

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 10<sup>th</sup> April 2017**

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

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

## 1. **Apologies**

Cllrs Allan Blakemore and Dudley Waters.

## 2. **Declaration of interest**

Cllr John Robinson declared an interest in items 9.1, 9.2 and 10.1 and said that upon advice received he would leave the meeting after agenda item 8.2 as any subsequent comments made by himself could be deemed as electioneering. Cllr Maxine Robinson said she would also be leaving at the same point in the meeting.

Cllr Mel Carr declared an interest in item 10.1 as a Governor at the Community College.

No other declarations of interest were made.

## 3. **STC Minutes / Committee Reports**

### **a. Minutes of Estates Working Group held 2<sup>nd</sup> March 2017**

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

### **b. Minutes of Personnel Committee held 8<sup>th</sup> March 2017**

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

### **c. Minutes of Joint Sedgefield Town Council and Sedgefield In Bloom Group meeting held 9<sup>th</sup> March 2017:**

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

**d. Minutes of Monthly Meeting held Monday 13<sup>th</sup> March 2017**

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

**e. Minutes of P&R Committee held Monday 13<sup>th</sup> March 2017**

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

**f. Minutes of the Community Development & Engagement Committee held Monday 20<sup>th</sup> March 2017**

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

**g. Minutes of Environment Committee held on Monday 20<sup>th</sup> March 2017:**

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

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

**4. Matters of Information**

**4.1 Ceddesfeld Hall Lease Update:**

A presentation by Ms Yvone Probert of Durham Community Action was given at the P&R Committee meeting on 13<sup>th</sup> March 2017. Ms Probert to request the SCA forward to the Town Council's solicitor the exact nature of their concerns regarding the one outstanding clause. This matter to be considered at the May 2017 P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**4.2 Franziska Willer Ward, Sedgfield 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.**

**4.3 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. It was noted that it had been previously agreed Cllr Mel Carr would represent the Town Council at this inquiry. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.4 Public Participation:**

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 application to register this area as village green. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.5 Eden Drive Large Scale S106 Monies:**

The Clerk has now amended the letter as agreed by Cllrs and this has been sent to Mr Stephen Reed of DCC. The Clerk contacted Mr Reed again on 28<sup>th</sup> March 2017 for an update and was told to expect a response in the next few days. A response has duly been received and will be considered under agenda item 10.1.

**RESOLVED:**

**To receive this information.**

**4.6 Planning Application – NETPark:**

The Clerk has written to Mr Colin Harding of DCC making him aware of the Town Council's disappointment at his recent correspondence and requesting evidence of when "worst case scenarios" have been used in other planning applications. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.7 Planning Appeal – Former Sedgefield Community Hospital Site:**

No further information has yet been received regarding a date, time or venue for the forthcoming public inquiry by the Planning Inspectorate. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.8 Dates of Meetings:**

The 2017/18 calendar of Council meetings has been placed on the Council's noticeboard as well as on the website.

**RESOLVED:**

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

**4.9 External Report from DCC Members:**

Cllrs to consider County Cllr Robinson's report issued at the March 2017 Monthly meeting under agenda item 9.1.

**RESOLVED:**

**To receive this information.**

**4.10 Appeal Decision – Caravan, Spring Lane:**

The Clerk drafted a letter which was considered at the Environment Committee meeting on 20<sup>th</sup> March 2017. As agreed minor amendments were made and this has now been sent to DCC. A response is now awaited. The Clerk to keep Cllrs updated on this matter. Cllrs to consider the subsequent response received from DCC and then determine whether an approach to the Local Government Ombudsman is required.

**RESOLVED:**

**To receive this information.**

**4.11 18 Hadleigh Close:**

This amended planning application was considered at the Environment Committee meeting on Monday 20<sup>th</sup> March 2017.

**RESOLVED:**

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

**4.12 The Sedgefield Plan:**

Mr Stuart Carter had confirmed receipt of the formal submission of The Sedgefield Plan on 15<sup>th</sup> March 2017 and advised that he would be preparing a response to the Town Council. The Clerk reported that a response had been received on 5<sup>th</sup> April 2017 and would be circulated under agenda item 10.2.

**RESOLVED:**

**To receive this information.**

#### **4.13 Current Planning Applications:**

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to planning applications 1-3. Planning application DM/17/00730/FPA was discussed at the Environment Committee meeting on 20<sup>th</sup> March 2017.

#### **RESOLVED:**

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

#### **5. Dates of Meetings**

Dates of the meetings taking place in April 2017 had been circulated prior to the meeting along with events scheduled for March – December 2017. The Clerk informed Cllrs of the following additional event dates which had been agreed since the circulation of Committee papers:

- Town Council organized coach trip to Keswick on 14<sup>th</sup> June 2017 (tickets now on sale);
- Mayor's Ball at Hardwick Hall Hotel on Friday 23<sup>rd</sup> February 2018 (Note: date variation due to lack of room availability in March 2018)

#### **RESOLVED:**

**To receive this information.**

#### **6. Police Report**

PC Keith Todd gave apologies for Sgt Alex Clarke and then presented the Police Report for the period 14<sup>th</sup> March – 10<sup>th</sup> April 2017.

##### **Burglary:**

17<sup>th</sup> March 2017 – Eastwell Close. Unknown persons have forced entry to a dwelling via the patio doors. They have taken the keys to two vehicles and stolen both. The Jaguar was found burnt out and the Audi found abandoned in the Trimdon area.

##### **Theft:**

17<sup>th</sup> March 2017 – Hardwick Hall. Theft of lead from the roof. This is the third time in 12 months.

28<sup>th</sup> March 2017 – Co-op Store. A female received an 8 week custodial sentence for 4 shop lifting offences within 2 weeks of being released from prison for similar offences.

6<sup>th</sup> April 2017 – Total Garage. Two males took a quantity of chocolate and soft drinks.

##### **Robbery:**

21<sup>st</sup> March 2017 – Bradbury Services. Two males entered the kiosk and threatened a staff

member with a pair of scissors. They then jumped over the counter and smashed the till as well as taking cash and cigarettes before making off on the A1 North bound. Both were arrested near Jarrow by Northumbria Police.

**Criminal damage:**

26<sup>th</sup> March 2017 – Salters Lane. The glass was smashed in the bus shelter.

26<sup>th</sup> March 2017 – Kerr Crescent. A door bell was knocked off the wall.

7<sup>th</sup> April 2017 – Rectory Row. A garden gate was damaged.

**Damage to vehicles:**

The wing mirror was smashed off a car parked on West End.

**Other:**

Attempted fraud – a foreign male made a telephone call purporting to be from TalkTalk. He stated he could fix the internet/router and went through a complex series of checks. Then stated as a gesture of goodwill that he would give £200 in compensation. He then claimed to accidentally transfer £4200 and requested the money be sent back to him by way of a 'money gram' from the Post Office and for the inconvenience caused would only need £3500 returning to him via an account in Senegal. Vigilant staff at Sedgefield Post Office became suspicious when the individual went in to request this transfer be made and the caller terminated the call. It was then found that the £4200 paid into the person's account had actually been transferred from their own savings account which had been hacked into. PC Todd is going to raise the profile of this scam through an article in the next Sedgefield News.

**Anti-social Behaviour:**

There have been 7 reports of nuisance by youths with these occurring in the areas of Eden Drive (x2), Wykes Close (x2), the Co-op, Sainsbury's and the A177.

The next PACT meeting will take place on Tuesday 11<sup>th</sup> April 2017 at 7pm in the Fletcher Room of the Parish Hall.

Cllr John Robinson suggested that PC Todd also highlight in his Sedgefield News article that several scams are now in operation whereby caller id appears as a local number. Cllr Robinson also informed Cllrs and PC Todd that problems had recently been experienced by the emergency services as a result of the postcode for Cayden Court not being recognize. This matter has now been resolved.

Cllr Alf Walton asked if further lead had been stolen from or disturbed at the Lychgate on

the Ceddesfeld side. PC Todd commented that some lead had been stolen from this location two months ago, however, he would investigate this area again.

Cllr Carr thanked PC Todd for his report and attendance.

**RESOLVED:**

**To receive this information.**

**7. Public Participation**

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

Mrs Julia Bowles noted that under agenda item 10.1 a letter was to be discussed relating to S106 monies relating to the development of Eden Drive. She reported that the SVAG are still trying to get a meeting with DCCC in order to discuss this same issue. The SVAG have received a letter from Mr Stephen Reed of DCC in which he had acknowledged the SVAG did have Rule 6 Status at the Public Inquiry relating to the Eden Drive development but also stated his team did not have any recollection of the statement made in which the SVAG would be involved in the allocation of any subsequent S106 monies from this development. Mr Reed had stated that when allocation S106 monies DCC must follow their procedures which entailed formal consultations with the AAP, the local Council (where one exists) and County Cllrs. Mr Reed had confirmed that his colleagues in Culture and Sports Services had discussed some indicative proposals and there would be a subsequent public consultation exercise. Mrs Bowles suggested that the Town Council needs to be part of this process and also start to identify potential projects for such monies. She suggested that one such project could be safer crossings. Mrs Bowles also asked if the SVAG could be part of this process. With regards to the proposed road through the Eden Drive site, Mrs Bowles noted that the footpath diversion in this area will be effective from 15<sup>th</sup> May 2017 and from her investigations it seemed that as soon as work started on this site the education monies element of the S106 would be given to DCC. Mrs Bowles asked if DCC were already in receipt of this money? Mrs Bowles reminded Cllrs that at the Public Inquiry the SVAG had commented that such educational money should not solely be given to the Community College but also to both primary schools.

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

**8. Internal Reports**

**8.1 Chairman's Report**

Prior to the meeting a Chairman's Report had been circulated to all detailing his

activities since the Town Council's last Monthly Meeting in March 2017.

**RESOLVED:**

**To receive this information.**

**8.2 Mayor's Report**

The Clerk circulated to all a Mayor's Report in which he reported that since the last Monthly Meeting he had attended the Pop In Club, the WI coffee morning and judged the Taste Group's bake-off event. On 1<sup>st</sup> April 2017 he had ran his Mayoral Marathon at Hardwick Park throughout which he had been joined by many other runners of all ages. At the same time Jane Spink led a group that created a giant piece of artwork in the nearby yurt. Thanks were expressed to Ray Carmichael who ran the whole distance in support and to the Hardwick Park for allowing this event to be held. At the time of reporting, this event had raised over £700. Since the Mayoral Marathon Cllr Lines has also attended Hardwick's Got Talent, the Sedgefield Village Veterans coffee morning and will be attending the forthcoming MS Society's coffee morning.

Cllr Ian Sutherland thanked the Mayor for attending the Northumbria In Bloom's Spring Visit earlier that day.

**RESOLVED:**

**To receive this information.**

(Cllrs John Robinson and Maxine Robinson left the meeting at this point)

**9. External Reports**

**9.1 Consideration of Report from DCC Member (JR):**

The Clerk reminded Cllrs that at the last Monthly Meeting copies of County Cllr Robinson's Report dated 12<sup>th</sup> March 2017 had been circulated to all and it had been agreed to place this matter onto the April 2017 Monthly Meeting agenda in order for Cllrs to ask questions.

Cllr Chris Lines expressed disappointment that due to Cllr Robinson leaving the meeting he would not be able to ask his questions directly. Had he been able to do so, Cllr Lines would have liked to ask why the Town Council had not been invited to attend the meeting County Cllr Robinson arranged with Wimpey Homes, the SVAG and the Civic Trust. Such an omission gave evidence to developers that there was no joined up thinking between the community and groups representing it. Cllr Lines expressed his



frustration and dissatisfaction. Cllr Lines also reported that with regards to the Youth Awards he had heard these had been postponed to a later date but still not seen any publicity through schools or local youth groups in the Town, although an article had featured in the Northern Echo. Cllr Carmichael commented that no such publicity had taken place for the 2016 Youth Awards either. Cllr Lines concluded that he would also have sought further details regarding the visit of Mark Gatiss, i.e. when and where.

Cllr Gloria Wills questioned the advice which County Cllr Robinson had been given which had not allowed him to participate in the meeting when she had noted that a surgery by both County Cllrs Robinson and Lumsdon had been publicized in the Sedgefield News and had subsequently taken place. Cllr Wills asked if such a surgery had then been a breach when considering the advice County Cllr Robinson had been given regarding attending and speaking at the Town Council's meeting? Cllr Wills said that speaking about a report which had been tabled by a County Cllr at a previous Monthly Meeting was not canvassing but in her opinion them performing their role. Cllr Lynne Dentith agreed. Cllr David Brown also endorsed these comments and said that the report to be considered was retrospective as it contained historical information. Cllr Mel Carr read out an extract from DCC's website explaining the role of a County Cllr and the fact that Ward Members should place great value in having a good relationship with Town and Parish Councils.

Cllr Mark Cant proposed the Town Council write to County Cllr John Robinson asking the questions raised by Cllr Lines. All Cllrs agreed.

Cllr Wills concluded by asking if County Cllr Robinson had provided an April 2017 report to the Town Council as a member of the public had a copy. The Clerk replied that County Cllr Robinson had sent an April 2017 report to her earlier that afternoon with the instruction this be presented at the May 2017 Monthly meeting due to purdah.

**RESOLVED:**

**The Town Clerk to write to County Cllr John Robinson seeking answers to the questions posed by Cllr Lines.**

**9.2 Key Messages From EDRC AAP Board Meeting (8<sup>th</sup> March 2017):**

Prior to the meeting the Clerk had circulated to all the key messages from the EDRC AAP Board Meeting held on 8<sup>th</sup> March 2017. Cllr Chris Lines noted that within the key messages was reference to a further participatory budgeting event in 2017 and urged the Council to be mindful of this in order to try and get a potential funding project led by young people prepared. Cllrs agreed this was a good idea.

**RESOLVED:**

**To receive this information.**

**10. Correspondence**

**10.1 S106 Monies From Development of Eden Drive, Sedgefield (letter from Mr Stephen Reed, DCC dated 30<sup>th</sup> March 2017):**

Prior to the meeting the Clerk had circulated to all Cllrs a letter from Mr Stephen Reed of DCC dated 30<sup>th</sup> March 2017 entitled S106 Monies From Development Of Eden Drive in response to the Town Council's letter dated 27<sup>th</sup> February 2017.

Cllr Chris Lines commented this letter was comprised of very carefully couched language.

Cllr Gloria Wills referred to point 3 in this letter in relation to the educational contribution specific to Sedgefield Community College on the basis that the Education Authority advised at the time of the Public Inquiry that there were sufficient primary school places available in Sedgefield but insufficient secondary school places available. Cllr Wills asked where the evidence was to confirm this statement in terms of actual numbers as well as projected intake figures for future years. In contrast residents are expressing concerns that their children cannot get a place at a primary school in the Town. Cllr Lines said that he was sure the Head Teachers from both the Town's primary schools would be interested in seeing Mr Reed's letter.

Cllr Mel Carr commented that the Public Inquiry relating to Eden Drive took place in August 2016 and whilst it was commented that there were sufficient primary places he has been informed by a number of residents that there are no places available at Hardwick Primary School. Cllr Carr said that no consideration was being given to prospective pupils for the Town's primary schools as a result of this development and said the Town Council should be seeking the opinions of those Head Teachers.

Cllr Tim Jeanes suggested that the Town Council go direct to the Local Education Authority and ask specifically for the pupil numbers concerned. Cllrs agreed with this suggestion.

Cllr Wills stated that the Town Council had made it very clear to Mr Reed during a joint meeting in January 2017 that the Town Council wanted to sit around the table with DCC to consider bids for S106 monies to ensure that such funding was put to the

best possible use for the Town.

**RESOLVED:**

**i) The Clerk to share with the Head Teachers of both Hardwick Primary School and Sedgefield Primary School the letter sent to the Town Council by Mr Stephen Reed and ask for their opinions regarding current and projected pupil places in their respective settings.**

**ii) The Clerk to write to Ms Caroline O'Neill of DCC, with a copy to Mr Stephen Reed, asking for the evidence base to underpin the statements made in point 3 of Mr Reed's letter as quoted at the Public Inquiry pertaining to the Eden Drive development.**

**iii) The Clerk to write to Mr Reed thanking him for his letter and reiterating that the Town Council wants to work with DCC to consider bids for S106 monies to ensure such funding is put to the best possible use for the Town.**

**10.2 The Sedgefield Plan (letter from Mr Stuart Carter, DCC dated 5<sup>th</sup> April 2017):**

The Clerk circulated to all copies of a letter received from Mr Stuart Carter of DCC dated 5<sup>th</sup> April 2017 which was in response to the Town Council's letter dated 13<sup>th</sup> March 2017 which accompanied the formal re-submission of The Sedgefield Plan. The Clerk proposed that as this letter is quite detailed Cllrs consider it and then discuss at the Environment Committee meeting on Monday 24<sup>th</sup> April 2017. In addition, the Clerk also suggested that copies be given to Ms Julie Archer and Mr Tony Guest, those members of The Sedgefield Plan Steering Group who also assisted in amending the recently resubmitted Plan. Cllrs agreed to both suggestions.

**RESOLVED:**

**i) Cllrs to discuss Mr Stuart Carter's letter at the Environment Committee meeting on Monday 24<sup>th</sup> April 2017.**

**ii) The Clerk to share copies of Mr Carter's letter with Ms Julie Archer and Mr Tony Guest of The Sedgefield Plan Steering Group.**

**10.3 Town and Country Planning Act 1990 – Planning Consultation (letter from Mr Stuart Timmiss, DCC dated 6<sup>th</sup> April 2017):**

The Clerk circulated to all copies of a letter entitled Town and Country Planning Act 1990 from Mr Stuart Timmiss of DCC dated 6<sup>th</sup> April 2017 which informed the Town Council of a planning application to extend the Doctors Surgery at Harbinson House, Front Street, Sedgefield.

**RESOLVED:**

**Cllrs to discuss this planning application at the Environment Committee meeting on Monday 24<sup>th</sup> April 2017.**

**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/17/00772/AD – fascia sign with internally illuminated logo, 2 illuminated projecting signs, 3 non illuminated wall mounted signs to the front elevation, 1 internally illuminated logo signs, 2 non illuminated banner frames to each elevation and 2 wall mounted signs to the west elevation, 3 non illuminated car park signs, The Co-op, 10 Butterwick Road, Fishburn:**

Cllrs did not have any objections to this application.

- 2 DM/17/00782/FPA – erection of part single storey and part two storey rear extension, 4 Stockton Road, Sedgefield:**

Cllrs did not have any objections to this application.

- 3 DM/17/00800/FPA – erection of two storey side and single storey front extension, and widening of driveway, 14 Butterwick Road, Fishburn:**

Cllrs did not have any objections to this application.

- 4 DM/17/00814/FPA – erection of 1.2m wrought iron fence and 1.8m gates, 34 St Luke's Crescent, Sedgefield:**

Cllrs requested DCC Planning Officers were asked to ensure that consultation regarding this application had taken place with neighbouring properties and reference made to the Party Wall Act as this is a shared drive.

- 5 DM/17/00831/AD – non illuminated V board sign, land to the South of Eden Drive, Sedgefield:**

Cllrs requested the question be asked as to why planning permission is being sought for this when the sign is already in place.

- 6 DM/17/00914/PNT – 15m high mast (lattice style), equipment cabinet and ancillary apparatus – Prior Notification:**

Cllrs did not have any objection to this application, however, the Clerk was asked to liaise with DCC Planning Officers to ascertain why consultation documentation relating to this application addressed to Sedgefield Town Council was then sent to Room 4/126 at County Hall, Durham.

- 7 DM/17/00940/AD – erection and display of double sided internally illuminated totem signage, 2 no free standing internally illuminated double sided signs and 2 no flags and flag poles, La Raaj, Stockton Road, Sedgefield:**

Cllrs would like assurance from DCC Planning Officers that liaison has taken place with DCC Highways Officers and thought given to whether this signage and lighting will cause any drive distraction. In addition, Cllrs are concerned that the proposed illumination is over illumination and not in keeping with the rural area.

**8 DM/17/00971/FPA – erection of single storey rear extension including first floor balcony above, and installation of front dormer window, 30 Stone Cross, Fishburn:**

Cllrs did not have any objections to this application.

**RESOLVED:**

**The comments on planning applications 1-8 above to be submitted to DCC Planners.**

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

DM/17/01081/FPA – erection of single storey front extension, 3 St Catherine Close, Fishburn

DM/17/01129/VOC – extension to surgery, Harbinson House, Front Street, Sedgfield

**RESOLVED:**

**These additional planning applications to be considered by Cllrs at the Environment Committee meeting to be held on Monday 24<sup>th</sup> April 2017.**

Cllr Ian Sutherland reported that this would be his last Council meeting and expressed his thanks to fellow Cllrs for the discussions and debates which had taken place over the years. He commented that whilst there had been differences of opinion between Cllrs everyone had got along and worked together. Cllr Sutherland wished the Town Council well for the future. Cllr Mel Carr, on behalf of fellow Cllrs, thanked Cllr Sutherland for his kind words, his work for the Town Council over many years and wished him well.

Cllr Tim Jeanes also reported that this would be his last Council meeting and expressed his thanks to fellow Cllrs for their support and work during his time with the Council. Cllr Mel Carr, on behalf of fellow Cllrs, thanked Cllr Jeanes for his work and wished him well.

The Chair thanked everyone for attending and closed the meeting at 7.59pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES

Minutes of the proceedings of the **APRIL POLICY & RESOURCES**  
of the **Council** held following the Monthly meeting in the  
**Council Offices**, Sedgefield,  
on **Monday 10<sup>th</sup> April 2017**



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

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

### 1. **Apologies**

Cllrs Allan Blakemore, Vanessa Carmichael, John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters.

### 2. **Declaration of interest**

None.

### 3. **Matters of Information**

#### 3.1 **Epitaph Training:**

An order has now been issued to Edge seeking to obtain the Epitaph module for a 5 year period. The Town Council has suggested that on-site training now takes place on 26<sup>th</sup>-27<sup>th</sup> April 2017, i.e. immediately after approval of 2016/17 accounts, in order that the new system can start to be used as quickly as possible. The Clerk pointed out that it is possible that only limited financial information could be available in May 2017 Committee packs due to the timescale between this training, inputting 2017/18 data and producing Committee packs. If this is the case then comprehensive information will be available from the June 2017 Committee packs onwards. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.3 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.**

**3.4 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 Town Council to monitor parking in this area following Post Office relocation.

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 still awaited.

**RESOLVED:**

**To receive this information.**

**3.5 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 boreholes in Station Road Playing field and also 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. A further reminder letter has been issued to NWL. A response is still awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Bank/Cash Reconciliation Report:**

This matter to be resolved once the new Edge system is installed and staff have

received appropriate training. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Costings for Sale of Land Around Butterwick Road Cemetery:**

The Estates Working Group are working on identifying potential solicitors to progress this matter. In addition, work is underway to seek quotes from cemetery designers and meetings have taken place with DCC Highways Officer and DCC Tree Officer. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.8 Treeworks in Ceddesfeld Hall Grounds:**

The Clerk has written to AW Treecare seeking further clarification on the quotation provided. Clarification has now been provided and this will be considered at an Estates Working Group meeting in order that a recommendation can be brought to a future Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Treeworks between School and Grounds of Ceddesfeld Hall:**

AW Treecare have successfully completed this work.

**RESOLVED:**

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

**3.10 Treeworks at Butterwick Road Allotments:**

AW Treecare have successfully completed this work.

**RESOLVED:**

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

**3.11 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. Cllr Alf Walton reported that Darnton & Young hope to complete this work later this



week. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Foundation Level Quality Award:**

An application form to seek this accreditation, along with accompanying evidence, has now been submitted to Mr Steve Ragg at CDALC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.13 Debtors List:**

Following discussions between the Internal Auditor and the Finance Working Group it was agreed that transaction 2935 should remain on the financial system until 31<sup>st</sup> March 2017 and then be removed. This transaction to be removed on 31<sup>st</sup> March 2017.

**RESOLVED:**

**To receive this information.**

**3.14 Eden Drive Play Area:**

RTC Safety Surfaces Ltd have undertaken further work, however, DCC Play Area Inspectors are still not happy. The Clerk has requested an on-site meeting between RTC Safety Surfaces and the DCC Play Area Inspector, however, RTC have not been able to accommodate such a request. Instead senior staff from RTC have visited the site and provided answers to the questions raised by the DCC Inspector. The Clerk has forwarded these responses to our DCC Inspector. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.15 Cheques for Approval:**

The Estates Working Group are to consider the Town's festive lighting requirements for December 2017 and bring an appropriate report back to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

The RTC Safety Surfaces cheque is to remain on-hold until the work has meet the necessary requirements of the DCC Play Area Inspector. The Clerk recommended that if the DCC Inspector is happy with the response of RTC then this invoice be paid before the May 2017 P&R Committee meeting. Cllrs agreed with this recommendation. The Clerk to liaise with the Chair and Vice Chair to approve a cheque if required.

**RESOLVED:**

**To receive this information.**

**3.16 Town Council Alarms (Fire and Security):**

Work is now underway to terminate the existing ADT contract so that maintenance contracts for all alarms in the Council Offices and Parish Hall can be set up with AEL from 1<sup>st</sup> April 2017. In association the Parish Hall fire panel will be replaced by AEL and relocated to the Parish Hall's front entrance. DCC's Care Connect service is in the process of being cancelled. When new contracts are in place training will be arranged for all key holders and out of hours emergency contacts for the new alarm system. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.17 Council Elections 2017:**

The Notice of Election for Sedgefield Town Council was displayed on 23<sup>rd</sup> March 2017 on the Council's website, in the Council Offices, in the Town's noticeboard and disseminated to all existing Cllrs as well as through the Residents Database. On 5<sup>th</sup> April 2017 the Clerk was notified that there will be an uncontested election in Sedgefield Town Council. From 8<sup>th</sup> May 2017 the Town Council will have 11 Councillors and 4 vacancies. The Clerk will guide the Council through the co-option process over the coming weeks.

**RESOLVED:**

**To receive this information.**

**3.18 Gifts and Hospitality Policy:**

This policy has now had the footers updated to reflect the recent adoption and a copy uploaded to the Council's website.

**RESOLVED:**

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

**3.19 Sedgefield Extra:**

The Town Council has liaised with the Sedgefield Development Trust and Print Factory to re-schedule the next two editions of the Extra to June and September 2017.

**RESOLVED:**

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

**3.20 Debtors List:**

Transaction 3938 related to the Bloom Group's hire of the Parish Hall for their recent dance and not for their coffee morning when their booking was cancelled due to loss of electricity in the Hall.

**RESOLVED:**

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

**3.21 Internal Auditor Work Programme 2017/18:**

The Clerk has informed the Internal Auditor that his work programme for 2017/18 has been approved.

**RESOLVED:**

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

**3.22 Sedgefield Twinning Association:**

The Clerk has written to Mrs Nancy Wells and included a cheque for £200 as the Council's donation to this year's Twinning visit.

**RESOLVED:**

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

**3.23 Local Government Finance Settlement:**

No Cllrs have requested this matter be put onto the March 2017 P&R Committee agenda.

**RESOLVED:**

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

**3.24 Ceddesfeld Hall Lease – Independent Mediation:**

The Clerk has instructed the Council's solicitor that upon receipt of correspondence from the SCA's solicitor this be forwarded to the Town Council in the first instance for consideration at the P&R Committee in May 2017. An email has now been received. This matter to be discussed in May 2017.

**RESOLVED:**

**To receive this information.**

**3.25 Head Gardener & Cemetery Superintendent:**

The Clerk has written to the Gardening Supervisor formally offering a new job title, job description and increase in pay from 1<sup>st</sup> April 2017. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.26 Projects and Media Co-ordinator:**

The recruitment process for this position commenced on 14<sup>th</sup> March 2017 as agreed. Shortlisting for this position took place on 23<sup>rd</sup> March 2017 and interview on 28<sup>th</sup> March 2017. See agenda item 8.1 for further update.

**RESOLVED:**

**To receive this information.**

**3.27 Town Clerk Increment:**

This award will be factored into the April 2017 payroll.

**RESOLVED:**

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

**3.28 Zurich Insurance Renewal:**

Zurich have been notified of the Town Council's wish to renew their insurance cover for 2017/18.

The Finance Working Group will ensure that a review of the Council's insurance

policy and seeking of comparable quotes takes place in 2017/18 for 2018/19 and beyond with a recommendation report being brought to a future P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.29 Internal Auditor 2018/19 – 2020/21:**

The Clerk has informed Mr Gordon Fletcher of his re-appointment as Town Council's auditor for the period 2018/19 – 2020/21.

**RESOLVED:**

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

**3.30 Grass Cutting 2017/18:**

The Clerk has informed CE&CM Walker of their appointment as the Town Council's grass cutting contractor for 2017/18.

A competitive tendering exercise for grass cutting will take place in late 2017/18 for the 2018/19 grass cutting season. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.31 Quotes for Drainage Maintenance and Repairs, Sedgefield Parish Hall:**

This matter was discussed at the Environment Committee meeting on Monday 20<sup>th</sup> March 2017.

**RESOLVED:**

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

**3.32 Quotes for Fletcher Room Refurbishment:**

This matter was discussed at the Environment Committee meeting on Monday 20<sup>th</sup> March 2017 along with a discussion regarding the options for trialling a youth club in the interim.

**RESOLVED:**

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

**3.33 Quotes for Parish Hall Main Floor:**

BespOak Flooring have been informed of their successful quote and issued with a purchase order number. It is hoped this work will be scheduled to coincide with other refurbishment work taking place in the Hall. The Clerk has written to those other companies who supplied quotes making them aware that they were unsuccessful on this occasion. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.34 Quotes for Foyer and Toilet Flooring, Sedgefield Parish Hall:**

This matter was discussed at the Environment Committee meeting on Monday 20<sup>th</sup> March 2017.

**RESOLVED:**

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

**3.35 Parish Hall Cleaning:**

The Parish Hall Caretaker & Cleaner's increased hours will commence on 19<sup>th</sup> April 2017. A recruitment process has now begun to seek a Parish Hall Cleaner to work at weekends as well as provide necessary cover for the Parish hall Caretaker & Cleaner. 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 Julia Bowles commented that it was disappointing that there would be vacancies on the Town Council from May 2017 but felt that this mirrored what was happening with other community groups in the Town which were struggling to seek new volunteers.

The Chair re-opened the meeting.

## 5. Reports

### 5.1 Parish Hall Refurbishment Update Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall Refurbishment Update Report by the Estates Working Group. The Clerk informed Cllrs that it is envisaged that refurbishment work in the Fletcher Room will commence the first week in May 2017.

Cllr Alf Walton asked Cllr Chris Lines for an update on the recent meeting held between members of the Youth and Estates Working Groups with young people in relation to their views on the proposed refurbishment work. Cllr Lines replied that a very good meeting had taken place which had been attended by a good age mix of young people from Sedgefield Community College and Hardwick Primary School. All young people who had attended had lots of ideas, were enthusiastic and very excited about the opportunity to have a youth club in the Town. They also said they were willing to get more involved over time. Cllr Lines concluded by saying he was hopeful that a further on-site meeting with the School Council from Sedgefield Primary School could be arranged soon in order to have their views.

#### **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 Cheques for approval after 13<sup>th</sup> March 2017:

Details of cheques for approval from 2<sup>nd</sup> February – 3<sup>rd</sup> April 2017 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval from 10<sup>th</sup> April 2017. The Clerk reminded Cllrs that cheque number 108851 to RTC Safety Surfaces Ltd was still on-hold until advice was received from DCC's Inspector.

Cllr Alf Walton expressed his concern at the cost of cancelling the alarm contract (cheque 108895) with the current provider, however, the Clerk and Cllrs Carr plus Wills replied that when looking at this matter over the longer-term the Council would actually be saving money and getting a better service, reflecting the need to ensure

that best value is obtained.

Cllr Gloria Wills expressed concerns regarding the cost of the water bill relating to the Cemetery and the Clerk reminded Cllrs that the Estates Working Group is to put in place, upon the advice of the Internal Auditor, a procedure for monitoring and recording all meter readings.

Cllr Alf Walton commented that tractor servicing costs seemed to be very high when compared to the work that had taken place and the length of time for that work to be completed. The Clerk reminded Cllrs that the Finance Working Group in 2017/18 need to reach a recommendation regarding the future of the Council's current two tractors and consider replacing with one more suited alternative. In addition, this work should also factor in future servicing needs and costs.

**RESOLVED:**

**i) All cheques were approved for payment.**

**ii) Cllrs Carr and Wills plus the Town Clerk to duly sign the cheques.**

**6.2 Timetable for Production of 2016/17 Year End Accounts Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a report detailing the timetable for the production of 2016/17 year end accounts. The Clerk informed Cllrs that the date for the Council's Internal Audit had been rescheduled from 13<sup>th</sup> April 2017 to 12<sup>th</sup> April 2017. The Clerk reminded Cllrs of the Special Town Council meeting on 24<sup>th</sup> April 2017 at 6.30pm for the formal approval of the 2016/17 year end accounts and confirmed that papers will be sent out to all Cllrs prior to this meeting to allow for consideration.

**RESOLVED:**

**To receive this information.**

**7. Correspondence**

**7.1 Premises Licence Variation Application – Hardwick Live Event, land South West of Hardwick Hall Hotel, Sedgefield (email and attachments from Ms Helen Johnson, DCC Licensing Team Leader dated 23<sup>rd</sup> March 2017):**

The Clerk reminded Cllrs that at the last Environment Committee meeting information had been circulated from Ms Yvonne Raine of DCC via Mr Steve Ragg of CDALC informing the Council of Hardwick Hall's request to alter its premises licence for the Hardwick Live Event. However, no specific detail of the actual variation had been



supplied. The Clerk had liaised with Ms Yvonne Raine and Ms Helen Johnson of DCC in order to obtain further information which had duly been circulated to all Cllrs in their Committee packs. This matter had been placed onto the P&R Committee agenda in order to ensure that the Town Council's comments could be submitted to DCC within their consultation period ending 11<sup>th</sup> April 2017.

Cllr Gloria Wills explained that Part 3 of the documentation supplied details the variation which is now being sought by the Hardwick Hall. Whilst the documentation is complex and not easy to read the variation being sought was to allow this two day event to take place on two days between Friday and Sunday and allow the premises to open on Fridays at 16:00 instead of the current 17:00.

Cllr David Brown commented that even though Hardwick Live was cancelled in 2017 it had been scheduled to take place on the same day as Sedgefield Show and he recommended that the Council ask future Live events are scheduled to avoid this clash. Cllr Brown pointed out the Show has been going for 162 years and always taken place on the 2<sup>nd</sup> Saturday in August.

Cllr Mark Cant suggested the Council allow Mr Joe McKenna, a Sedgefield resident with lots of background knowledge regarding Hardwick Hall licensing matters, the opportunity to speak and share his knowledge. Cllr Wills reminded all that public participation had concluded and that the meeting was closed to the public, however, as an exception, and without setting any precedence for the future, she asked fellow Cllrs if they were happy to re-open public participation in order to allow Mr McKenna the opportunity to comment. All Cllrs agreed.

Mr Joe McKenna stated that he had spoken to Ms Yvonne Raine of DCC earlier that day and she had confirmed the variation being sought was to allow this two day event to take place on two days between Friday and Sunday and allow the premises to open on Fridays at 16:00 instead of 17:00 thereby allowing one additional hour. Mr McKenna reminded Cllrs that in the Entertainment Noise Control Action Plan dated February 2008 relating to Hardwick Hall Hotel, in item 4a it had been stated that the Hotel would notify the Town Council of dates of planned events three months in advance and would provide a schedule of events including weddings, listing the times of any band, DJs and any other music, and the type of music, the time of any firework displays planned and the times that any fairground attractions may be in use. Cllr Wills thanked Mr McKenna for his comments and re-opened the meeting.

**RESOLVED:**

**The Clerk to inform Ms Helen Johnson and Ms Yvonne Raine of DCC that the Town Council does not have any objections to the variation being sought in relation to the premises licence for Hardwick Live but would request future events are scheduled so as not to clash with Sedgefield Show, an event which has taken place for 162 years on the second Saturday in August. The Clerk is also to remind DCC Officers of item 4a in the Entertainment Noise Control Action Plan and request that such information is provided to the Town Council.**

Cllr Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and requested that members of the public or press present must 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:**

**8.1 Projects and Media Co-ordinator Appointment Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Projects and Media Co-ordinator Appointment Report by the Personnel Committee.

**RESOLVED:**

**To receive this information.**

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

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **APRIL SPECIAL**  
**Meeting** of the **Council** held at **6.30 p.m.** in the  
**Council Offices**, Sedgefield, on  
**Monday 24<sup>th</sup> April 2017**

## MINUTES

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

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

**1. Apologies**

Cllrs. Vanessa Carmichael, Tim Jeanes and Ian Sutherland

**2. Declaration of interest**

None

**3. To approve the accounts for 2016/17 including: -**

Prior to the meeting the Clerk had circulated to all Cllrs a copy of the DRAFT 2016/17 Annual Accounts along with copies of Sections 1 (Annual Governance Statement 2016/17) and 2 (Accounting Statements for 2016/17) as well as a 2016/17 Annual Governance Statement Report.

**a. Financial Summary**

Pages 2-5 of the Annual Accounts detailed a financial summary of 2016/17 with pages 12-13 detailing the Council's Fixed Assets Schedule.

Cllr Mark Cant questioned why the youth shelter and disused toilet block were not included in the Council's Fixed Assets Schedule. The Clerk reported that the disused toilet block is reflected as part of the Town Council Offices but was unsure whether or not the youth shelter had previously been included within these premises. Cllrs Carr and Brown questioned the historical values of some of the items on the schedule, e.g. the Council Offices, the tractors, trailer and water bowser. The Clerk informed Cllrs that following the adoption of the Council's new Medium Term Financial Plan in

2016/17 it had already been recognized by the Finance Working Group that work is required in 2017/18 to obtain comparable quotations for the Council's future insurance which would include appropriate valuations and also to review the Fixed Assets Schedule with involvement and advice from the Internal Auditor. Cllr Blakemore also reminded Cllrs of the work that is still required as part of the Council's development of a new Asset Management Plan in order to ensure that all Town Council owned land is appropriately registered with the Land Registry.

**RESOLVED:**

- i) The Finance Working Group in conjunction with the Council's Internal Auditor and insurers to review the Council's Fixed Assets Schedule.**
- ii) The Clerk to investigate the history of the Youth Shelter to determine how this should be reflected in future Fixed Assets Schedules.**
- iii) The Estates Working Group to review Council owned land is registered appropriately with the Land Registry.**

**b. Income / Expenditure Account**

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

Cllr David Brown commented that from the presentation of these accounts it was now possible to directly compare income and expenditure for Town Council assets and noted that, contrary to comments made by Cllrs over many years, Cemetery Lodge in 2016/17 had generated more income than it had incurred expenditure. He reminded Cllrs of comments he had made at previous Town Council meetings when he said this asset brought money into the Council, however, he acknowledged that the Council had already made the decision to sell this property in the longer-term once it had been fully isolated from the cemetery and the Council's workings. Cllr Wills said this was too simplistic a way to view this particular asset as whilst she acknowledged in 2016/17 more money had been generated than spent, she said that this had not always been the case and the Council always had the financial risk of this property being vacant and therefore costing money without generating money.

**c. Balance Sheet**

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

Cllr Chris Lines commented that for charities and governing bodies it is considered best practice for them to have enough money in reserves to cover their running costs for one year. He asked what amount of reserves is considered best practice for the Town and Parish Council sector. The Clerk reported that the Finance Working Group have, over 2016/17, reviewed this with the Council's Internal Auditor as part of the work to produce the Council's now adopted Medium Term Financial Plan and Investment Policy. Town and Parish Councils are advised to keep as a minimum in their general reserves (i.e. not including those reserves which are earmarked for specific projects such as the Terrace Hill funding held by the Council on behalf of several groups etc) 50% of their annual precept. The Clerk reminded all that one of the tasks for 2017/18 is for the Finance Working Group to now consider where the Town Council invests its money in order to ensure that such monies is as protected as possible. Over the course of 2017/18 recommendations will be brought by the Finance Working Group to the P&R Committee.

**d. Statement of Accounts**

Page 7 of the Annual Accounts detailed a statement of the Town Council's bank accounts.

**e. Annual Governance Statement**

The Clerk referred all to Sections 1 and 2 of the Council's 2016/17 Annual Return. Focussing upon Section 2 first the Clerk explained how the figures recorded on this sheet (Accounting Statements for 2016/17) had been collated from the information presented to Councillors in 3a-d of this meeting. The Clerk then explained Section 1 of the Annual Return which detailed the Annual Governance Statement for 2016/17 and the report which she had circulated to all entitled "2016/17 Annual Governance Statement" which detailed how each of the 8 governance statements had been met by the Town Council. In addition, the Clerk explained the Internal Auditor will be producing a summary of the 2016/17 review of internal controls and this will be presented to a May 2017 P&R Committee for consideration along with his other reports following this internal audit held on 12<sup>th</sup> April 2017. Prior to the meeting the Clerk had circulated to all a copy of the "Annual Internal Audit Report 2016/17" page of the Annual Return which had been completed by Mr Gordon Fletcher the Council's Internal Auditor verifying that the Council has fully met all the required internal control objectives.

Finally, the Clerk informed Cllrs of the timetable of dates for complying with the submission of the 2016/17 Annual Return to BDO as follows:

- Internal Audit 12<sup>th</sup> April 2017

- Date of meeting to approve Section 1 of Annual Return 24<sup>th</sup> April 2017
- Date of meeting to approve Section 1 of Annual Return 24<sup>th</sup> April 2017
- Date of notice, approved Section 1 and approved Section 2 published 18<sup>th</sup> June 2017 (Note: Annual Accounts will be made available to the public from 9<sup>th</sup> May 2017 at the Town's Annual meeting)
- Exercise of public rights commences 19<sup>th</sup> June 2017
- Exercise of public rights ends 28<sup>th</sup> July 2017
- Annual Return and supporting documentation to be at BDO LLP 12<sup>th</sup> June 2017

**RESOLVED:**

- i) To approve the 2016/17 Annual Accounts.**
- ii) To approve the 2016/17 Annual Governance Statement.**
- iii) The Chair and Clerk to sign Sections 1 and 2 of the Annual Return.**
- iv) The Clerk to ensure the Town Council complies with the timetable for submission of the 2016/17 Annual Return.**

Cllr Gloria Wills her thanks to the Town Clerk and Financial Assistant/Receptionist in producing these accounts which she felt were a vast improvement on the information which had been presented to this Council several years ago and the financial control systems which it had inherited, enabling Cllrs to have the level of financial understanding they required in order to perform their role effectively. Cllr Wills said that the Town Council had done very well in 2016/17 setting a balanced budget and working within that budget to achieve all that it had. Fellow Cllrs echoed Cllr Wills comments.

The Chair thanked everyone for attending and closed the meeting at 6.57pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **APRIL COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 24<sup>th</sup> April 2017.**

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

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

**1. Apologies**

Cllrs Vanessa Carmichael, Tim Jeanes and Ian Sutherland

**2. Declaration of interest**

**3. Matters of Information**

**3.1 Terrace Hill Funding: Sedgefield Harriers:**

The Clerk has written to Sedgefield Harriers confirming their Terrace Hill Funding allocation of £40,000 be extended until 31<sup>st</sup> March 2018 and that if this money remains unclaimed by 30<sup>th</sup> September 2017 the Clerk will arrange for the Harriers to give a further progress presentation to the Town Council. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.2 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.**

**3.3 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.

The Clerk reported that work is yet to begin on exploring options for grant funding towards the cost of refurbishment of the Town Council's war memorial. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 Youth Working Group Update:**

A Youth Working Group meeting had met on 6<sup>th</sup> April 2017 to consider the Draft SLA recently provided by Mr Michael Parkin on Fishburn Youth Centre. The Clerk had liaised with Mr Parkin who confirmed that he would redate the agreement to 1<sup>st</sup> June 2017 in keeping with the timescale for the Fletcher Room refurbishment and had also confirmed that should the Town Council wish they could further increase their hours of provision at any point in the future (at an additional cost). It is hoped this revised agreement will be presented to the P&R Committee meeting in May 2017. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Public Participation:**

The Clerk has scheduled a meeting between those volunteer Cllrs and members of SVAG in order to discuss the road through the Eden Drive development. This meeting took place at 6.30pm on Monday 10<sup>th</sup> April 2017.

**RESOLVED:**

**To receive this information.**

**3.6 Snow Party 2017:**

No further information has been received from Sedgefield Primary or Hardwick



Primary. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

Mrs Julia Bowles said that she understood discussions regarding S106 monies from Eden Drive were on-hold until after the elections on 4<sup>th</sup> May 2017, however, she expressed the wish that after this date the Town Council would work with the SVAG and other organisations in order to progress this matter and those issues relating to the road through this new development and access and egress from this area. Mrs Bowles made the Town Council aware that the SVAG had requested County Cllr John Robinson set up a meeting with NWL in relation to this development and as a result a meeting would be taking place at 6pm on Wednesday 26<sup>th</sup> April 2017 at Ceddesfeld Hall between NWL, the SVAG and the Civic Trust. Mrs Bowles said that she would keep the Town Council informed as to the content and outcome of this meeting. The Clerk informed all that Mr Stephen Reed of DCC had acknowledged receipt of the Town Council's latest correspondence regarding the S106 monies from Eden Drive and welcomed the opportunity to continue working with the Town Council in relation to this matter after the Council elections on 4<sup>th</sup> May 2017.

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

**5. Reports**

**5.1 Citizen of the Year Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Citizen of the Year Update report making everyone aware that this year's winner has now been selected and will be announced after the Town Council's Annual Town Meeting on Tuesday 9<sup>th</sup> May 2017.

**RESOLVED:**

**To receive this information.**

**5.2 Durham Book Festival Update by Projects & Media Co-ordinator:**

The Clerk read out a report prepared by the Projects & Media Co-ordinator informing Cllrs that an approach has been received from Mrs M Walker, Events Manager at The

Manor House, regarding the Town Council's possible participation in Durham's Book Festival activities from 7<sup>th</sup>-15<sup>th</sup> October 2017. The Manor House had approached DC offering the Manor House as a location to host an off-shoot of Durham's Book Festival and DCC had indicated that Sedgfield would be an ideal location in the South of the County but would like several venues across the Town to be involved. The Manor House, Ceddesfeld Hall and the Parish Hall could be ideal venues, with the Parish Hall possibly providing a facility to show the musical theatre production which tours around the County during the festival or host readings and discussions by poets or authors. Mrs Walker as organized a meeting with DCC's Community Cultural Development Co-ordinator at the Manor House of 27<sup>th</sup> April 2017 and invited a Town Council representative and SCA representative to discuss opportunities.

**RESOLVED:**

**The Projects & Media Co-ordinator attend the meeting on 27<sup>th</sup> April 2017 at the Manor House and report back to the next Community Development & Engagement Committee meeting.**

**6. Correspondence**

**6.1 S106 Monies from Large Scale Development at Eden Drive, Sedgfield (letter from Mr Stephen Howell, DCC dated 27<sup>th</sup> March 2017):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Stephen Howell of DCC dated 27<sup>th</sup> March 2017 regarding S106 monies from large scale development at Eden Drive in Sedgfield. It was noted by Cllrs that Mr Howell said that he and DCC were happy to support the sporting clubs in Sedgfield in exploring the possibility of a joint 'hub' facility, however, he felt it was not his place to agree to the Town Council's request to be represented at future meetings as discussions progress. The Clerk reported that she had received a related letter from Mr Ean Parsons and would issue this under agenda item 6.2 for Cllrs consideration.

**RESOLVED:**

**To receive this information.**

**6.2 Sedgfield Sports Hub Project (letter from Mr Ean Parsons, Chair, Sedgfield Sports Hub Project dated 13<sup>th</sup> April 2017):**

The Clerk circulated to all copies of a letter received from Mr Ean Parsons dated 13<sup>th</sup> April 2017 informing the Town Council of the Sedgfield Sports Hub project, its current position and its intention to make an application for funds from the S106 monies from the Eden Drive development. Mr Parsons, in his role as Chair, will continue to keep

the Town Council updated as this matter progresses and would be grateful for any Town Council support.

Cllr Alf Walton commented that various people had been very vague regarding the possibility of a sports hub facility in the Town yet he had noted that in County Cllrs Robinson and Lumsdon's recent election leaflet they appeared to be holding up a design/map for such a facility. Cllr Walton expressed his concerns that such information had not been shared whilst Cllr Robinson had been a member of the Town Council.

Cllr Allan Blakemore suggested that the Town Council identify a Cllr representative at attend future meetings of the Sedgefield Sports Hub Project. Cllr Gloria Wills said that whilst the Town Council want to help groups in the Town the Council should receive formal invitations to attend rather than have to ask for a place. Cllr Blakemore replied that now is the key time for the Town Council to become involved and to show that it wants to be involved. Cllr Blakemore reiterated his suggestion and said that he would be happy to take on this role on behalf of the Council. Cllr Wills suggested that a letter be sent to Mr Parsons asking him if it would be helpful for a Town Councillor to represent the Town Council at future hub meetings and to request clarification as to which sections of the S106 monies they would be applying for. Cllrs agreed.

Cllr Mel Carr reminded all Cllrs that the most important role for the Town Council in the coming months was to ensure that the S106 monies from the Eden Drive development was allocated fairly to the benefit of the Town.

**RESOLVED:**

**The Clerk to write to Mr Ean Parsons.**

The Chair thanked everyone for attending and closed the meeting at 8.58pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **APRIL ENVIRONMENT** of the **Council** held following the Community Development and Engagement committee in the **Council Offices**, Sedgefield, on **Monday 24<sup>th</sup> April 2017.**

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

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

### 1. **Apologies**

Cllrs Vanessa Carmichael, Tim Jeanes and Ian Sutherland

### 2. **Declaration of interest**

None.

The Clerk reminded Cllrs that it had been agreed at the recent Monthly Meeting to defer the following items to the Environment Committee agenda:

- Consideration of Mr Stuart Carter's letter regarding The Sedgefield Plan
- Consideration of Planning Applications

It was agreed these items would be considered after Correspondence.

### 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 in relation to potentially trading in 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 on this matter.

Cllr Alf Walton reported that in future he would like to see the Council's tractors being serviced and repaired on-site rather than being taken away for such work. He believed this approach would be cheaper and ensure vehicles would be accessible to Town Council staff rather than being taken off-site and out of action for several weeks at a time. It was agreed that Cllr Walton and the Gardening Supervisor would prepare an appropriate recommendation report for a future Environment Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.2 Footpath Outside Hope Inn:**

No information has been received regarding revised plans relating 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 Mrs Sarah Guest 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. Two letters of response have now been received from Mr John Robinson and will be considered under agenda items 6.5 and 6.6.

**RESOLVED:**

**To receive this information.**

**3.5 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. Base materials have now been ordered and delivered to the Town Council. Work to install these replacement tubs will commence from mid-May onwards to fit in with planting work. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Hardwick Hall Hotel:**

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

**RESOLVED:**

**To receive this information.**

**3.7 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. 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. A follow-up request has been sent as well as request to Mrs Sarah Guest. Two letters of response have now been received from Mr John Robinson and will be considered under agenda items 6.5 and 6.6.

**RESOLVED:**

**To receive this information.**

**3.8 Public Participation:**

The Clerk has now written to Mr Stephen Reed of DCC asking him to investigate the boarded up windows at the Premier Shop which is located within the Town's Conservation Area. An investigation is now underway. See agenda item 6.1.

The Clerk has circulated to all Cllrs DCC's complaints template format.

Clarification was requested regarding the permitted signage within a Conservation Area. The Clerk has liaised with Ms Susan Porter of DCC who has explained that such a matter is site specific as Officers would need to view the premises and firstly determine whether the signage is within the permitted tolerances, and if so no action can be taken regardless of what they look like. If the advertisement does not fit the deemed consent provisions then DCC would assess what is/isn't acceptable and either invite an application to seek removal. Ms Porter confirmed they do consult other officers such as landscape, conservation etc where their input is relevant to the subject, however, with some cases the acceptability can be assessed by Planning Officers in her team. The Clerk has also liaised with DCC's Conservation Officer regarding appropriate signage within a Conservation Area. See agenda item 6.2.

**RESOLVED:**

**To receive this information.**

**3.9 Safe Pedestrian Access to Hardwick Park:**

The Clerk has written to Mr Dave Wafer of DCC asking for details of any work being planned by the County Council in relation to this matter. The Clerk has also written an update letter to Chris McElvaney. A response has now been received from Mr Dave Wafer and will be considered under agenda item 6.8..

**RESOLVED:**

**To receive this information.**

**3.10 Public Participation:**

Mrs Bowles' comments regarding items on the pavement outside the new upcycling shop have now been passed to DCC to investigate.

**RESOLVED:**

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

**3.11 Rat Infestation:**

The Clerk has written to Mr Scott of Environmental Health requesting a statutory enforcement in this locality in order to not only remove the rats but also remove the cause of the infestation. Discussions are now underway regarding land ownership. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.12 Benches on the Green:**

The Clerk has written to Ms Crallan informing her of the Town Council's decision.

**RESOLVED:**

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

**3.13 Street Lighting Energy Reduction Project:**

In addition to agenda item 6.3, the Clerk has requested Mr Robson (DCC) and the County Cllrs include the Town Council in any future meetings regarding this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Hardwick Hall – Premises Licence Variation Application:**

The Clerk has contacted both Ms Helen Johnson and Ms Yvonne Raine of DCC Licensing to request precise details of the variation being requested and the exact terms of the Hall's current premises licence. Information was duly issued by Ms Johnson and discussed at the P&R agenda for 10<sup>th</sup> April 2017 to allow a response to DCC by 11<sup>th</sup> April 2017 in accordance with their consultation deadline. The Clerk confirmed that she had submitted the Town Council's comments to DCC on 11<sup>th</sup> April 2017.

Concerns regarding the Hardwick Hall's promotional banner adjacent to the fencing at the racecourse roundabout for the forthcoming Hardwick Live event has been reported to Ms Susan Porter, DCC. DCC had in turn appointed Ms Sally McDyer as its Investigating Officer. Ms McDyer had emailed the Clerk on 21<sup>st</sup> April 2017 to state that following inspection of the site it had been found that the large banner advertisement requires advertisement consent to be displayed. Ms McDyer had contacted the person(s) believed to be responsible for this alleged breach of advertisement control and have requested that they submit an advertisement application within 28 days. Ms McDyer will keep the Town Council updated on this matter.

**RESOLVED:**

**To receive this information.**



**3.15 Planning Application:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning application DM/17/00730/FPA.

**RESOLVED:**

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

**3.16 Revised Planning Application:**

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on a revised planning application relating to 18 Hadleigh Close.

**RESOLVED:**

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

**3.17 Appeal Decision – Caravan, Spring Lane:**

The Clerk has issued the revised letter to Mr Stuart Timmiss of DCC with copies to Mr Ian Thompson and County Cllr Neil Foster. A response has now been received and will be considered under agenda item 6.13.

**RESOLVED:**

**To receive this information.**

**3.18 Trialling Youth Club:**

A meeting with young people from Sedgefield Community College at the Parish Hall to obtain their input on the forthcoming refurbishment took place on 5<sup>th</sup> April 2017. The Youth Working Group and Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.19 Parish Hall Drainage Quotes:**

The Clerk has now informed JetAire of their successful quotation and issued a purchase order number. A letter has been sent to the unsuccessful quote. Drainage work will commence in the Hall on 8<sup>th</sup> May 2017 and take approximately 4 days to complete. During this time the ladies WC will be unavailable, however, the disabled WC will be available throughout. There will be some disruption to the foyer and men's WC at certain times. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.20 Fletcher Room Refurbishment Quotes:**

A finalised quote has now been agreed. The Clerk has informed Castle Construction of their successful quote and issued a purchase order number for this work. Work will commence on 8<sup>th</sup> May 2017 and last for approximately 4-5 weeks. Personalised letters will be issued to all Parish Hall Users with bookings in the Hall during this period explaining the implications upon their bookings. These letters will be issued on 25<sup>th</sup> April 2017. All attempts will be made to minimize inconvenience as much as possible. The Clerk to keep Cllrs updated on this matter.

The Clerk also reported that the main hall wooden floor will be treated on 30<sup>th</sup> May 2017 meaning that the Hall will be unavailable for 4 days. Again Parish Hall users are being notified.

**RESOLVED:**

**To receive this information.**

**3.21 Foyer and Toilet Flooring Quotes:**

Work is now underway to schedule this work to coincide with other refurbishment work and also to inform Parish Hall users of potential disruption. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4. Public Participation**

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

Mrs Julia Bowles reported that over the last weekend three events had been held at Hardwick Hall Hotel. On the Friday the Oyster Event had taken place and Mrs Bowles reported that the sound checks for this event had been very loud, however, upon her telephoning the Hall there was no further noise disturbance. In addition the wind direction changed which helped. On the Saturday a series of boxing events had taken place but there had been noise issue. On Sunday a Ladies Day event had been held which had been

loud towards the end of the afternoon, however, when Mrs Bowles had telephoned the Hall staff had pointed out that the wind direction had changed during the course of this event. She felt over the last couple of years Hardwick Hall Hotel have handled the issue of noise very well and she hoped this would continue to be the case with the forthcoming Hardwick Live event. Mrs Bowles commented that the bollard on the island at the top of the village has again been knocked down. She also noted that small orange bollards have been installed on the road island at Queens Drive/Station Road but felt these were very much out of keeping with the rest of the village and hoped that others would not be installed elsewhere. Finally, Mrs Bowles asked if there had been any further developments regarding meetings relating to the lighting between Sedgefield and Fishburn. The Clerk replied that Mr Kevin Robson of DCC has confirmed that no further meetings regarding any lighting matters will take place until after Council elections on 4<sup>th</sup> May 2017.

Mr Howard Smith noted that a new Town Council will be in place from May 2017 and wanted to take this opportunity on behalf of Sedgefield In Bloom to thank the Environment Committee for their support over recent years and hoped this would continue beyond May 2017. Mr Smith also wished to put on record how much the Bloom Group were enjoying working with Mr Ben Gray, the Town Council's new Gardener, and considered him to be an asset to the Town Council and looked forward to working with him more over the coming months.

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

## **5. Reports**

### **5.1 Headstone Safety Testing 2016/17 Update Report by Town Clerk and Gardening Supervisor:**

Prior to the meeting the Clerk had circulated to all a Headstone Safety Testing 2016/17 Update Report which recorded that of the 9 headstone categorized as "1", 1 is currently in the process of being fixed and another has already been repaired. The remaining 7 headstones will now be laid flat by Town Council staff. The Clerk to keep Cllrs updated on this matter.

Cllr Alf Walton asked if there had been any instances of headstone having been laid flat and then being propped back up. The Clerk replied that this has happened in a small number of isolated cases, however, these are laid flat again by Town Council staff.

#### **RESOLVED:**

**To receive this information.**

## 6. Correspondence

### 6.1 Premier Taah Convenience Store, 60-62 Front Street, Sedgefield (email from Ms Sally McDyer, DCC dated 27<sup>th</sup> March 2017):

Prior to the meeting the Clerk had circulated to all an email from Ms Sally McDyer of DCC in response to the Town Council's recent complaint regarding boarded up windows at this premise which falls within the Town's Conservation Area. Ms McDyer has inspected the site and found 2 panes of glass in windows to the first and second floors have been boarded up as well as paint peeling off window frames. Whilst the state of the premises do not warrant formal enforcement action, Ms McDyer has written to the proprietor seeking their co-operation in repairing the windows and painting the window frames within 6 weeks.

#### **RESOLVED:**

### 6.2 Signage within the Conservation Area (email and attachment from Ms Judith Miller, DCC dated 22<sup>nd</sup> March 2017):

Prior to the meeting the Clerk had circulated to all an email and attachment from Ms Judith Miller of DCC in response to the Town Council seeking clarification regarding what is considered to be appropriate signage within a Conservation Area.

With regards to shop frontages Cllr Alf Walton asked if there were any grants available for businesses to access. The Clerk reminded Cllrs of her recent discussions with Mr Jason Turnough of the EDRC AAP in which he had said that no such funding was currently available. Cllr Allan Blakemore believed that with former governments there had been ring fenced funding available for such work, however, he had not heard of any such funding for several years now. Cllr David Brown pointed out the work which has recently taken place in Fishburn to improve shop frontages and questioned where such funding had come from. Cllr Walton said that within Sedgefield's Conservation Area there was no consistency due to the many different styles of shop frontages from the olde worlde to bland corporate styles.

Cllr Gloria Wills referred Cllrs to page 15 of Ms Miller's attached document which related to "Paving and access for the disabled" as well as "Forecourts". Cllr Wills commented that a number of businesses within the Town do display their goods/extend their business onto the forecourts and she questioned at what point does something become too cluttered and considered a health and safety hazard? The Clerk reminded Cllrs that recently comments by Mrs Bowles regarding one shop

in the Town have been forwarded to DCC for investigation and she suggested that the Town Council await the outcome of this investigation in order to get an answer to Cllr Wills question. This was agreed. Cllr Chris Lines said this matter was about getting the balance right, i.e. preserving the beauty of the Town's Conservation Area but also allowing traders to be successful. Cllr Lines offered to raise this matter at the next Sedgefield Business Network meeting to engage with local businesses and to share the information supplied by Ms Miller. Cllrs agreed with Cllr Lines suggestion. Cllr David Brown pointed out that an even bigger hazard to partially sighted walkers in the Town are vehicles parked half on and half off the pavements.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllr Lines to share this information with the Sedgefield Business Network.**

**iii) A walk around be organized for June/July 2017 when the new Council is in place.**

**6.3 SLERP 87 RA77 (email from Mr Kevin Robson, Senior Project Manager, DCC dated 22<sup>nd</sup> March 2017):**

Prior to the meeting the Clerk had circulated to all an email from Mr Kevin Robson of DCC regarding SLERP 87 RA77 in which Mr Robson confirmed that no further consultations regarding removal of lighting will take place until after the Council elections on 4<sup>th</sup> May 2017. Mr Robson will write again from 5<sup>th</sup> May 2017 regarding the proposals. He confirmed that all previous correspondence has been recorded and will be addressed from May 2017 onwards. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**6.4 Land Between Sedgefield Primary School and Ceddesfeld Hall Wall (letter from Mr David Mitchell, Hornby Avenue dated 25<sup>th</sup> March 2017):**

Prior to the meeting a letter from Mr David Mitchell of Hornby Avenue had been circulated to all in which he requested the Town Council reconsider planting the area of land between Sedgefield Primary School and Ceddesfeld Hall wall. Cllrs agreed the Town Council cannot undertake any planting in this area as the land in question belongs to DCC. Cllr Gloria Wills suggested that this matter be forwarded to DCC to ask if this is an additional area in which they would consider planting wildflowers. Cllrs agreed with this suggestion.

**RESOLVED:**

- i) The Clerk to write to Mr Andrew Jackson at DCC to make this aware of this matter.**
- ii) The Clerk to write to Mr David Mitchell to update him.**

**6.5 Sedgefield Mediaeval Fayre 2017 (letter from Mr John Robinson dated 29<sup>th</sup> March 2017):**

**6.6 Sedgefield Mediaeval Fayre 2017 (letter from Mr John Robinson dated 5<sup>th</sup> April 2017):**

Prior to the meeting the Clerk had circulated to all two letters from Mr John Robinson dated 29<sup>th</sup> March 2017 and 5<sup>th</sup> April 2017 both relating to Sedgefield's 2017 Mediaeval Fayre.

Cllr Mel Carr disputed the comment that no complaints had been made in relation to last year's Fayre as he had personally received calls from concerned residents which resulted in him telephoning the Police on 20<sup>th</sup> May 2016 regarding fairground rides which had been set up at 8.30am on the Friday morning creating a hazard for parents trying to get their children to Sedgefield Primary School. Cllr Gloria Wills said that she had also reported similar complaints and also the fact that no emergency services vehicle would have been able to drive along Rectory Row had they been required to do so.

Cllr Chris Lines suggested that now Mr Robinson had provided the details and timings of this year's event this be conveyed to the local Police and ask them to have someone on duty that Friday morning to monitor this locality. Cllr Allan Blakemore agreed and said that any illegal obstruction was solely a matter for the Police and that everyone wanted to ensure the event ran smoothly while at the same time ensuring there was safe access for children, parents and staff attending school.

Cllr Gloria Wills asked for the details of the timings and dates for the road closures for this year's Fayre. The Clerk replied these have not been forwarded as yet by DCC, however, she envisaged that they would be received soon.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to write to the Police Community Inspector asking for an officer on duty in the Town on the Friday morning to monitor the access to Sedgefield Primary School.**
- iii) The Clerk to circulate when received details of the road closure relating to**

**this year's Fayre.**

**6.7 Parking Tickets Issued on Sunday 2<sup>nd</sup> April 2017 at Sedgefield Farmers Market (email and attached letter from Mr John Fitzpatrick, Sedgefield Development Trust dated 7<sup>th</sup> April 2017):**

Cllr Gloria Wills declared an interest as a member of Sedgefield Development Trust. Cllr Mel Carr also declared an interest as he attends Sedgefield Development Trust meetings.

Prior to the meeting the Clerk had circulated to all an email and attached letter sent from Mr John Fitzpatrick of the Sedgefield Development Trust to Mr Dave Wafer, DCC's Strategic Traffic Manager. Mr Fitzpatrick had requested this also be shared with the Town Council for potential support.

Cllr Allan Blakemore pointed out that illegal obstruction is just that regardless of who causes this and exceptions cannot be made to the rules. He has over recent years been notified on a regular basis by residents of the Town complaining about illegal parking and lack of parking and when these situations occur the law has to be applied for all. Cllr David Brown pointed out that at the race course there is a weekly car boot sale and on most sale days there are large numbers of vehicles illegally parked and obstructing the highway but no action taken. Cllr Brown said that rules needed to be consistently applied.

Cllr Mel Carr suggested that it was timely to seek a review of parking restrictions in the Town and to make these more resident, visitor and business friendly. Cllr Carr reminded everyone that at the recent Public Inquiry relating to Eden Drive it had been stated that parking was not an issue in Sedgefield when in reality everyone knew this was a problem and there needed to be a review.

Cllr Gloria Wills felt that the issue of traders vehicles on one day per month relating to the Farmers Market were not posing a significant obstruction but were bringing a benefit to the Town and its economy. She suggested that parking permits could be a solution. Cllr Blakemore suggested that traders could unload their vehicles and then park within Ceddesfeld Hall, however, Cllr Wills said this area would not be large enough to accommodate all.

**RESOLVED:**

**The Clerk to write to Mr Dave Wafer of DCC to ask how other Towns operating such markets overcome such problems in relation to trader's vehicles.**

**6.8 Safe Pedestrian Access to Hardwick Park From Sedgefield (email from Mr Dave Wafer, DCC dated 12<sup>th</sup> April 2017):**

The Clerk circulated to all an email received from Mr Dave Wafer, DCC's Strategic Traffic Manager dated 12<sup>th</sup> April 2017 in response to the Town Council conveying concerns of Sedgefield resident Chris McElvaney regarding the pedestrian access from the Town to Hardwick Hall. Mr Wafer confirmed that he had investigated this matter and looked into the status of the connection from Station Road to the A177/A689 roundabout. Currently the link does not have the usual recorded status in that it is not an adopted footway or public right of way. The line of the path follows that of the original Station Road prior to the bypass being built in around 1969. When the bypass was being constructed this section of Station Road was the subject of an Order put before the court to stop up the relevant section highway. Importance, however, the right of way for pedestrians was reversed. Mr Wafer is satisfied that the link should be designated as an adopted footway and that DCC's records are amended accordingly. DCC will also instigate works to provide as suitable surfaced path linking the end of the old road to the A177. Mr Wafer noted that the works may take a few months to complete.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to write to Mr Wafer thanking him for his correspondence and stating the Town Council look forward to the completion of this work and request that nearby bushes could also be cut back.**
- iii) The Clerk to write to Mr McElvaney to update him of this situation.**

**6.9 Sedgefield In Bloom Request (email from Mr Howard Smith dated 13<sup>th</sup> April 2017):**

The Clerk reported that Mr Howard Smith, on behalf of the Sedgefield In Bloom Group, was requesting the Town Council's permission to use the Council's rotivator and to add a new Bloom member onto the Council's insurance policy allowing them to drive the Council's tractor. Cllr Alf Walton reported that he has spoken to the Gardening Supervisor and he had confirmed the Group no longer wanted to use the Council's rotivator as they had instead used their own smaller machine.

The Clerk reminded all Cllrs of the Bloom Group's long standing invitation for any Cllr to attend their Monthly Bloom meeting held the first Wednesday of the month in the Parish Hall.



**RESOLVED:**

- i) No additional Bloom members will be added to the Council's insurance until this matter is discussed by the Finance Working Group with various insurance companies over the course of the financial year in order to present a recommendation for a future Council insurer for 2018/19 and beyond.**
- ii) The Clerk to inform Mr Smith and determine what tractor work is required and how this could instead be undertaken by the Town Council's Gardener.**

**6.10 Northumbria In Bloom Update:**

The Clerk reported that Summer judging for this year's Northumbria In Bloom competition will take place in Sedgefield on Wednesday 19<sup>th</sup> July 2017 commencing at 10-10.30am.

**RESOLVED:**

**To receive this information.**

**6.11 Eden Drive, Sedgefield (email and attachment from Ms Julie Archer, SVAG dated 19<sup>th</sup> April 2017):**

The Clerk circulated to all an email from Ms Julie Archer of the SVAG dated 19<sup>th</sup> April 2017 which had attached to it information from Taylor Wimpey regarding their proposal to submit a reserved matters planning application for the development of a greenfield site off Eden Drive. Ms Archer had asked for this information to be shared with Cllrs and placed on the Council's website. Cllrs expressed their disappointment that the developer has made no formal approach to the Town Council.

**RESOLVED:**

- i) The Clerk to contact Mr John Foster, Technical Director, Taylor Wimpey North East and ask why no direct contact has been made with the Town Council.**
- ii) Taylor Wimpey information will not be placed on the Council's website.**

**6.12 St Edmunds Green (letter from Mrs E Thomson, Sedgefield Resident dated 18<sup>th</sup> April 2017):**

The Clerk circulated to all a letter from Mrs E Thomson of St Edmunds Green dated 18<sup>th</sup> April 2017 which detailed her concerns regarding the state of half built and unsecured properties at the rear of her property and confirmed that these have been

in this stated for over a year now. Cllrs considered Mrs Thomson's letter, however, this is not a matter which the Town Council has any power over.

**RESOLVED:**

**i) Mrs Thomson's letter be referred to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thomson as well as an update for the Town Council.**

**ii) The Clerk to write to Mrs Thomson making her aware of the Town Council's actions and to suggest that she consider contacting directly to the property owner.**

**6.13 Planning Appeal Decision, Spring Lane, Sedgefield (letter from Mr Stuart Timmiss, DCC dated 11<sup>th</sup> April 2017):**

The Clerk circulated to all a letter from Mr Stuart Timmiss of DCC dated 11<sup>th</sup> April 2017 in response to the Town Council's letter of 27<sup>th</sup> March 2017 in relation to the outcome of the Planning Inspectorate Appeal for the Caravan at Spring Lane, Sedgefield.

**RESOLVED:**

**This correspondence to be considered at the May 2017 Monthly Meeting.**

**ADDITIONAL ITEMS:**

**A1. The Sedgefield Plan (letter from Mr Stuart Carter, Senior Spatial Policy Officer, DCC dated 5<sup>th</sup> April 2017):**

The Clerk reminded all Cllrs that at the last Monthly Meeting she had circulated to all Cllrs a letter from Mr Stuart Carter, DCC's Senior Spatial Policy Officer dated 5<sup>th</sup> April 2017. This letter was in relation to The Sedgefield Plan and in response to the letter which the Town Council had submitted to DCC on 13<sup>th</sup> March 2017 when it had formally re-submitted its revised neighbourhood plan.

Cllrs expressed their frustration at Mr Carter's letter and felt that this was a stalling tactic by DCC. Cllr Allan Blakemore stated the Town Council had clearly made its decision known to DCC that The Sedgefield Plan had undergone minor modifications in-line with comments by the Independent Examiner and the Town Council had asked DCC to now take this Plan back to that Examiner for further consideration. Cllr Gloria Wills noted in Mr Carter's letter that he made reference to the fact Tatenhill had found that by not undertaking further statutory consultation in accordance with Regulation 14 they did not have the opportunity to respond to comments which were submitted under Regulation 16, however, as the Town Council has not

changed the area of benefit and only made minor amendments to the neighbourhood plan this would not be an issue for us as Qualifying Body. Cllr Wills said that it was now up to the Local Planning Authority (i.e. DCC) to proceed with The Sedgefield Plan and not for the Town Council to withdraw any Plan. All Cllrs agreed with this and said that it was essential that the Plan needs to be progressed by DCC as quickly as possible back to the Independent Examiner. Cllr Blakemore also reminded all Cllrs that Mr Stuart Carter, as DCC's representative, had been actively involved throughout the latest revision process.

**RESOLVED:**

**The Clerk to write to Mr Stuart Carter of DCC reiterating that The Sedgefield Plan formally submitted to him on 13<sup>th</sup> March 2017 is the only draft of this document and that it does contain minor modifications which have been collectively discussed between DCC and the Town Council as outlined in the Independent Examiner's Report. The letter to also state that the Town Council will not be withdrawing the Plan and instead want it to proceed now to either the Independent Examiner for their consideration or receive from DCC, as the Local Planning Authority, an immediate justified decision for not doing so.**

**A2. Planning Applications:**

**DM/17/01081/FPA – erection of single storey front extension, 3 St Catherine Close, Fishburn:**

Cllrs did not have any objection to this application.

**DM/17/01129/VOC – extension of surgery, Harbinson House, Front Street, Sedgefield:**

Cllrs did not have any objection to this application, however, the Clerk was asked to write to the DCC Planning Officer to point out that the land upon which the replacement of two car parking spaces is being proposed is actually land owned by DCC and not the surgery.

**RESOLVED:**

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

Cllr David Brown reported that he had become aware that a planning application has been submitted to DCC to demolish garages in and around Thurlow Grange to be replaced with bungalows. The Clerk replied that as yet this particular planning application has not featured on DCC's weekly published list but would be discussed in detail at the next Monthly Meeting.

**RESOLVED:**

**When this planning application is published on DCC's weekly list (DM/17/01197) a request be made for this to be called in for consideration by Planning Committee.**

The Clerk reported that as agreed at the previous Monthly Meeting she had fed back to DCC

Planning Officers comments as requested on planning applications considered at that meeting. As a result a number of responses had been received from DCC Planning Officers as follows:

**DM/17/00831/AD – land to the South of Eden Drive, Sedgefield:** Ms Hilary Sperring, DCC Planning Officer had confirmed that upon receipt of the Town Council's comments she had undertaken a site visit and found the V board had already been erected. This had been done in advance of any advertisement consent being gained from the Local Planning Authority and as such the planning application is being considered retrospectively. The Town Council did not have any further comments to make.

**DM/17/00904/AD – La Raaj, Stockton Road, Sedgefield:** Ms Hilary Sperring, DCC Planning Officer confirmed that she had consulted the DCC Highways Engineer regarding this application. The Town Council did not have any further comments to make.

**DM/17/000814/FPA – 34 St Luke's Crescent, Sedgefield:** Mr Mark Sandford, DCC Assistant Planning Officer reported that the standard level of consultation was carried for this application, i.e. the immediate neighbours with the development. With regard to the Party Wall Act, this is civil legislation which the planning department has no authority over. In cases where development will be on, or directly abutting a neighbouring property/common boundary an informative is added to any approval certificate as an 'aide memoire' to the applicant that they may have responsibilities to discharge under the Act. The Town Council did not have any further comments to make.

The Clerk circulated to all a letter received from Mr Stuart Timmiss of DCC dated 18<sup>th</sup> April 2017 informing the Town Council that amendments have been made to the planning application for 30 Stone Cross, Fishburn in relation to the proposed erection of a single storey rear extension including first floor balcony above, and installation of front dormer window.

**RESOLVED:**

**Cllrs to forward any comments on these amendments to the Clerk by no later than Tuesday 2<sup>nd</sup> May 2017.**

The Chair thanked everyone for attending and closed the meeting at 8.36pm.