



SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **DECEMBER**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
5th December, 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, Ian Sutherland, Alf Walton and Dudley Waters

Officer Dr. Jane Ayre (Town Clerk)

1. Apologies

Cllr Joanne Elliott and County Cllr Rachel Lumsdon.

Cllr Maxine Robinson reported that Cllr John Robinson was attending another meeting but intended to arrive when available.

2. Declaration of interest

3. STC Minutes / Committee Reports

a. Minutes of Fireworks Working Group meeting held on Wednesday 2nd November 2016:

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

b. Minutes of Finance Working Group meeting held on Thursday 3rd November 2016:

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

c. Minutes of the Monthly meeting held Monday 14th November 2016:

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

d. Minutes of the P&R committee held Monday 14th November 2016:

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

e. Minutes of the Estates Working Group meeting held Wednesday 16th November 2016:

Cllr Maxine Robinson referred Cllrs to item 6 in these minutes and asked from where the money to purchase a new projector was to be found. The Clerk confirmed this money was to come from the reserves money transferred specifically for the Parish Hall Refurbishment Project. Cllr Robinson also wanted to make a comment regarding item 12 of these minutes, however, Cllr Gloria Wills pointed out that the Council's Standing Orders made it clear the

purpose of this part of the Monthly Meeting was to confirm the accuracy of minutes and not to question the content.

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

Cllr Maxine Robinson left the meeting at this point.

f. Minutes of the Community Development and Engagement committee meeting held Monday 21st November 2016:

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

g. Minutes of the Environment committee meeting held Monday 21st November 2016:

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

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

4. Matters of Information

4.1 Town Council and SVAG Minutes:

The minutes of the Joint Town Council and SVAG meeting held on 17th October 2016 have now been shared with the SVAG.

RESOLVED:

To receive this information and to close this matter.

4.2 Ceddesfeld Hall Lease Update:

Cllr Mel Carr and the Town Clerk participated in an independent mediation meeting with the SCA overseen by Durham Community Action on Monday 24th October 2016. Good progress is being made. A further mediation meeting is being scheduled once some additional legal advice/clarification has been sought. Cllr Carr and the Town Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.3 Franziska Willer Ward, Sedgefield Community College:

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).

RESOLVED:

To receive this information.

4.4 Planning Inspectorate – Land to the South of Beacon Lane:

No information has yet been received regarding the Planning Inspectorate's public inquiry relating to the planning application for land to the South of Beacon Lane (Note: to which Cllr Mel Carr will represent the Town Council). The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.5 Public Participation:

The Clerk has written to County Cllr John Robinson requesting his progress in sourcing funding to refurbish the Corner Shop and Premier Store fronts in the Conservation Area. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

The Clerk has sought advice from AW Treecare regarding the appropriate way to maintain the willows on Station Road Playing Field. Advice has now been received. If the willows are coppiced every year they will put out less of a root structure and have less demand for water uptake. Coppicing is recommended every 3-4 years as a way of ensuring they grow to a manageable size and build a good strong root network with a demand for water. In an ideal world some of the dead willows could be replaced by taking cuttings from the living ones that are there currently. It also could do with some other trees to help take up more water. Alder like wet conditions and Poplar, however, Poplar trees grow very large so it might not be wise to plant them in this location. It was agreed this item would be added to the January 2017 Environment Committee agenda for further consideration.

County Cllr John Robinson to keep the Town Council updated on proposals for a shallow wetland feature on Station Road Playing Field and DCC's progression of the application to register this area as a village green.

RESOLVED:

To receive this information.

4.6 Spring Lane – Formal Complaint:

The Clerk has liaised with Mr Stephen Reed of DCC and arranged for him to attend the Town Council's Monthly Meeting on Monday 13th February 2017 in order to explain DCC's enforcement procedures.

RESOLVED:

To receive this information and to close this matter.

4.7 DCC Update by County Cllrs:

County Cllrs Lumsdon and Robinson to provide a written report to the Town Council detailing how their respective Members Neighbourhoods budgets have and are being spent. A report is now awaited.

RESOLVED:

To receive this information.

4.8 Appeal Decision – Eden Drive:

The Clerk has written to Mr and Mrs Tweddle acknowledging receipt of their letter and confirming this had been shared with Cllrs.

RESOLVED:

To receive this information and to close this matter.

4.9 Planning Response to Town Council Letter:

This email from Mr Mark O’Sullivan of DCC was discussed at the Environment Committee meeting on Monday 21st November 2016.

RESOLVED:

To receive this information and to close this matter.

4.10 The Sedgefield Plan:

An amendment meeting took place as agreed on Monday 21st November 2016 and a further meeting on Monday 28th November 2016. See agenda item 11 for further update.

RESOLVED:

To receive this information and to close this matter.

4.11 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1 – 4. Applications 5-6 were discussed at the Environment Committee meeting held on Monday 21st November 2016.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of meetings taking place in December 2016 had been circulated prior to the meeting along with events scheduled for December 2016 – March 2017.

RESOLVED:

To receive this information.

6. Police Report

Sgt Alex Clark presented the Police Report for the period 14th November 2016 – 5th December 2016 in which the following 17 reported crimes had taken place:

Burglary:

- On 22nd November 2016, a dwelling burglary took place in Cunningham Court. This was a domestic related incident involving an ex-partner. This person is currently wanted for the offence.
- At 12.40am on 28th November 2016, two persons broke into the Hardwick Country Park Visitors Centre. The alarm was activated and the would-be thieves left empty handed.

Criminal Damage:

- Overnight on 18th November 2016, a vehicle windscreen was damaged in the Rowan Oval area.
- Between 1st - 14th November 2016, a window of a flat in the High Street was damaged. It is believed a stone was thrown at the window.

Theft:

Between 26th – 28th November 2016, three conifer trees were taken from the driveway of a property in The Orchard.

Other:

There have been 3 other thefts (including 2 diesel thefts from HGVs parked in lay-bys on the A689), 6 shoplifting offences and 3 assaults.

Crime has increased from 147 crimes year to date (2015) to 155 crimes year to date (2016) which equates to an increase of 5%. Detection rates stand at 34% (this was 29% for the same period last year).

In November 2016 there had been 71 incidents of anti-social behavior which compared to 91 such incidents in November 2015 which equates to a 22% decrease. In November 2016 there had been 28 incidents of youth anti-social behavior which compared to 34 such incidents in November 2015 which equates to a 18% decrease.

The next PACT meeting is taking place on Tuesday 6th December 2016 at 7pm in the Fletcher Room of the Parish Hall. The priority for this meeting will be youths gathering near to the duck pond and surrounding areas of Eden Drive.

Sgt Clark concluded by reporting the Herbert Protocol will be running throughout County Durham and Darlington. This is a scheme which will see family, friends and care providers working together not only to prevent vulnerable adults going missing but to improve responses for locating them if they do. In the first instance it is about putting measures in place to reduce the likelihood of an individual going missing but it is also about ensuring that the police have important personal information quickly to hand so that the individual concerned can be located quickly. Once located they will be visited as part of a welfare check. Advice and support will also be offered to reduce the risk of this happening again.

Cllr Allan Blakemore requested confirmation of the next PACT meeting date as he understood it was to take place on 13th December 2016. Sgt Clark confirmed the date as being 6th December 2016 and thought this may have been rescheduled due to the approaching festive season.

Cllr Mel Carr thanked Sgt Clark 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 Carol Scott said she had hoped that County Cllr John Robinson would have been in attendance as she wanted to know what progress DCC had made regarding the possibility of creating a wetland feature on Station Road Playing Field. Mrs Scott asked if the Town Council had received any such information and the Clerk confirmed that no such information had been received. Mrs Scott commented that County Cllr Robinson had allocated £650 from his funds to verti-drain the playing field and whilst it had been agreed that this process would not alter the standing water on the field Mrs Scott understood this money had been re-

allocated elsewhere and wanted to know on what. Cllr Mel Carr requested Mrs Scott to liaise directly with County Cllr Robinson on this matter. Mrs Scott felt that empty words were coming from County Cllr Robinson and that she would deal directly with Mr John Reed of DCC in future. Mrs Scott said that the progress made to date in relation to the field was only as a result of the work of Town Councillors Gloria Wills, Alf Walton and Mark Cant. Mrs Scott asked if the Town Council had received any update from County Cllr Robinson in relation to the village green application for Station Road Playing Field. The Clerk confirmed there had been no update. Finally, Mrs Scott said she disagreed with the advice given to the Town Council regarding the timescales for coppicing the willows and said she had received advice saying such work could be done every year. Mrs Scott felt such work should be undertaken by the Town Council's gardening staff.

Mrs Julia Bowles said that she was not familiar with the Town Council's Standing Orders so questioned at what point a Councillor would be able to query minutes before they are approved. The Clerk to write to Mrs Bowles and explain. Mrs Bowles thanked the Clerk for forwarding to her recently information relating to DCC's removal of street lights between Sedgefield and Fishburn. Mrs Bowles asked if future correspondence could be sent to her electronically. The Clerk agreed to this and asked Mrs Bowles to forward her email address to the Town Council.

Ms Julie Archer reported that DCC had just announced they would be putting on hold their County Durham Plan and she asked if the Town Council were aware of this. The Clerk confirmed that information had been received earlier that day and this would be circulated to all Cllrs at agenda item 10.5.

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:

- 5 Town Council meetings
- 2 Sedgefield Plan meetings
- 1 Finance Working Group meeting
- A Mayor's charity event at Brandon and Byshottles. This event had raised £400 for the local community centre.
- The EDRC AAP public voting event at Coxhoe. In total 11 projects were open to public vote and 4 of these received funding as a result.
- The Town Council's Snow Party

RESOLVED:

To receive this information.

8.2 Mayor's Report

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

- Attended a World War 1 Commemoration event for Mr Chandler-Smith.
- Judged the snowmen craft activities at both Hardwick Primary School and Sedgefield Primary School. There had been some fantastic entries and a lot of enthusiasm from the children as this year's event was less of a template activity and gave them more creative freedom.
- Attended the Council's Snow Party. Cllr Lines congratulated all Council staff, Cllrs and volunteers who had been involved in this event.

Cllr Mark Cant asked if thank you letters could be sent to the local schools. The Clerk confirmed that an array of thank you letters are sent out after all Council events as standard practice and that such letters for the Snow Party and Mayor's Carol Service would be sent out after Tuesday 6th December 2016.

RESOLVED:

To receive this information.

9. External Reports

9.1 DCC Update by County Cllrs Rachel Lumsdon and John Robinson:

No County Cllrs were present.

9.2 Larger Councils Forum (minutes of meeting held on 29th July 2016):

Prior to the meeting the Clerk had circulated to all for information copies of the approved minutes from the Larger Councils Forum meeting held on 29th July 2016 at Horden.

RESOLVED:

To receive this information.

10. Correspondence

10.1 Eden Drive Development Query (email and attachments from Mr Henry Jones, DCC dated 16th November 2016):

Prior to the meeting the Clerk had circulated to all an email and attachments from Mr Henry Jones of DCC dated 16th November 2016 in response to the Town Council's

query into highway matters associated with the Eden Drive development. Cllrs notes that Mr Jones had stated in his email that the Inspector had “a little incorrectly” [stated] the approved access arrangements and highway works. Cllrs expressed their concerns at this. Cllr Gloria Wills said that if the Inspector had described this information incorrectly then he had misunderstood the information being presented to him. She felt this was a material consideration which should be checked directly with the Planning Inspectorate. Cllr Lynne Dentith agreed and pointed out that something cannot be a little incorrect, i.e. it is either incorrect or correct. Cllr Allan Blakemore agreed that clarification was required and he questioned whether or not the Inspector had viewed the latest application when making his comments. Cllr Wills said it was important to raise this issue in order to then determine what weighting can be given to the Inspector’s judgement on this particular application. Cllr David Brown said it was important to ensure that any such letter to the Inspectorate specifically stated the concerns of the Town Council also reflected those of residents.

RESOLVED:

The Clerk to write to the Planning Inspectorate, with a copy to DCLG, requesting clarification regarding this matter and enclosing a copy of Mr Henry Jones’ email.

10.2 Stockton-on-Tees Borough Draft Local Plan (email from Mr John Dixon, Stockton-on-Tees Borough Council dated 21st November 2016):

Prior to the meeting the Clerk had circulated to all an email from Mr John Dixon, Stockton-on-Tees Borough Council dated 21st November 2016 detailing the latest position regarding the Stockton-on-Tees Borough Draft Local Plan.

RESOLVED:

To receive this information.

10.3 Town and Country Planning Act 1990 (as amended) Section 78 – Notification of Planning Appeal – Caravan, Spring Lane (letter from Mr Stuart Timmiss, DCC dated 24th November 2016):

Prior to the meeting the Clerk had circulated to all a Town and Country Planning Act 1990 (as amended) Section 78 – Notification of Planning Appeal letter from Mr Stuart Timmiss of DCC dated 24th November 2016 relating to the Caravan, Spring Lane. All Cllrs agreed that the Town Council should submit to the Planning Inspectorate an objection to this appeal. Cllr Gloria Wills offered to forward to the Clerk the wording which she stated at the recent DCC Planning Committee meeting when this application had been refused.

RESOLVED:

The Clerk to write to object to this appeal on behalf of the Town Council.

10.4 Listed Buildings and Conservation Area Act 1990 – Planning Consultation – Hope Inn (letter from Mr Stuart Timmiss, DCC dated 21st November 2016):

Prior to the meeting the Clerk had circulated to all a letter from Mr Stuart Timmiss of DCC dated 21st November 2016 entitled as above detailing the proposed demolition of the gable wall as part of The Hope Inn's current refurbishment work. Cllrs did not have any objection to this proposal.

RESOLVED:

To receive this information.

10.5 County Durham Plan (email from Mr Steve Ragg, CDALC dated 5th December 2016):

The Clerk circulated to all Cllrs an email received earlier that day from Mr Steve Ragg of CDALC informing the Town Council that due to concerns arising from the impending Housing White Paper DCC have taken the decision to pause their County Durham Plan in order to digest the content of this Paper. DCC feel this is a prudent decision as it is believed that, while some elements will be consultative, others will move forward in May 2017 as part changes to the NPPF. The expectation is that the White Paper will change the way in which the numbers of houses needed in an area, the Objectively Assessed Need or OAN, is calculated. DCC will issue further updates on the changes and the timescales as soon as possible.

RESOLVED:

To receive this information.

11. The Sedgefield Plan Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all copies of The Sedgefield Plan Update Report. To supplement this report the Clerk circulated to all a letter which had been drafted to Mr Nigel McGurk, Independent Examiner, seeking his views on whether the modification of the Built Up Area Boundary's perimeter to reflect the current situation would now make this an acceptable policy. Cllrs considered the draft letter and agreed its content.

RESOLVED:

i) To receive this information.

- ii) **The Clerk to send the agreed letter to Mr Nigel McGurk, and accompanying revised BUAB map, and keep Cllrs informed when a response is received.**
- iii) **The Clerk to send a copy of the letter to Mr Tony Guest and Ms Julie Archer for information.**
- iv) **The Clerk to produce an update article for the SVAG, the Council plus Plan's websites as well as the Residents Database.**

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/16/30151/OUT – Outline application for residential development of up to 70 dwelling houses with all matters reserved, land to the North of Salvin Terrace, Fishburn:

Cllrs did not have any objection to this application, however, it was agreed that a separate letter be sent to DCC Planning Officers seeking assurance that any Section 106 money associated with this development would be allocated across the entire Electoral Ward. In addition, clarification would also be sought as to whether these dwellings would also be towards the South Durham housing allocation.

2 DM/16/03224/FPA – Double glazed timber box sash windows to the front elevation, 7 High Street, Sedgefield:

Cllrs did not have any objection to this application.

3. DM/16/03577/FPA – Erection of single storey front, side and rear extensions, 29 The Lane, Sedgefield:

Cllrs did not have any objection this application.

4. DM/16/03672/LB – Demolish gable end, The Hope Inn, Sedgefield:

This matter had been considered under item 10.4.

RESOLVED:

The comments on planning applications 1-4 above to be submitted to DCC Planners.

The Clerk circulated to all Cllrs details of an additional planning application which had been published earlier that day by DCC as follows:

DM/16/03850/FPA – erection of side/rear extension and extension to garage to rear, 9 Hardwick Road, Sedgefield

RESOLVED:

Cllrs to forward to the Clerk by no later than Monday 12th December 2016 their comments on the above planning application.

The Chair thanked everyone for attending and closed the meeting at 7.40pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 5th December 2016**.

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

Officer Dr. Jane Ayre (Town Clerk)

1. Apologies

Cllrs Vanessa Carmichael, Joanne Elliott and Maxine Robinson.

2. Declaration of interest

Cllr Chris Lines declared an interest in agenda item 6.4 as he is an allotment holder.
No other Cllrs had any Declarations of Interest.

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 future use of a finance software 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.

RESOLVED:

To receive this information.

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

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

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 update regarding this matter. A response is now awaited. The Clerk to keep Cllrs updated.

County Cllr John Robinson reported that he had met with Mr Lee Mowbray of DCC and it has been agreed that DCC will now undertake a review of all existing yellow lines across the Town and come back to the Town Council in January 2017 with their findings and recommendations. Cllr Ian Sutherland reported that yellow lines are currently being painted by DCC along Salters Lane.

Cllr Robinson also reported that following several complaints relating to Sedgefield Post Office he had taken this matter up with Post Office Ltd who had informed him that only one complaint had been received in relation to this branch Office.

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 and a follow-up request has been issued. The Clerk to keep Cllrs updated on this matter.

County Cllr John Robinson reported that DCC's Solicitors had been considering the application submitted to the County in order to register Station Road Playing Field as

Village Green. As a result of this consideration the Solicitors had requested further information from Mr Holmes by 11th November 2016. This information has now been supplied and the application is now being processed. County Cllr Robinson concluded that in relation to boreholes on Station Road Playing field, Mr John Reed is due to have a meeting at the beginning of the New Year regarding his matter and further information should then be known.

RESOLVED:

To receive this information.

3.5 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.

3.6 Costings for Sale of Land around Butterwick Road Cemetery:

The Clerk has emailed Mr Andrew Savage of DCC to inform him that in principle the Town Council would like to purchase this land using reserves, however, the Clerk has also requested confirmation from Mr Savage that the DFE have no objections to this sale. Mr Savage has replied (18.10.16) that he is liaising with colleagues regarding DFE approval but to date no response to confirm whether DCC need their permission. Mr Savage said he isn't confident that DFE will be quick with this but DCC will endeavor to chase them "sporadically" and will inform the Town Council when able. The Clerk (19.10.16) has stressed the urgency of this matter and requested DCC continue to apply pressure to get a response. No further response has been received from Mr Savage. The Clerk has also requested clarification as to whether the Town Council could purchase this land and spread the cost over several years on an interest free basis. Mr Savage has now responded that no such arrangement is possible, i.e. full payment and legal fees are required immediately upon completion.

The Gardening Supervisor is to prepare possible plans for the layout of this new area to be considered by the Estates Working Group in the first instance. The Estates Working Group to also consider potential sources of legal advice for the terms and conditions being proposed by DCC. In the first instance a request has been issued to CDALC to find recommendations from any other Town and Parish Councils based upon their personal experiences of such land purchases.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Internal Auditor Update:

Mr Gordon Fletcher is to attend the Council's January 2016 Finance Working Group meeting to present his latest Internal Audit findings reports. After this these will then be presented to P&R with any accompanying update/recommendation report from the Finance Working Group.

RESOLVED:

To receive this information.

3.8 NALC Bulletin:

The Town Clerk has now written to Mr Phil Wilson MP in relation to the current council tax referendum principles campaign. An acknowledgement letter from Mr Phil Wilson MP was received on 26th November 2016 in which he reported that he had written to Parliamentary Under Secretary Marcus Jones MP and would respond again to the Town Council in due course. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Election 2017:

Training places have now been booked for the Town Clerk and Mayor's Secretary/Admin Assistant. No Cllrs have expressed an interest in attending this event. The Clerk to update Cllrs after attending this training in March 2017.

RESOLVED:

To receive this information and to close this matter.

3.10 Parish Hall Project Worker:

The Parish Hall Project Worker's temporary contract for 1st January 2017 – 31st March 2017 has been increased to 37 hours per week.

RESOLVED:

To receive this information and to close this matter.

3.11 Eden Drive Play Area Repairs:

The Clerk is to arrange a meeting between a representative from P&R and Environment with Mr Craig Fowler of DCC to consider the quotations obtained. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Treeworks in Ceddesfeld Hall:

The Clerk has written to AW Treecare seeking further clarification on the quotation provided. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Treeworks between school and grounds of Ceddesfeld Hall:

AW Treecare have been informed of their successful quotation, issued with a Purchase Order number and asked to check necessary tree protections in order to undertake this work as quickly as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.14 Treeworks at Butterwick Road Allotments:

AW Treecare have been informed of their successful quotation, issued with a Purchase Order number and asked to check necessary tree protections in order to undertake this work as quickly as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.15 Emptying Recycling Bays at Butterwick Road Cemetery:

Darnton & Young have been informed of their successful quotation, issued with a Purchase Order number and asked to undertake this work as quickly as possible. 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.

Mrs Carol Scott asked if it was possible for County Cllr John Robinson to clarify what boreholes he had referred to during the earlier Matters of Information (item 3.4).

The Chairman re-opened the meeting.

County Cllr John Robinson apologised as he had not meant boreholes but the suggestion of a wetland feature at Station Road Playing Field.

5. Reports

5.1 Corporate Risk Management Schedule Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Corporate Risk Management Schedule Recommendation Report by the Finance Working Group. Attached to this report was a copy of the revised Corporate Risk Management Schedule being recommended by the Finance Working Group.

RESOLVED:

To adopt the Corporate Risk Management Schedule with immediate effect.

5.2 Foundation Level Quality Award Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Foundation Level Quality Award Update Report for information. Cllr Allan Blakemore suggested that once the Foundation Level is achieved a Working Group be established to look at how the Council can achieve a higher level of accreditation.

RESOLVED:

To receive the information contained in this report and to support the Clerk's proposal to submit the Council's Foundation Level Quality Award application.

The Clerk reported that two reports related to information exempt from the public were due to be considered under items 8.1 (Quotations for Eden Drive Playground Area Repairs) and

8.2 (Quotations for Tree Works in Grounds of Ceddesfeld Hall), however, the additional information which was required from external parties had not been received which meant these items would need to be deferred to the January 2017 P&R Committee meeting.

6. Financial Matters

6.1 Monthly Accounts: Income (as at 28th November) / Expenditure (as at 28th November 2016 minus unapproved cheques after 14th November 2016)

Cllr Gloria Wills reported this information reflects 8 months of Council spending, i.e. 75% of the Council's budget. Cllr Alf Walton queried why cheque number 108790 was listed twice. The Clerk replied that it is listed twice as this cost is to be part coded against the Sowers & Growers funding and part coded against the Winterton Allotments budget with an overall total of £240.

RESOLVED:

The monthly accounts as had been circulated were approved.

6.2 Cheques for approval after 14th November 2016:

Details of cheques for approval on 28th November 2016 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval on 5th December 2016.

RESOLVED:

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

6.3 Debtors List as at 28th November 2016:

RESOLVED:

To receive the Debtors List as at 28th November 2016.

6.4 2017/18 Fees and Charges Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a 2017/18 Fees and Charges Recommendation Report by the Finance Working Group. Cllrs considered the content of this report.

RESOLVED:

- i) **The price of a pack of dog bags remains at 50p as per the current charge in 2017/18.**
- ii) **Allotment hire charges to remain as per the current charge in 2017/18.**
- iii) **From 1st April 2017, to regular groups, the cost of photocopying will be 6p per page black and white copying and 8p per page colour copying (Note: these charges are for single sided copies. Double sided will be charged at double the price).**
- iv) **From 1st April 2017, to private individuals, the cost of photocopying will be 12p per page black and white copying and 15p per page colour copying (Note: these charges are for single sided copies. Double sided will be charged at double the price).**
- v) **Parish Hall hire charges to remain as per the current charges in 2017/18.**
- vi) **Cemetery fees to remain as per the current charges in 2017/18.**

6.5 Medium Term Financial Plan 2016/17 – 2018/19 Recommendation Report by Finance Working:

Prior to the meeting the Clerk had circulated to all a Medium Term Financial Plan 2016/17 – 2018/19 Recommendation Report by the Finance Working Group which was accompanied by a Plan which had been developed by the Clerk in conjunction with the Working Group and the Council's Internal Auditor.

Cllr Lynne Dentith commented this was a good piece of work. She asked if the allocated amount for The Sedgefield Plan was realistic bearing in mind that additional work is now required. The Clerk explained that for many budget headings it is not possible to exactly forecast over the three years the exact monies required, however, the Plan will be reviewed on a continuous basis by the Finance Working Group and when allocations needs to be revised this will be reported back to P&R Committee in the form of recommendations. This Plan will continuously be updated to ensure that it is always a three year rolling Plan. Cllr Chris Lines commended everyone who had been involved in the production of this Plan and said that it would fit very well with the anticipated Council Business Plan.

RESOLVED:

- i) **To adopt the attached DRAFT Medium Term Financial Plan with immediate effect.**
- ii) **The Finance Working Group to review this Plan on a continuous basis and bring recommendations back to the P&R Committee when required.**

7. Correspondence

7.1 Royal Garden Parties 2017 (email from Mr Steve Ragg, CDALC dated 15th November 2016):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 15th November 2016 in which he was seeking Council nominations to go forward to a ballot in order to attend a Royal Garden Party in 2017.

RESOLVED:

Cllrs Dudley Waters and Ian Sutherland to be entered into the ballot on behalf of Sedgefield Town Council.

7.2 Request from Buckinghamshire County Council:

The Clerk reported that Buckinghamshire are considering a Local Government Re-organisation to become a single county unitary authority like Durham. Officers from Buckinghamshire County Council would be interested to talk to any Town Councils regarding their experiences following the changes in Durham. The Clerk said that she would be happy to have such a conversation if Cllrs were in agreement. Cllrs agreed to this. In addition, Cllrs Gloria Wills and Allan Blakemore said they would also be happy to be involved should additional Cllr views be required.

RESOLVED:

The Clerk to inform Mr Steve Ragg of CDALC accordingly.

As no County Cllr had been present at the earlier Monthly Meeting, Cllr Gloria Wills asked County Cll John Robinson if he had a report for circulation detailing his funding allocations over the last 4 years. County Cllr Robinson confirmed that he had such information going back for the last 6 years.

RESOLVED:

This matter to be put onto the January 2017 Monthly Meeting agenda and County Cllr John Robinson to share this information with the Clerk prior to the meeting so that information could be circulated to other Cllrs for consideration.

The Chair thanked everyone for attending and closed the meeting at 8.02pm.



SEDFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment Committee in the **Council Offices**, Sedgefield,

on

Monday 5th December 2016.

Present

Cllr. Allan Blakemore (Chairman) and

Cllrs. David Brown, Mark Cant, Mel Carr, Tim Jeanes, Chris Lines, John Robinson, Ian Sutherland, Alf Walton, Dudley Waters and Gloria Wills

Officer

Dr. Jane Ayre (Town Clerk)

1. Apologies

Cllrs Vanessa Carmichael, Lynne Dentith, Joanne Elliott and Maxine Robinson

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. The Community Development Officer to keep Cllrs updated.

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. The Community Development Officer to keep Cllrs updated.

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 consider any future event through the Sedgefield 700+. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.4 Outdoor Fitness Update:

The Clerk has written two letters to Mr Terry Collins of DCC. The first details the Town Council's experiences of Section 106 money in relation to Thurlow Grant and requested clarification as to who approved this request and a copy of the application form. The second seeks clarification regarding the Section 106 money that will be available from the Eden Drive development and assurance that Sedgefield will benefit directly from such money in the future when it bears the brunt of the impact of large scale development. Responses are now awaited to both these letters. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.5 Public Participation:

Information received by the Town Council from Mr John Reed of DCC in relation to the removal of street lighting between Sedgefield and Fishburn has now been shared with Mrs Julia Bowles.

RESOLVED:

To receive this information and to close this matter.

3.6 Youth Work Update:

The resolutions to be progressed in the New Year via a Youth Working Group meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Fireworks Display:

Correspondence has now been issued to the SCA, G2, AES and British Red Cross informing them of the Council's 2017 Fireworks Display. Ticket prices will be

considered by the Fireworks Working Group. A Fireworks Working Group meeting to be scheduled in 2017.

RESOLVED:

To receive this information and to close this matter.

3.8 Section 106 Money Relating to Thurlow Grange:

A response is now awaited from Mr Terry Collins of DCC. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Celebration of Sedgefield Volunteers:

The Clerk has confirmed that Cllrs Allan Blakemore and Mel Carr will represent the Town Council at this event on 8th December 2016.

RESOLVED:

To receive this information and to close this matter.

3.10 County Durham Intergenerational Practitioner Network Awards:

To date (28th November 2016) one nomination has been submitted to the Clerk. The closing date for other nomination suggestions is Monday 5th December 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. No members of the public were in attendance. The Chair re-opened the meeting.

5. Reports

5.1 2016 Snow Party Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a very brief report detailing the timings for various activities taking place at the Council's Snow Party on Saturday 3rd December 2016. Since the issuing of the Committee packs and the meeting the

Snow Party has duly taken place and been very successful. The Clerk informed Cllrs that a detailed report regarding this event will be included in their January 2017 Community Development & Engagement Committee packs. The Clerk wished to put on record her thanks to Mrs Jane Young, Mrs Julia Rowsby and Ms Natalie Chowns-Smith for all their hard work in delivering this event. Cllr Ian Sutherland expressed his thanks to all the Town Council's staff who took part in this event and had worked extremely hard on the day to make it a success. Cllrs echoed Cllr Sutherland's comments. Cllr Alf Walton asked why Ms Chowns-Smith had been left behind in the Parish Hall once the Carol Service was underway at this event. The Clerk explained that Ms Chowns-Smith had been overseeing the clearing away of the Parish Hall and ensuring the building was secured when stall holders had left. Cllr Allan Blakemore confirmed that all staff roles on the day had been agreed prior to the event during planning meetings.

RESOLVED:

To receive this information.

5.2 Its Up 2U Funding Update Report by Parish Hall Project Worker:

Prior to the meeting the Clerk had circulated to all an Its Up 2U Funding Update Report regarding the Town Council's Fletcher Refurbishment Project proposal which was one of the projects being considered at a public voting event on Saturday 26th November 2016 at Coxhoe. Unfortunately the Town Council's proposal had been unsuccessful in gaining funding, however, a number of valuable contacts had been obtained which will now be explored initially through the Youth Working Group as a way to develop youth provision in the Town. The Clerk confirmed that a Youth Working Group had been scheduled for 6pm on Monday 9th January 2017 and Mr Michael Parkin from Fishburn Youth Centre had agreed to attend. Cllr Wills reported one such contact had been from the Youth Centre in Fishburn who are currently undergoing an Asset Transfer process with DCC. This facility has youth workers who could provide assistance to Sedgefield. Cllr John Robinson suggested that Cllr Stuart Dunn from Coxhoe Parish Council would also be a useful contact.

Cllr Allan Blakemore suggested funding be explored through other sources and thought the Howley Hope Charities may be able to assist. Cllr Gloria Wills said that if a link to education could be proved this Charity may be a possible source, however, she also suggested the County Durham Community Foundation and Banks. Cllr Chris Lines also commented that the Durham Leader funding system is now also available.

For information, the Clerk circulated to all copies of the outcome of the recent EDRC AAP voting event at Coxhoe.

RESOLVED:

- i) To receive this information.**
- ii) The Youth Working Group to bring a recommendation back to a future Community Development & Engagement Committee meeting.**
- iii) The Parish Hall Project Worker be tasked to investigate potential alternative sources of funding.**

5.3 Town Council Coach Trip Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trip Report detailing the success of the recent trip to York on Wednesday 23rd November 2016.

RESOLVED:

To receive this information.

6. Correspondence

None.

The Chair thanked everyone for attending and closed the meeting at 8.25pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **DECEMBER ENVIRONMENT COMMITTEE** of the **Council** held following the Policy & Resources Committee in the **Council Offices**, Sedgefield, on **Monday 5th December 2016.**

- Present** **Cllr. Alf Walton (Chairman)**
Cllr. Mark Cant (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mel Carr, Tim Jeanes, Chris Lines, John Robinson, Ian Sutherland, Dudley Waters and Gloria Wills
- Officers** Dr. Jane Ayre (Town Clerk)

1. Apologies

Cllrs Vanessa Carmichael, Lynne Dentith, Joanne Elliott and Maxine Robinson.

2. Declaration of interest

None.

3. Matters of Information

3.1 Tractor Maintenance Report:

The Gardening Supervisor is preparing a maintenance schedule for all gardening equipment. The Finance Working Group and Gardening Supervisor to commence discussions relating to potentially trading in the existing tractors and purchasing a new medium sized machine. The Gardening Supervisor and Cllr Alf Walton have started to investigate potential options. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.2 Footpath Outside Hope Inn:

Additional information has been received regarding plans relating to The Hope Inn and had been discussed in the earlier Monthly Meeting.

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 tenders. AW Treecare have indicated they intend to perform this work between 14th-16th December 2016. The Clerk to keep Cllrs updated on this matter. Cllr Alf Walton suggested that once an exact date is known for this work Sgt Alex Clark be informed and asked if he can arrange for Police cones to be placed along this area.

RESOLVED:

To receive this information.

3.6 Trees – Overhanging Sedgfield Squash Club:

The Clerk has notified AW Treecare of their successful tenders. AW Treecare have indicated they intend to perform this work between 14th-16th December 2016. The Clerk has notified the Squash Club. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Installation of Self-Watering Tubs:

30 self-watering tubs have now been installed on hard standing areas across the Town. A prototype base has been designed for those self-watering tubs which will be placed on grass in 2017. Costings are now being obtained to bring a proposal to a future Environment Committee. In addition, a proposal has been taken to the Finance Working Group regarding the potential re-sale of decommissioned wooden tubs with any money raised going towards the cost of the base materials. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Sedgefield In Bloom:

The Clerk has also written to DCC congratulating them on their wildflower verges in Sedgefield 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.

3.9 Hardwick Hall Hotel:

The Town Council to continue to respond to noise complaints from the public in relation to Hardwick Hall Hotel.

RESOLVED:

To receive this information.

3.10 Mediaeval Fayre 2017:

The Clerk has written to Mr John Robinson giving the Town Council's agreement for the 2017 Fayre to use the village greens and to reiterate those earlier mentioned

issues in Matters of Information 3.4, i.e. requesting 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. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Public Participation:

The Clerk has now written to County Cllr John Robinson asking for a progress report regarding sourcing funding for shop frontage alterations.

The Town Council to discuss the issue of Section 106 money when a response is received from Mr Terry Collins of DCC in relation to Eden Drive.

The Clerk has written to Mr Lee Mowbray of DCC Highways asking for the latest position regarding potential parking restrictions on Rectory Row/Crispin Court. A response was received from Mr Mowbray on 29th November 2016 in which he said he was due to meet later that day with County Cllr John Robinson, however, the position at that time was "as it stands, nothing is happening on the restrictions front". Cllr Robinson confirmed that a proposal had been made to create 3 marked bays but it was felt this was a waste of money and instead this area will be considered within DCC's review of the existing yellow lines across the Town. Cllr Alf Walton asked whether the original project to increase the kerb and include on that kerb a bollard was going ahead. Cllr Robinson confirmed this would not be going ahead.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.12 Northumbria In Bloom:

The Clerk has written to Mrs Eileen Burns, Chair of Northumbria In Bloom. A response is now awaited. The Clerk to keep Cllrs updated on this matter. When a response is received the Town Council to consider whether to enter the 2017

competition. The Clerk reported that the closing date for entering the 2017 competition was 14th December 2016.

RESOLVED:

To receive this information.

RESOLVED:

3.13 Sedgefield In Bloom Donation:

£350 has now been transferred to the Town Council from Sedgefield In Bloom. The Clerk has written a letter of thanks to the Bloom Group.

RESOLVED:

To receive this information and to close this matter.

3.14 Operation “Spruce-up”:

No Cllrs have suggested any areas to include in this DCC initiative.

RESOLVED:

To receive this information and to close this matter.

3.15 Current Planning Applications:

The Clerk has forwarded to DCC Planners the Town Council’s comments on planning applications 5-6.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

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

Mrs Carol Scott expressed her concerns about only coppicing the willows on Station Road Playing Field every 3-4 years. She asked what advice the Town Council had received from AW Treecare regarding the willow’s roots. Mrs Scott said that when the willows had originally been planted she and her husband had asked for regular coppicing to take place.

Coppicing only took place for the first time in 2015. She asked why the Town Council's gardening staff could not undertake this work as she felt it was in AW Treecare's own interests for this work to only take place every 3-4 years. Mrs Scott also asked what happened to the chipped materials following coppicing. Cllr Walton replied the chipping material created the last time the willows were coppiced remained on-site. He said that willow root structures need to be allowed to become well established in order to soak up as much water as possible. Cllr Walton also reported that the Town Council gardening staff have no method of chipping such materials. Mrs Scott asked the Town Council to purchase a chipper, however, Cllr Walton pointed out the Council only has a limited budget and it had already been agreed to include this matter on the January 2017 Environment Committee agenda for further discussion.

Cllr Walton thanked the public for their comments and the meeting was then re-opened.

5. Reports

None.

6. Correspondence

6.1 Notification of Appeal against a Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 1 Replacement Notice (email and attachments from Ms Susan Porter, DCC dated 18th November 2016):

Prior to the meeting the Clerk had circulated to all Cllrs a Notification of Appeal Against a Hedgerow Replacement Notice relating to Sprucely Farm, Sedgefield Hedge 1. Cllrs considered this information and did not have any comments to make. Cllr David Brown felt that DCC were taking a far too heavy handed approach regarding this matter.

RESOLVED:

To receive this information.

6.2 Notification of Appeal against a Hedgerow Replacement Notice – Sprucely Farm, Sedgefield Hedge 2 Replacement Notice (email and attachments from Ms Susan Porter, DCC dated 18th November 2016):

Prior to the meeting the Clerk had circulated to all Cllrs a Notification of Appeal Against a Hedgerow Replacement Notice relating to Sprucely Farm, Sedgefield Hedge 2. Cllrs considered this information and did not have any comments to make.

RESOLVED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.12pm.