has written to Mr John Robinson and requested that for 2017's event and beyond clear clarification is given as to the exact start and finish times for the event along with a request that there is no setting up by fairground rides taking place before 9am so as to allow children easy access to school. No response has been received as yet. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Trees – North End and White Beam:

The Clerk has notified AW Treecare of their successful tender. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Trees – Overhanging Sedgefield Squash Club

The Clerk has notified AW Treecare of their successful tender. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Ceddesfeld Hall Trees:

The Clerk has contacted AW Treecare and requested two sets of quotes for the work suggested in this report, i.e. one set with the services of a cherry picker and one set without. In addition, the Clerk has requested AW Treecare look at those trees overhanging the lane between the Hall's grounds and the school and submit a quotation if work is considered necessary. Quotations have now been received and will be presented to the November 2016 P&R Committee for consideration.

RESOLVED:

To receive this information.

3.8 Installation of Self-Watering Tubs:

The Town Council has now taken receipt of the 100 self-watering tubs purchased via the Delivering Differently Grant obtained from DCC. Work is already underway to replace those existing wooden tubs which are on hard standing. Trial work will begin soon at exploring options for placing the new tubs onto grassed areas in such a way as to avoid being damaged by strimmers. The wooden tubs which have now been removed are currently being stored in the Town Council's compound area and a proposal will be taken by the Clerk to the next Finance Working Group regarding the resale of these items. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Grass Cutting Complaints:

The Clerk has written to County Cllr Rachel Lumsdon requesting an update on her discussions with Livin. A response is now awaited.

The Clerk has written to Livin requesting assurance regarding the state of future grass cutting working in the Town and also making them aware of the potholes issues on the footpaths identified by Cllr Wills. A response has now been received and will be circulated under the 'Correspondence' element of this agenda.

RESOLVED:

To receive this information.

3.10 Delivering Differently:

A purchase order has now been submitted for the winter gritting equipment. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Sedgfield In Bloom:

The Clerk has written a letter of congratulations to the Bloom Group and to Mr & Mrs Wright. The Clerk has also written to Mr Alan Patrickson of DCC congratulating the County on their wildflower verges in Sedgfield and to ask if this could be extended to other roadside verges in the Town. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Application to Register Land as Village Green:

Cllrs are to consider Station Road Playing field being earmarked as a local green space when reviewing the required amendments to The Sedgfield Plan at a meeting to be held on 19th October 2016. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Hardwick Hall Hotel:

The Clerk has liaised with Mr Joe McKenna and as a result Mr Leslie Taylor of

Hardwick Road had agreed to have noise monitoring equipment installed in his property for the 13th Annual North East Oyster Festival on 30th September 2016. Noise equipment had been installed by DCC at Mr Taylor's property and also another address on Milbourne Court. The Clerk had received an email from Mr Mark Anslow, DCC Senior Environmental Health Officer on 6th October 2016 informing the Town Council that both clients had advised there was no noise from this particular event and therefore nothing on the noise equipment.

RESOLVED:

To receive this information.

3.14 Planning Appeal – Forthcoming Public Inquiry regarding Land to South of Beacon Lane, Sedgefield:

The Clerk has written to the Planning Inspectorate detailing the Town Council's objections to this application, along with accompanying evidence, and requested the Council be represented at the forthcoming inquiry. The Planning Inspectorate's agreement to the Town Council's request had been reported at the Monthly Meeting held on Monday 10th October 2016 where it was also agreed that Cllr Mel Carr would represent the Town Council.

RESOLVED:

To receive this information and to close this matter.

3.15 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications DM/16/02655/FPA, DM/16/02736/AD, DM/16/02807/FPA and DM/16/02855/FPA.

RESOLVED:

To receive this information and to close this matter.

3.16 South West Area Planning Meeting – Caravan, Spring Lane:

Cllr Gloria Wills represented the Town Council at the Planning Committee meeting held on Thursday 22nd September 2016 at Green Lane, Spennymoor. This application was refused.

RESOLVED:

To receive this information and to close this matter.

3.17 Consideration of CDALC MPs Outreach Workshop:

No Cllrs have requested to attend this event.

RESOLVED:

To receive this information and to close this matter.

ADDITIONAL ITEMS:

The Clerk reminded Cllrs that at the P&R Committee meeting held on Monday 10th October 2016 it had been agreed to defer several items to this agenda for discussion as follows:

A1. CDALC AGM – Consideration of proposed motions, determination of voting and Council representation

A2. Consideration of CAB Fortnightly Drop-in Sessions (letter from Dr Wendy Gill, SCA dated 3rd October 2016)

A3. Consideration of Parish Councils Referendum Principles

A4. Consideration of West Park Lane (additional item submitted by Cllr Gloria Wills)

RESOLVED:

The above items to be added at the end of the meeting's agenda.

4. Public Participation

The Chairman, Cllr Alf Walton closed the meeting for the public to give their views and comments.

Mrs Carol Scott apologised that she had been unable to attend the previous week's P&R Committee meeting. Mrs Scott requested reassurance from the Town Council that the willows on Station Road Playing Field would be coppiced in the Spring. Cllr Alf Walton and the Clerk replied that advice had been obtained from a specialist tree surgeon who had stated coppicing of willows should only take place every three years. Mrs Scott thanked the

Town Council for this information.

Mrs Julia Bowles praised the work of the Bloom Group and the Town Council's Gardening staff. She commented that while such a lot of work is done to keep the Town looking as attractive as possible she requested the Town Council approach the owners of the Premier Store and the corner shop to ask that they tidy up the front of their properties and have them more in keeping with the rest of the Town. Cllr Allan Blakemore replied that such approaches have been made in the past, however, the Town Council does not have any powers over these stores.

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

5. Reports

5.1 Repair Work Required At Eden Drive Play Area – Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Repair Work Required At Eden Drive Play Area Report. The Clerk confirmed that quotations are now being prepared and will be presented for consideration at the next P&R Committee meeting. Cllr Alf Walton reported that he had viewed the area of concern and expressed his belief that the existing wet pour did not appear to have been installed correctly. Cllr Mark Cant asked if DCC had provided the Clerk with assistance in preparing a specification for this work. The Clerk confirmed DCC had provided this assistance and also had offered to give their independent opinion on the quotations received.

RESOLVED:

To receive this information.

6. Correspondence

6.1 Sedgefield In Bloom (minutes of meeting held on 7th September 2016)

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes of their meeting held on 7th September 2016.

In addition, Cllr Ian Sutherland as Bloom Champion reported the compound area at Ceddesfeld Hall is now cleared and stump grinding is soon to take place in the recently cleared area in the car park. Cllr Sutherland also reported that discussions

are underway between the Bloom Group and DCC in order to strip out and re-seed the wildflower area at the top of Wykes Close.

Cllr Alf Walton expressed his disappointment that the recent report in the Sedgefield News regarding this year's Northumbria In Bloom results made no reference or thanks to the Town Council's Gardening staff. Cllr Lynne Dentith agreed with Cllr Walton's comments. Cllr Sutherland replied the article was not written by the Bloom Group and therefore they had no control over its editorial. Cllr Chris Lines confirmed that Sedgefield News is an independent body and that it would have been the editorial team who wrote this article and not the Bloom Group. Cllr Dudley Waters suggested this is corrected in an article in the next Sedgefield Extra. Cllr Chris Lines and the Clerk both stated such an article had already been prepared for the soon to be published edition of the Sedgefield Extra.

RESOLVED:

To receive this information.

6.2 DCC – Public Consultation – Implementation of a Public Space Protection Order (PSPO) for Dog Control (emails from Mr Steve Ragg, CDALC dated 12th and 13th September 2016)

Prior to the meeting the Clerk had circulated to all a series of emails from Mr Steve Ragg of CDALC relating to DCC's Public Consultation regarding the implementation of a Public Space Protection Order for Dog Control. All Cllrs expressed their support for this proposal and agreed with Cllr Ian Sutherland's comment that a resource needs to be provided in order to enforce such a Control. Cllr Alf Walton stated that previously he had been informed by PC Todd that it was illegal for dogs to foul on private land, however, Cllr Allan Blakemore disagreed with this and said such was a private matter.

RESOLVED:

The Clerk to write to DCC to convey the Town Council's comments.

6.3 Commemoration of Oak Tree Planted by 1st Sedgefield Scouts (letter from Ms Kathy Guppy dated 22nd September 2016)

Prior to the meeting the Clerk had circulated to all a letter from Ms Kathy Guppy on behalf of 1st Sedgefield Scouts dated 22nd September 2016 thanking the Town Council

for allowing the Scouts to place a commemorative plaque on their Oak tree. The Scouts are now considering the design of such a plaque and will make a submission for Town Council approval in due course.

RESOLVED:

To receive this information.

6.4 Mediaeval Fayre (email from Cllr John Robinson dated 10th October 2016):

The Clerk circulated to all copies of an email from Cllr John Robinson dated 10th October 2016 requesting the Town Council's permission to use the village greens on 20th May 2017 for the Mediaeval Fayre. Cllr Robinson noted the Council's comments regarding showmen and will consider the issues when completing the event's risk assessment. Cllrs agreed to the Fayre using the village greens and requested the Clerk write to Cllr Robinson reiterating the earlier mentioned issues in Matters of Information 3.4, i.e. request that for 2017's event and beyond clear clarification is given as to the exact start and finish times for the event along with a request that there is no setting up by fairground rides taking place before 9am so as to allow children easy access to school.

RESOLVED:

The Clerk to write to Cllr John Robinson.

6.5 Sedgefield In Bloom (minutes of meeting held on 5th October 2016)

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom meeting held on 5th October 2016. The Clerk informed Cllrs that Mr Howard Smith of the Bloom requested the Town Council be informed that Mr Phil Wilson MP will be attending the Bloom's Coffee Morning on 28th October 2016.

RESOLVED:

To receive this information.

6.6 White Lines, West park Lane (letter from Mr S Roper dated 3rd October 2016):

The Clerk circulated to all copies of a letter received from Mr S Roper dated 3rd October 2016 expressing his concerns regarding the painting of white lines on West Park Lane without any consultation from either the Town Council or Durham County Council. The Clerk reported this matter had been investigated via Mr Lee Mowbray

and Mr Ben Buckley of DCC. The white lines had been requested by a resident from West Park Lane who informed DCC that he was speaking on behalf of residents in all four properties in this location. The resident said problems were being experienced as a result of accesses being blocked due to customers using the nearby dental surgery. The same resident had reported to these DCC Officers that all residents in this area are happy with the white access protection markings. Mr Buckley had confirmed that with regards to any other lining DCC could look to extend the double yellow lines outside the Fire Station to protect the access and egress for the service, however, a full consultation would be carried out before that. Cllr Mel Carr reminded Cllrs of the recent Planning Inspector's comments that Sedgefield does not have a problem with parking.

RESOLVED:

The Clerk to write to Mr Roper with clarification regarding the white access protection markings and suggest he liaise directly with Mr Lee Mowbray of DCC.

6.7 State of Grass Cutting and Footpaths in the Sedgefield Area (letter from Mr Dave Sayers, Contracts Manager, Livin dated 7th October 2016):

Further to Matters of Information item 3.9, the Clerk circulated to all copies of a response letter received from Mr Dave Sayers, Contracts Manager for Livin dated 7th October 2016 in response to the Town Council's recent letter regarding grass cutting complaints and the state of some footpaths. Cllrs confirmed they were happy with Mr Sayers comprehensive response which sounded like adequate arrangements had been put in place to ensure no further issues were experienced. Cllr Mel Carr noted in the last paragraph on the first page reference was made to two volunteer tenant inspectors in Sedgefield and suggested it would be worthwhile asking Livin for details of these residents for future reference. This was agreed.

RESOLVED:

i) To receive this information.

ii) The Clerk to write to Mr Sayers asking if it is possible to have the names and contact details for the two volunteer tenant inspectors in Sedgefield.

ADDITIONAL ITEMS:

A1. CDALC AGM – Consideration of proposed motions, determination of voting and Council

representation:

The Clerk reminded Cllrs that prior to the P&R Meeting held on 10th October 2017 she had circulated to all copies of an email and attachments from Mr Steve Ragg of CDALC dated 14th September 2016 relating to the CDALC AGM on Saturday 22nd October 2016. At the P&R Meeting the Clerk had circulated additional information from Mr Ragg which contained a further special motion for discussion and approval at the AGM relating to the current government proposals regarding capping.

RESOLVED:

- i) Cllr Ian Sutherland to represent the Town Council at the CDALC AGM on Saturday 22nd October 2016.**
- ii) Cllr Sutherland to vote on behalf of the Town Council against the special motion relating to current government proposals regarding capping.**

A2. Consideration of CAB Fortnightly Drop-in Sessions (letter from Dr Wendy Gill, SCA dated 3rd October 2016):

The Clerk reminded Cllrs that at the P&R Committee meeting she had circulated to all a letter from Dr Wendy Gill, Chair of the SCA dated 3rd October 2016 in response to the Town Council's proposal to relocate CAB fortnightly drop-in sessions to Ceddesfeld Hall. Cllr Ian Sutherland declared an interest as a member of the SCA Executive and said he would take no part in the ensuing discussions. Cllr Allan Blakemore commented that CAB have received £1250 from the Howley Hope Charities to deliver drop-in sessions at West Cornforth, however, no such service has yet been delivered despite money being donated. Cllr Lynne Dentith said Cllr Blakemore's comment was not relevant to the discussion that was needed regarding the drop-in sessions in Sedgefield and that the situation in West Cornforth could be due to a number of factors which were unknown. Cllr Alf Walton proposed the CAB's fortnightly sessions from within the Town Council Offices in Sedgefield continue as this is a valuable service and the numbers of session attendees did not impact upon the Council's work. All Cllrs agreed with Cllr Walton with the exception of Cllr Mark Cant who felt the SCA's letter was disappointing and as a community building they should be open to such a service being run from their premises.

RESOLVED:

The Clerk to write to CAB to inform them of the Town Council's decision and to enclose a cheque for a donation of £1250 (as agreed at the P&R Committee meeting held on 12th September 2016).

A3. Consideration of Parish Councils Referendum Principles:

The Clerk reminded Cllrs that at the P&R Meeting she had circulated to all copies of an email and hyperlinked attachments from Mr Steve Ragg of CDALC dated 4th October 2016 in relation to Parish Councils and Referendum Principles currently the subject of a national consultation. It had been agreed that Cllrs consider this information.

RESOLVED:

Cllrs to individually complete the consultation exercise.

A4. Consideration of West Park Lane (additional item submitted by Cllr Gloria Wills):

The Clerk read out an email from Cllr Gloria Wills who had been unable to attend the meeting due to personal reasons, however, needed to make fellow Cllrs aware that DCC have approved by Delegated Officer the planning application relating to the Old Pens site on West Park Lane despite the Town Council's objections and the request of this matter to be called in for determination by Planning Committee. Ms Jill Peacock, on behalf of 24 residents who received the original notice about plans in West Park Lane, has forwarded a copy of a letter which approximately 30 residents have now signed and sent to Mr Stuart Timmiss of DCC in order to not only make the Town Council aware of this situation but to seek their support in this process. The Clerk read out the very detailed letter which reiterated the background and subsequent timeline to this particular planning application concluding that residents of the surrounding properties are signing this letter and are requesting that this matter is investigated fully and that a full planning meeting be held and that the delegated decision be overturned. If they do not receive a satisfactory response they will take this matter to the Ombudsman.

RESOLVED:

The Clerk to write to Mr Stuart Timmiss of DCC supporting the local residents in objecting to the granting of planning permission for the Old Pens site on West Park Lane.

The Chair thanked everyone for attending and closed the meeting at 7.45pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee in the **Council Offices**, Sedgefield, on **Monday 17th October 2016**.

Present **Cllr. Allan Blakemore (Chairman)**
Cllr. Lynne Dentith (Vice-Chairman) and
Cllrs. Mark Cant, Mel Carr, Tim Jeanes, Chris Lines, Ian Sutherland, Alf Walton
and Dudley Waters

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. David Brown, Vanessa Carmichael, Joanne Elliott, John Robinson, Maxine Robinson and Gloria Wills.

2. Declaration of interest

None.

3. Matters of Information

3.1 Free Cycle Stands:

The Community Development Officer will continue to liaise with DCC regarding this matter upon her return to work.

RESOLVED:

To receive this information.

3.2 DRAFT Sedgefield Grant Funding Policy:

The Community Development Officer will continue to progress this Policy upon her

return to work.

RESOLVED:

To receive this information.

3.3 Sedgefield Day:

The Parish Hall Project Worker and Cllr Allan Blakemore are liaising to identify a date for a Sedgefield Day 2016 debrief and consideration of any future event through the Sedgefield 700+. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.4 Outdoor Fitness Update:

A meeting has taken place between Ms Natalie Chowns-Smith and Cllrs Lines and Blakemore in order to consider this matter. Clarification had been sought from DCC as to whether the Section 106 money could be used to match fund. In addition, LEADER funders have now confirmed that as a result of Brexit (as they are funded by Europe) they are not allowed to accept any new funding applications at this time, however, it is hoped that further funding will be available in 2017/18. Since the production of the Matters of Information sheet in Cllr Committee packs the Clerk had received notification from Mr Stephen Reed, Development Manager for DCC that this Section 106 money has now been allocated following a request received by Groundwork to support the Pit Wheel Scheme they were undertaking in Fishburn as DCC's policy is that monies can be applied across the whole County Electoral Division. Mr Reed reported that having checked through the current Section 106 register of available monies there is only £197 left over from the Winterton Hospital site. Mr Reed had concluded that he was checking with his Area Managers to see if they are expecting any more Section 106 money to be paid in the near future. Cllrs expressed their extreme annoyance that this money had been allocated without any feedback to the Town Council either directly or via the County Cllrs who represent this area. Cllrs also disagreed with DCC's policy that such monies can then be allocated across the whole County Electoral Division rather than being put to use within the area that has been directly impacted by development. Cllrs felt it was important that the Council's dissatisfaction with this be raised as the potential implications for such money from Eden Drive and any other large scale developments was considerable.

Cllr Allan Blakemore proposed that a strong letter be written to Mr Terry Collins, DCC's Chief Executive, clearly stating the Town Council's views and experiences. This was agreed by all Cllrs.

Cllr Chris Lines pointed out the alternative funding options would continue to be explored for the potential installation of outdoor adult gym equipment.

RESOLVED:

i) To receive this information.

ii) The Town Clerk to write to Mr Terry Collins of DCC detailing the Town Council's views and experiences of Section 106 money and request assurance that Sedgefield should benefit directly from such money in the future when it bears the brunt of the impact of large scale development.

3.5 Its Up 2U Funding Scheme:

The Town Council's funding application relating to the Fletcher Room has now been submitted to the AAP. The AAP requested evidence of Building Regulations approval and a Building Regulations Application Form has now been submitted along with drawings, however, this could take up to 5 weeks to obtain. In the meantime the AAP have now confirmed the Town Council's funding application is valid and will be one of the projects which members of the public (aged 11 years plus) can vote for at a participatory budgeting event on Saturday 26th November 2016 at Coxhoe. The Clerk reported that prior to this voting event the Council will undertake a publicity campaign to raise awareness of the funding bid and encourage as many people as possible to vote.

RESOLVED:

To receive this information.

3.6 Sedgefield Selfies Competition:

This competition has now been launched and publicized by the Mayor. Further updates to be given as appropriate via the Mayor's Report on the Monthly Meeting agenda.

RESOLVED:

To receive this information and to close this matter.

3.7 Sedgefield Business Network:

The Clerk has written to Mr Ean Parsons thanking him for his letter and request that he keep the Town Council updated on issues being considered and specifically those issues where the Town Council may be able to assist.

RESOLVED:

To receive this information and to close this matter.

3.8 Letter to Town Council from SVAG:

The letter from SVAG (from Mrs Sarah Guest dated 15th September 2016) has been circulated to all Cllrs not present at the meeting. This matter was discussed at the P&R Committee on Monday 10th October 2016.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. The member of the public present did not have views or comments to make. The meeting was then re-opened.

5. Reports

5.1 Youth Work Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Youth Work Update Report for information. Cllr Chris Lines reported that since the production of this report contact a feedback session at Sedgefield Primary School has been arranged for 1.30pm on Tuesday 8th November 2016. A request has also been made to Hardwick Primary School and it is hoped that a response will be received from them soon in order to schedule a similar session there. Cllrs Lines and Dentith will be meeting with those students from Sedgefield Community College who would like a Youth Club to be established in the Town. This meeting will take place at the College on Friday 21st October 2016. The outcomes of these meetings will be reported back to the next CD&E meeting.

Cllr Dudley Waters made Cllrs aware of the changes now being made to DCC's Youth Services as, following an extensive consultation process, they move away from an open to all service to a service which targets those young people most in need. The Clerk confirmed that she has shared with members of the Youth Working Group copies of a recently delivered DCC Youth Services presentation.

RESOLVED:

To receive this information.

5.2 2016 Annual Fireworks Display Report by Fireworks Working Group

Prior to the meeting the Clerk had circulated to all a 2016 Annual Fireworks Display Report by the Fireworks Working Group. The Clerk confirmed that arrangements are well established now for this event, however, ticket sales at this moment in time are very slow. The next Fireworks Working Group meeting will be held on Thursday 20th October 2016 at 11am in the Council Offices.

Cllr Mark Cant proposed that if this year's event makes a loss, as did the event in 2015, the Town Council consider curtailing future such events. Cllr Ian Sutherland objected to this proposal on the grounds of safety and expressed his belief that the Town Council should continue to deliver a professionally organized event at which personal safety can be guaranteed. Cllr Alf Walton agreed with Cllr Sutherland and reminded Cllrs of the objections received when the New Year's Eve fireworks ceased. Cllr Chris Lines suggested this matter be discussed as part of the debrief process following this year's event on Friday 4th November 2016. This was agreed.

RESOLVED:

i) To receive this information.

ii) To consider the future of this annual event as part of the debrief process following this year's display.

5.3 Town Council Coach Trip November 2016 Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trip November 2016 report detailing the forthcoming trip to York on Wednesday 23rd November 2016. The Clerk confirmed this coach trip is now sold out.

RESOLVED:

To receive this information.

5.4 2016 Snow Party Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a 2016 Snow Party Report for information. The Clerk confirmed that progress is being made with organizing this event in the absence of the Community Development Officer and a further update will be brought to the November 2016 CD&E Committee meeting. The Clerk reminded all Cllrs that additional volunteers are needed to help on the day. Cllr Alf Walton confirmed that he was able to assist.

RESOLVED:

To receive this information.

6. Correspondence

None to date.

The Chair thanked everyone for attending and closed the meeting at 8.05pm.