

# SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **JUNE**  
**SPECIAL Meeting** of the **Council** held at  
**6.15 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 11<sup>th</sup> June 2018.**

## MINUTES

**Present**                    **Cllr. Mel Carr (Chairman)**  
**Cllr. Gloria Wills (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Alda  
Hummelinck, Chris Lines, Julie Towler, Fiona Warrand and Mavis Wayman

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

**1. Apologies:**

Cllrs. Ann Carr, Leo McCormack and Alf Walton.

**2. Declaration of interest:**

None.

**3. Appointment of Co-opted Councillor:**

Prior to the meeting the Clerk had circulated to all copies of the 2 application forms which had been received from those individuals wishing to be considered for the casual vacancy on the Town Council. The Clerk confirmed that both candidates had been offered the opportunity to attend the meeting for a designated 5 minutes timeslot each and introduce themselves to Councillors. Both candidates had accepted this offer.

Each candidate was individually welcomed to the meeting by Cllr Mel Carr and Cllrs introduced themselves. Cllr Mel Carr then gave the candidate the opportunity to ask any questions which they may have. Cllrs then asked the candidate to explain what particular areas of Town Council work interested them. Prior to leaving the meeting both candidates confirmed that they wished to be informed of the outcome of the meeting by email.

Once both candidates had completed their allocated times and left the meeting Cllrs considered in detail the application forms submitted. It was agreed that it was very

encouraging to be able to have a choice of candidate both with differing skill sets.

Cllr Vanessa Carmichael proposed that [REDACTED] be co-opted to join the Council. Cllr Julie Towler seconded this proposal. This was then agreed by Cllrs with the exception of one who wished to abstain from the decision.

Cllr Alda Hummelinck proposed that the unsuccessful candidate be informed about the opportunity for public participation at Council Committee meetings. All Cllrs agreed.

**RESOLVED:**

- i) [REDACTED] be Co-opted as Councillor.**
- ii) The Clerk to inform [REDACTED] of their appointment and to make the necessary arrangements for them to commence attending Committee meetings in July 2018.**
- iii) The Clerk to inform the unsuccessful candidates and to thank them for their interest and make them aware how any future vacancies will be advertised as well as the opportunity for public attendance at Council Committee meetings.**

The Chair thanked everyone for attending and closed the meeting at 6.41pm.

# SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **JUNE MONTHLY MEETING** of the Council held at 7 p.m. in the Council Offices, Sedgefield, on **Monday 11<sup>th</sup> June 2018**



**Present** Cllr. Mel Carr (Chairman)  
Cllr. Gloria Wills (Vice-Chairman) and  
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Alda Hummelinck, Chris Lines, Julie Towler, Fiona Warrand and Mavis Wayman.

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

**1. Apologies:**

Cllrs. Ann Carr, Leo McCormack and Alf Walton.

**2. Declaration of interest:**

Cllr Chris Lines declared an interest in one of the planning applications to be considered under agenda item 11. No other Cllrs made a declaration of interest.

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

**a. Minutes of the Annual Town Meeting held Tuesday 8<sup>th</sup> May 2018:**

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

**b. Minutes of the Special Town Meeting held Monday 14<sup>th</sup> May 2018:**

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

**c. Minutes of the Annual General Meeting held Monday 14<sup>th</sup> May 2018:**

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

**d. Minutes of the Monthly meeting held Monday 14<sup>th</sup> May 2018:**

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

**e. Minutes of the P&R committee held Monday 14<sup>th</sup> May 2018:**

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

**f. Minutes of Estates Working Group held Wednesday 16<sup>th</sup> May 2018:**

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

**g. Minutes of the Community Development & Engagement committee meeting held Monday 21<sup>st</sup> May 2018:**

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

**h. Minutes of the Environment committee meeting held Monday 21<sup>st</sup> May 2018**

The Clerk circulated to all a proposed change of wording which had been received in relation to Item 3.1 of the minutes of the Environment Committee meeting as a verbatim report of this issue as follows to be inserted after "... quotes to date to the Town Clerk ...” and before “The Clerk requested that all quotations ....”:

Cllr Walton said that he went with the Head Gardener & Cemetery Superintendent plus Gardener to see if it fit on the Tractor. He said he had obtained quotes for the new tractor. He said there was a Ford New Holland, 40HP which the Head Gardener & Cemetery Superintendent felt was needed for the trailer. He also obtained quotes for a loader. The Head Gardener & Cemetery Superintendent did not want to overload the amount we needed from the Council however the loader would make it more versatile, definitely. He then stated there was just one thing to add. He said that he was allocated to do this with the Head Gardner & Cemetery Superintendent, and a certain member of the Council had been to Lloyds enquiring about prices of tractors. Cllr Wills responded and said ‘yes, so?’ and Cllr Walton replied, ‘well who is doing it, you or me?’. Cllr Wills stated that she was not doing anything, and as a councillor she is allowed to ask questions just as any other councillor can. She was actually buying a mower, and it had nothing to do with Cllr Walton. Cllr Walton then suggested that brought him on to other things, and Cllr Wills invited Cllr Walton to say what he needed to say. Cllr Walton stated that he had been informed by Lloyds that Cllr Wills had been looking to do a deal with Lloyds with two tractors, suggesting that one was for her, and he felt that was most inappropriate. He continued by saying that he had informed them, (Lloyds) that ‘if you want to do a deal with Cllr Wills we won’t be getting a tractor’. Cllr Wills completely disagreed with this statement, and said she was not doing anything as she was already aware that Cllr Walton was seeking quotes. Cllr Wills said she had no mandate to do any deals and neither did Cllr Walton. Cllr Wills said she was not answerable to Cllr Walton, she said, ‘we are all answerable to this Council and any decisions should come to this table’. If anyone wanted to bring a quote in then that would be acceptable.

With the inclusion of the above amendment these minutes were confirmed as a correct record. ( AB / M Carr )

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

**4. Matters of Information:**

**4.1 Meeting Organised by County Cllr Robinson:**

The Clerk has requested from Ms Jane Bellis of the EDRC AAP a copy of the minutes from the youth related meeting organized by County Cllr John Robinson attended by Cllr Chris Lines representing Sedgefield Town Council on 7<sup>th</sup> December 2017. No minutes have been received as yet. The Clerk reported that this matter has now moved on as the Town Council are directly invited to multi-agency meetings organized by Durham Constabulary. Cllrs commented that it was disappointing that DCC had not shared information which had previously been requested.

**RESOLVED:**

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

**4.2 Land to the South of Eden Drive:**

No further complaints have been received regarding the state of the road and verges near to the large scale development on Eden Drive.

Cllrs to continue to monitor this area, take photographs and report to DCC any further instances of such activity.

**RESOLVED:**

**To receive this information.**

**4.3 Policing Changes:**

The Clerk and Chair have written to Mr Michael Barton, Mr Ron Hogg and Mr Phil Wilson making them aware of the Town Council's concerns at the loss of a Sgts post from the local neighbourhood policing team. Mr Wilson's responses can be found under agenda items 9.1 and 9.2. The Clerk reported that a response had also been received from Mr Ron Hogg's representative and would be considered under agenda item 9.4. A response is still awaited from Mr Barton.

This matter was discussed at the Larger Councils Forum meeting on 24<sup>th</sup> May 2018. At this meeting several other Councils expressed their concerns. It was agreed to review this matter and impact in 6 months time by asking the Police for operational data comparison.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information**

**4.4 Proposed Diversion of Public Footpath 16 Sedgefield:**

The Clerk has written to Mr Ogden of DCC informing him of the Town Council's wishes. A response is now awaited.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.5 Dates of Meetings:**

The Personnel Committee meeting scheduled for Monday 21<sup>st</sup> May 2018 had to be cancelled due to not being quorate. This has now been rescheduled for Monday 18<sup>th</sup> June 2018 at 10.30am. The next Finance Working Group meeting will take place on Wednesday 27<sup>th</sup> June 2018 at 9am.

**RESOLVED:**

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

**4.6 Co-option of Councillor:**

A Special Town Council meeting had taken place earlier that evening to consider this matter.

**RESOLVED:**

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

**4.7 Eden Gardens, Sedgefield:**

Following agreement from Dr Larcombe, the Clerk has forwarded details of Dr Larcombe's situation to Mr Henry Jones, DCC Principal Planning Officer (Strategic) and requested he investigate this matter and provide a report back directly to Dr Larcombe with a copy for information to the Town Council. This letter has also been copied to both County Cllrs for information. A response is now awaited.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.8 Proposed Extension to Sedgefield Squash Club:**

The information circulated at the meeting was considered and discussed at the Environment Committee meeting held on Monday 21<sup>st</sup> May 2018. Mr Steve Welton has conveyed to the Town Council via the Clerk the Squash Club's thanks for the actions subsequently undertaken following the Environment Committee meeting on Monday 21<sup>st</sup> May 2018.

**RESOLVED:**

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

**4.9 Signage and Painting at The Corner House, Sedgefield:**

As requested, the Clerk liaised with Ms McDyer of DCC to find out if it was possible to issue a residents email informing all about investigations currently underway by DCC regarding this matter. The Clerk reported at the Environment Committee meeting on 21<sup>st</sup> May 2018 that rather than an email being issued through the residents' database that DCC advice was for individual residents expressing their concerns to be advised they contact DCC directly to report matters or inform them that DCC are aware of this situation and an active investigation is underway. No further information has been received from Ms McDyer regarding the actual investigation.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.10 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers comments on applications 1-5.

Planning applications DM/18/01093/FPA, DM/18/01107/AD and DM/18/01125/FPA were discussed at the Environment Committee meeting held on 21<sup>st</sup> May 2018.

**RESOLVED:**

**To receive this information.**

**5. Dates of Meetings:**

Dates of meetings taking place in June 2018 had been circulated prior to the meeting together with the dates of events from June 2018 to March 2019.

The Clerk reported that since this information was circulated the following have also now been scheduled:

- Friday 29<sup>th</sup> June 2018, 9am in the Council Offices a Butterwick Road Cemetery Working Group meeting;
- Thursday 16<sup>th</sup> August 2018 in Sedgefield Parish Hall an Afternoon Tea and Flower Demonstration fundraiser hosted by the Mayor of Sedgefield
- Friday 26<sup>th</sup> October 2018 at Ceddesfeld Hall the Mayor's Quiz

The Clerk reported that the EDRC AAP Local Councils Committee meeting scheduled for Monday 25<sup>th</sup> June 2018 has been cancelled due to lack of interest. This Committee will effectively become mothballed. The Clerk reported that she will be attending the Local Councils Working Group meeting at 10am in Chilton on Tuesday 12<sup>th</sup> June 2018 representing Larger Councils in County Durham. The Clerk is also awaiting feedback from several Cllrs in order to schedule as quickly as possible a Staff Appeals Panel meeting.

Finally, the Clerk reported that the Mayor of Sedgefield has been invited to an event at Durham Cathedral. Cllr Mavis Wayman is unable to attend, however, it was agreed that it would be nice to have a Sedgefield representative and as such an invitation would be issued by email to all Cllrs seeking a volunteer.

**RESOLVED:**

**To receive this information.**

**6. Public Participation:**

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

Mrs Julia Bowles expressed her concerns regarding what seems to be an increasing number of retrospective planning applications now being received. Mrs Bowles cited the Taylor Wimpey advertising signs. She also expressed concerns regarding the work that has been undertaken to the former Black Lion and questioned how it was possible that this could have taken place without the owner knowing that the requirements of a Conservation Area should be adhered to. Mrs Bowles concluded by reporting that a resident had pursued DCC and as a result the ever increasing number of advertising signs on display on the fence from the



Sands Hall roundabout in the direction of the racecourse have now been removed. The Clerk reported that the Town Council has requested a meeting with DCC Officers regarding the matter of retrospective planning applications and also submitted its concerns regarding the currently displayed signage within the Town as well as a request that if such signage is granted it is not permitted to remain in situ until 2024. The Clerk also reported that all residents comments regarding renovation work at The Cornerhouse have been forwarded to DCC and an investigation is currently underway by DCC.

Mrs Helen Clifford-Brown expressed her concern that the historical element of the Brightwater project is potentially being overlooked.

Cllr Mel Carr thanked the public for their comments and re-opened the meeting.

## **7. Internal Reports:**

### **7.1 Chairman's Report:**

The Clerk circulated to all a Chairman's report which detailed the work he had undertaken since the last Monthly Meeting.

#### **RESOLVED:**

**To receive this information.**

### **7.2 Mayor's Report:**

Cllr Mavis Wayman, Mayor of Sedgfield, reported that her chosen charities would be Diabetes UK and Prostate Cancer. She had attended her first event on Sunday 10<sup>th</sup> June 2018 which was to represent the Town Council at the Mayor of Stockton's Civic Service and Norton Church. Cllr Wayman has now scheduled her first fund raising event, an afternoon tea and flower demonstration, for Thursday 16<sup>th</sup> August 2018 in the Parish Hall. Details of this event will be circulated to all when available. Cllr Wayman and the Clerk will discuss the production of future Mayor's reports so that these can be included in future Committee packs where possible. Cllr Wayman concluded that she had been invited to a forthcoming event at Durham Cathedral which was unfortunately to take place whilst she was away. It was agreed that it would be nice to have the Town Council represented at this event and the Mayor's Secretary would circulate to all Cllrs the details of the event in order to seek a volunteer to attend.

#### **RESOLVED:**

**To receive this information.**

### **7.3 Multi-agency Meeting Regarding Anti-Social Behaviour Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Multi-agency Meeting Regarding Anti-Social Behaviour Report which provided Cllrs with an update of the meeting, organized and chaired by the Police, on Thursday 19<sup>th</sup> April 2018. The Clerk circulated to all copies of the confidential minutes which had been taken by DCC at this meeting.

Cllr Allan Blakemore reported that the Neighbourhood Watch Group had started work on preparing a bid to both local County Cllrs in order to fund breath testing equipment which will be kept in the Town and remain dedicated for this area only. County Cllr John Robinson had subsequently reported that the Police will be submitting a funding bid for this equipment directly to the local AAP. If successful this would mean the Town had two breath testing kits in Sedgefield and could ensure that recent momentum is continued in this matter.

Cllr Gloria Wills requested that information be obtained at the next multi-agency meeting regarding the Human Rights aspect of breathalyzing minors. Cllr Wills was concerned that such action along with identifying a suitable location for young people to congregate could imply a Police state and was worried as to where such action could lead. Cllr Vanessa Carmichael noted that she had been in the Town centre the last couple of Friday evenings and had noted that lots of Sedgefield children were now travelling to Coxhoe rather than remain here. Cllr Carmichael believed that when Dispersal Orders were in place that young people could only be moved on between the hours of 9pm and 6am, however, when such orders were in use in the Town dispersals had occurred outside those timescales. Cllr Chris Lines suggested that clarification from the Police on these matters be sought at the next multi-agency meeting. All Cllrs agreed. Cllr Mavis Wayman commented that at the last multi-agency meeting the Police had explained that the breathalyzing equipment that had been used was different to that used on adults and had been used to ensure the safety of those young people tested. Cllr Blakemore confirmed that this had been the case and as a result of the safety aspect of this testing this was why the Town's Fire Station was then being used as a point of safety from which the Police could request parents/guardians collect any children found to be under the influence of alcohol or in possession of such. Cllr David Brown confirmed that the Police take a different approach to testing young people when compared to adults. Cllr Carmichael asked if those young people were then arrested. The Clerk replied that it was her

understanding that rather than arrests being made appropriate referrals were made to other support agencies. It was suggested that clarification also be sought regarding this matter at the next multi-agency meeting.

Cllr Wills expressed her concern that public money was being used to purchase equipment for the Police which the Police should be providing and equipment that could potentially then be used outside the immediate Sedgefield area, e.g. across the whole AAP area. Cllr Wills requested that clarification was sought as to who would be trained to operate the equipment being proposed for purchase.

**RESOLVED:**

- i) To receive this information.**
- ii) Cllrs to inform the Clerk as quickly as possible whether or not they will be attending the next multi-agency meeting on Thursday 21<sup>st</sup> June 2018.**
- iii) Cllrs attending the next multi-agency meeting to ensure that questions raised by Cllrs are raised at the meeting.**

**8. External Reports:**

**8.1 DCC Report by County Cllrs John Robinson and David Brown:**

The Clerk circulated to all a DCC Report by County Cllrs John Robinson and David Brown which had been received earlier that day. Cllr Mel Carr suggested that Cllrs consider the content of this report and then discuss at the Environment Committee Meeting on Monday 18<sup>th</sup> June 2018 if necessary. Cllrs agreed.

**RESOLVED:**

**Cllrs to consider this report and to discuss at the Environment Committee meeting on Monday 18<sup>th</sup> June 2018.**

**9. Correspondence:**

**9.1 Police Sergeants in Sedgefield and Shildon (letter from Mr Phil Wilson MP dated 18<sup>th</sup> May 2018):**

Prior to the meeting the Clerk had circulated to all a letter received from Mr Phil Wilson MP dated 18<sup>th</sup> May 2018 in which he acknowledged the Town Council's letter making him aware of the policing changes in Sedgefield and seeking his opinion on this matter. The Clerk confirmed that since the receipt of this letter a further letter had been received and would be considered under agenda item 9.2.

**RESOLVED:**

**To receive this information.**

**9.2 Policing Update (letter from Mr Phil Wilson MP dated 22<sup>nd</sup> May 2018):**

Prior to the meeting the Clerk had also circulated to all a further letter received from Mr Phil Wilson MP dated 22<sup>nd</sup> May 2018. Mr Wilson's letter was accompanied by information from Inspector Honeyman detailing the rationale for the recent decision made.

**RESOLVED:**

**The Clerk to write to Mr Wilson to make him aware of the decision made at the Larger Councils Forum meeting to monitor the impact of the situation at Sedgefield and Shildon following completion of the first six months of such working.**

**9.3 Land to the North Side of Beacon Lane, Sedgefield (letter from Mr Gavin Cordwell-Smith, Hellens Group Limited dated 23<sup>rd</sup> May 2018):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Gavin Cordwell-Smith of Hellens Group Limited dated 23<sup>rd</sup> May 2018 in which it was explained that the Group have now acquired an interest in the land to the North side of Beacon Lane in Sedgefield. Mr Cordwell-Smith was requesting the opportunity to meeting with the Town Council in order to discuss this matter.

**RESOLVED:**

**The Clerk to liaise with Mr Cordwell-Smith to schedule a meeting, if possible prior to one of the Council's July 2018 Committee meetings, at which the public can also be present to hear any information conveyed. The Clerk to keep Cllrs updated on this matter and inform the public as appropriate via the Residents Database and notice on the Town's noticeboard.**

**9.4 Response To Policing Changes (email from Ms Sweety Sahani dated 7<sup>th</sup> June 2018):**

The Clerk circulated to all an email received from Ms Sweety Sahani on behalf of Mr Ron Hogg, Durham Police, Crime and Victims' Commissioner dated 7<sup>th</sup> June 2018. This email provided a response to the Town Council's concerns regarding the recent decision to share a Police Sergeant's post between Sedgefield and Shildon.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to reply to Ms Sahani thanking her for this response and to make her aware of the Larger Councils Forum's decision to monitor this situation and analyse police data upon completion of the first six months of the new working arrangement.**

**9.5 County Durham Plan (email from Mr Stuart Carter of DCC dated 7<sup>th</sup> June 2018):**

The Clerk circulated to all an email from Mr Stuart Carter of DCC dated 7<sup>th</sup> June 2018 in which he gave an update on the latest position regarding the County Durham Plan. Within this email were hyperlinks to additional evidence sources. Cllrs suggested that it would be useful to share this information through the Residents Database, however, it was agreed that the Clerk seek Mr Carter's permission before undertaking such an action.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to forward Mr Carter's email electronically to all Cllrs for ease of access to hyperlinks.**

**iii) The Clerk to liaise with Mr Carter to ascertain if he is happy for this information to be shared through the Council's Residents Database.**

**10. The Sedgfield Plan:**

**10.1 The Sedgfield Plan Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Sedgfield Plan Update which updated Cllrs following the conclusion of the Council's Regulation 14 statutory consultation process on 23<sup>rd</sup> May 2018. As a result of this consultation process seven responses had been received from a range of stakeholders as detailed in the report. Cllr Mel Carr reported that since the production of the report a Neighbourhood Plan workshop had taken place between volunteer Town Cllrs, the Clerk and Mr Stuart Carter and Ms Carole Dillon of DCC on Wednesday 6<sup>th</sup> June 2018. This had been a very productive meeting at which it was found that there had been no adverse comments received as a result of the Regulation 14 process. Indeed there were many positive comments which could enhance the Plan and update it to reflect the evolution of the Town since February 2017. Work is now underway in order to make the required refinement work in order that when achieved a Plan can be brought back to Full Council as quickly as possible. Cllr Mel Carr noted that the Town Council already

has a significant workload underway and it will be necessary to review priorities and the sitting of The Sedgefield Plan within those priorities. The Clerk to keep Cllrs updated on this matter.

Cllr Gloria Wills asked for more information regarding comments made by Mr Stuart Carter on behalf of DCC. Cllr Mel Carr and the Clerk replied and gave examples as to ways in which DCC suggest the plans could dovetail or accurately reflect other work/policies now in place to ensure there is no need to duplicate information. In addition DCC, along with several other respondees, have also requested refinement work on the map defining the Built Up Area Boundary, including the incorporation of development all ready now agreed and accurate referencing to the various phases of NETPark.

**RESOLVED:**

**To receive this information.**

**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):

**11.1 DM/18/01341/FPA – change of use of basement area (in part) from B1 Business to D1 (Non Residential Institutions) including cellar bar, Manor House, West End, Sedgefield:**

Cllrs did not have any objection to this application.

**11.2 DM/18/01370/OTP – 1m all round branch reduction removal of one limb of holy tree (T47), 7 Millclose Walk, Sedgefield:**

Cllrs did not have any objection to this application.

**11.3 DM/18/01373/FPA – single storey rear extension with first floor balcony above, 33 West End, Sedgefield:**

Cllrs did not have any objection to this application.

**11.4 DM/18/01429/FPA – conversion of garage to habitable room, 8 Brockwell Close, Fishburn:**

Cllrs did not have any objection to this application.

**11.5 DM/18/01468/VOC – variation of conditions 2 and 4 of approval ref: DM/17/03563/FPA to relocate position of approved vehicular access, Hall Farm, Butterwick Road, Fishburn:**

Cllrs did not have any objection to this application.

**11.6 DM/18/01469/AD – retention of non-illuminated pole mounted sales sign, land to the north east of Stockton Road, Sedgefield:**

Cllrs noted that this application is yet another example of a retrospective application despite the word 'retention' being used, i.e. the developer has erected this signage without any form of permission, and as such the Town Council request this signage is removed with immediate effect. Cllrs noted the same objections for this application as for the application considered by the Council in May 2018 for large scale signage by Taylor Wimpey for the other side of the road. Cllrs object to this application for a number of reasons. The size and scale of the signage is a distraction to drivers and therefore poses potential road safety implications. The field in which the signage is already being displayed does not relate to the development being promoted and gives a false impression that this site has already been given authorization for development when this is not the case. Cllrs believed there is already sufficient advertising signage in this area of the Town. It was agreed that if permission for the siting of these signs was granted then this should be limited to a period of 3 years only and not to 2024. It was agreed that the Clerk inform the concerned Planning Officer that a request for a meeting with a relevant DCC Officer regarding and any signage be discussed rather than the current situation of signs being allowed to appear and then planning permission be sought retrospectively. The Clerk is yet to receive feedback from that request.

**11.7 DM/18/01473/FPA – first floor side extension and driveway to the front, 39 The Orchard, Sedgefield:**

Cllrs did not have any objection to this application.

**11.8 DM/18/0154/AD – erection of 3 no updated totem signs, 1 no updated wall panel signage and 1 no new wall panel, Sainsburys, Salters Lane Industrial Estate, Sedgefield:**

Cllrs objected to the number of signs being proposed as well as the size of those signs as it was felt that this would cause a distraction to drivers and therefore pose potential road safety implications.

**RESOLVED:**

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

**Additional Planning Applications:**

The Clerk circulated to all details of the following planning applications which had been published since the production of Committee packs:

DM/18/01428/FPA – single storey rear extension and patio, 4 South View, Sedgefield

DM/18/01593/FPA – first floor side extension, 7 Pine Ridge Avenue, Sedgefield

DM/18/01691/FPA – retention of rendered gable wall, 16 West End, Sedgefield

With regards to the final planning application stated above Cllrs expressed concern in an apparent change of language now being used in such applications whereby the term “retention” now seems to have replaced “restrospective”.

**RESOLVED:**

**The above planning applications to be considered at the Environment Committee meeting on Monday 18<sup>th</sup> June 2018.**

The Chair thanked everyone for attending and closed the meeting at 7.57pm.



# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JUNE POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 11<sup>th</sup> June 2018.**

**Present**                    **Cllr. Gloria Wills (Chairman)**  
**Cllr. Allan Blakemore (Vice-Chairman) and**  
Cllrs. David Brown, Mark Cant, Mel Carr, Alda Hummelinck, Chris Lines, ulie Towler, Fiona Warrand and Mavis Wayman

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

**1. Apologies:**

Cllrs. Vanessa Carmichael, Ann Carr, Leo McCormack and Alf Walton.

**2. Declaration of interest:**

Cllr Mel Carr declared an interest in agenda item 8.1 Cllr Gloria Wills declared an interest in agenda item 7.6 No other Cllrs made any declaration of interest.

**3. Matters of Information:**

**3.1 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. This matter is on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalized following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive the information.**

### **3.2 Hardwick Hall Hotel – Premises Licence Variation:**

The Clerk has informed 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 (2017) but would request future events are scheduled so as not to clash with Sedgefield Show. The Clerk has also reminded these DCC Officers of item 4a in the Entertainment Noise Control Action Plan and requested that such information is provided to the Town Council. Ms Helen Johnson has confirmed receipt of the Town Council's correspondence. No further information has been received. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.3 Sedgefield Town Council Corporate Plan:**

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20<sup>th</sup> September 2017. A report will be brought to a future P&R Committee meeting for consideration, however, the Group's priority at the moment is the General Data Protection Regulations with work on-going in this matter. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.4 Quality Award:**

The Clerk has liaised with Mr Steve Ragg of CDALC regarding which draft minutes need to be placed onto a Council's website in order to comply with the Quality Award criteria. The Clerk to discuss this matter with the Policy & Records Management Working Group and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.5 Imprest Account:**

Barclays have confirmed the Council's Bank Mandate has successfully been updated.

Documentation has submitted to BT in order to amend the Town Council's direct debits and billing payments are now being taken from the Council's main account. The Clerk has instructed Barclays to close the Town Council's imprest account and to transfer the balance to the Council's main account.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Legal Issues (Butterwick Road Cemetery):**

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. Note: No information has yet been forwarded from the Church of England archives, however, additional request paperwork has now been completed and returned by the Clerk along with payment.

An on-site meeting at Butterwick Road Cemetery between Town Cllrs and Ms Claire Hanson (Assets) and Mr Alan Glenwright (Highways) of DCC took place on Wednesday 28<sup>th</sup> March 2018 to consider the covenants on the land owned by DCC and discuss a potential new access. The Council has now received revised Heads of Terms from Ms Hanson and the Clerk has scheduled a Butterwick Road Cemetery Working Group meeting for Friday 29<sup>th</sup> June 2018 in order to consider this matter as well as the revised proposed new cemetery access in order that recommendations can be brought to P&R. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.7 Legal Issues (Bin Stores on Village Green):**

The Clerk has made Ms Susan Porter of DCC aware of a further bin store near to the Post Office and requested an on-site meeting between a DCC representative and Town Councillors in order to discuss this matter. Ms Porter has confirmed receipt of this request and forwarded it to her Line Manager who is currently on annual leave. Ms Porter has reported that in terms of the bin stores which the Town Council has highlighted she can confirm that a DCC Officer has inspected them and that they do not require planning permission. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 Draft Revised Charter between DCC and Local Councils in County Durham:**

Mr Steve Ragg of CDALC reported at the Larger Councils Forum meeting on 22<sup>nd</sup> February 2018 that he has now collated all feedback on the Charter and will be progressing this through the CDALC Executive working towards formal adoption. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Tree Work – Horse Chestnut:**

AW Treecare have now performed the work required on the Horse Chestnut tree in the grounds of Ceddesfeld Hall. The Clerk read out an email from Mr Alex Walker of AW Treecare in which he reported the work that had been undertaken, that full approval had been given from DCC's Tree Officer who had inspected the works and then expressing his thanks for the opportunity to work on such an amazing tree.

**RESOLVED:**

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

**3.10 Meeting with District Church Council Members:**

A further research day has been booked at the Durham Records Office to progress research into the matters raised during the recent meeting with District Church Council members has been cancelled. This will take place on Wednesday 11<sup>th</sup> July 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.11 Sedgfield In Bloom Group Matters:**

Tractor quotations have now been sourced and will be considered by the Finance Working Group at their meeting on 27<sup>th</sup> June 2018 in order to bring a recommendation to a future P&R Committee meeting.

The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.12 Treeworks in grounds of Ceddesfeld Hall:**

The Clerk has requested from AW Treecare a specific programme of works and this matter will be considered under agenda item 8.2. The Clerk to commence preparing a Corporate Plan and Asset Management Plan as time and resources allow.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.13 Town Council Trailer:**

The new Town Council trailer has now been purchased. The Finance Working Group are considering the merits of the original trailer being refurbished for use solely in the cemetery. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 General Data Protection Regulations:**

Work is ongoing via the Policy & Records Management Working Group and a detailed update/recommendation report will be presented to a future P&R Committee meeting. Note: CDALC have indicated that further GDPR training specifically for Larger Councils will be scheduled soon and this will be open to Cllrs as well as Officers. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Fletcher Room – Additional Chairs:**

10 additional chairs for the Fletcher Room have now been purchased and are in place.

**RESOLVED:**

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

**3.16 Unsafe Memorials:**

The Clerk and Cllr Alf Walton have requested from Darnton and Young. Verbal costings have been received and will now be followed up with a written quotation for consideration at a future P&R Committee meeting. No Cllrs have forwarded to the Clerk any other potential businesses from whom such quotations could be sought. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.17 2018/19 Year Opening Procedures:**

Telephone training with Edge IT took place on 16<sup>th</sup> May 2018 which included the official closing of the 2017/18 finances and opening of finances for 2018/19. Since this time work has been undertaken to input budget, expenditure and limited income data onto the system and allowed the production of data to be considered under agenda items 6.2, 6.3, 6.4, 6.5 and 6.6.

**RESOLVED:**

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

**3.18 Cheques for Approval:**

Paperwork has been completed and is now being processed in order to set up a spares account with Lloyds at Bishop Auckland. The issue of protocol for future spending by the Mayor of their allowance is to be discussed at the Finance Working Group meeting on 27<sup>th</sup> June 2018 in order that a recommendation can be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.19 Nominations for President & Vice President:**

The Clerk has notified Mr Ragg of the Council's election of Cllrs Allan Blakemore and Gloria Wills as CDALC representatives. The Clerk has also informed Mr Ragg that the Council has re-affirmed its nomination of Cllr Allan Blakemore as Vice President of

CDALC.

**RESOLVED:**

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

**3.20 CDALC Communications:**

The Clerk had forwarded to Mr Steve Ragg direct email contact details for Cllr Mel Carr as Chair of the Council.

**RESOLVED:**

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

**3.21 Breaking and Important News – GDPR:**

NALC have informed all Town and Parish Councils that they are now exempt from the requirement to appoint a Data Protection Officer under the new GDPR.

**RESOLVED:**

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

**3.22 Butterwick Road Cemetery:**

The issues raised in a letter of complaint regarding the Cemetery were discussed by members of the Estates Working Group and it was agreed that all individual members of the Group would visit the cemetery to view this issues of concern raised. This matter is to be discussed at the next Estates Working Group meeting on 14<sup>th</sup> June 2018. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.23 Sedgfield In Bloom Financial Balance:**

A cheque has now been given to the Sedgfield In Bloom Group thereby transferring all Bloom money held by the Town Council.

**RESOLVED:**

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

#### **4. Public Participation:**

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

Mrs Julia Bowles noted that following the introduction of the General Data Protection Regulations the Town Council was no longer able to directly issue the weekly planning list through the Residents Database. The Clerk confirmed this was the case as information was being obtained as a third party, however, several residents had complained and this matter was to be discussed later on the agenda. Mrs Bowles explained that she currently receives the detailed weekly planning application listing directly from DCC and would give to the Town Clerk the details of the Officer who provides this as a potential way of redirecting residents to that Officer so as to continue to receive the list in the format which they are happy with rather than having to try to access DCC's planning portal. The Clerk and Cllrs thanked Mrs Bowles. Mrs Bowles said that she felt a meeting with Hellens Group Limited to which the public could attend to listen would be very useful. Mrs Bowles had noted Cllr Mel Carr's comments regarding the need to consider The Sedgefield Plan within the Town Council's other work priorities but hoped that the neighbourhood plan, in light of the apparent progress of the County Durham Plan, was given the attention that it deserved. Mrs Bowles also asked if the Town Council had given any consideration to her previous comments as to the content of the Council's website. The Clerk reported that an article seeking the public's view on this matter was to be included in the forthcoming edition of The Sedgefield Extra.

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

#### **5. Reports:**

##### **5.1 Cemetery Lodge Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update Report. The Clerk confirmed that as yet there are still no new tenants for the property. Dowens continue to advertise this property and the Clerk will keep Cllrs updated on this matter.

##### **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 14<sup>th</sup> May 2018:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbers 109230 to 109240. A further list was circulated citing an additional seven invoices for payment. The Clerk informed Cllrs that due to Barclays internal processing problems there had been a delay in the issuing of new cheque books for the Town Council. As a result it was proposed that authorization be given to payment of these additional seven invoices so that cheques could be written and signed upon receipt of the new cheque book.

Cllr Gloria Wills noted that the additional invoice received from DCC for the cost of emergency call-out Mediaeval Fayre clean-up was not a cost for the Town Council but for the SCA. Cllrs agreed and requested the Clerk inform DCC of this matter.

**RESOLVED:**

- i) The Clerk to inform DCC of their mistake in relation to the invoice for the cost of the emergency call-out relating to the recent Mediaeval Fayre.**
- ii) All other cheques and invoices approved for payment.**
- iii) Cllrs Mel Carr and Wills plus the Town Clerk to duly sign the cheques.**

**6.2 Financial Summary Cashbook and Financial Budget Comparison as at 4<sup>th</sup> June 2018 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Financial Summary Cashbook and Financial Budget Comparison as at 4<sup>th</sup> June 2018. Accompanying the report were proposed new financial reporting templates which the Clerk explained has been proposed by Edge with the aim of presenting information to Cllrs in an easy to understand format without losing any of the detail which they need in order to understand the Council's financial position. The Clerk explained that the reporting templates presented gave a high level summary to Cllrs whilst reporting templates presented to the Finance Working Group, which are to be considered at their next meeting on 27<sup>th</sup> June 2018, would provide greater detail on a sub heading budget basis. The Clerk requested feedback from Cllrs on the proposed reporting templates for P&R.

Cllr Gloria Wills requested that future reporting templates include a 2017/18 budget comparison as well as statement of 2018/19 budget. Cllrs agreed this request.

**RESOLVED:**

**The Clerk to liaise with Edge to prepare appropriate reporting templates and to share these with the Finance Working Group on 27<sup>th</sup> June 2018 in the first instances.**

**6.3 Debtors List as at 4<sup>th</sup> June 2018:**

**RESOLVED:**

**To receive the Debtors List as at 4<sup>th</sup> June 2018.**

**6.4 Direct Debits and BACS List for April and May 2018**

**RESOLVED:**

**To receive the Direct Debits and BACS List for April and May 2018.**

**6.5 April 2018 Bank Reconciliations Report by Town Clerk**

Cllr Gloria Wills noted that the Council's Imprest Account is still in existence despite the Council's agreement to close this account. The Clerk confirmed that written instruction has already been issued to Barclays Bank requesting the Imprest Account be closed with immediate effect and the balance to be transferred to the Council's main bank account. The Clerk is now awaiting a response from Barclays.

**RESOLVED:**

**To receive the April 2018 Bank Reconciliations.**

**6.6 May 2018 Bank Reconciliations Report by Town Clerk**

**RESOLVED:**

**i) To receive the May 2018 Bank Reconciliations.**

**ii) The Finance Working Group at its meeting on 27<sup>th</sup> June 2018 to review the alternative summarized bank reconciliation report templates for presentation at future P&R Committee meetings.**

- 6.7 Annual Governance and Accountability Return Update Report by Town Clerk:**  
The Clerk circulated to all an Annual Governance and Accountability Return (AGAR) Update Report. This reports detailed the work which has been prepared for submission alongside the AGAR to the Council's new External Auditors, Mazars. The Clerk confirmed that the Town Council's Exercise of Public Rights dates will be 18<sup>th</sup> June 2018 – 27<sup>th</sup> July 2018 with appropriate notices now being displayed on the Town Council's noticeboards in the Town and on the Council's website. The Clerk confirmed that the AGAR and accompanying paperwork had earlier that day been posted to Mazars which is in advance of the stipulated deadline of 6<sup>th</sup> July 2018. Within the covering letter to Mazars the Clerk had also provided an explanation of the Town Council's Butterwick Road Cemetery Expansion project and the potential allocation of reserves towards this work in 2018/19. The Clerk to keeps Cllrs updated as the AGAR progresses through the External Auditor's processes.

Cllr Gloria Wills thanked the Clerk for her work in this matter. The Clerk also proposed thanks to the Council's Financial Assistant/Receptionist.

**RESOLVED:**

**To receive this information.**

- 6.8 2017/18 VAT Reclaim Update Report by Town Clerk:**  
Prior to the meeting the Clerk had circulated to all a 2017/18 VAT Reclaim update in which it was confirm that the Town Council's VAT reclaim for the period 30<sup>th</sup> November 2017 – 31<sup>st</sup> March 2018 had been reimbursed in full.

**RESOLVED:**

**To receive this information.**

- 6.9 Internal Audit Annual Report 2017/18 – Report by Mr Gordon Fletcher, Internal Auditor:**  
Prior to the meeting the Clerk had circulated to all a copy of the Internal Audit Annual Report for 2017/18 produced by the Council's Internal Auditor, Mr Gordon Fletcher, in which he gave a Substantial/Full Assurance rating. The Clerk confirmed that a copy of this report had also accompanied the Council's AGAR to External Auditors Mazars.

**RESOLVED:**

**To receive this information.**

**6.10 Internal Audit Annual Plan for 2018/19 – Report by Mr Gordon Fletcher, Internal Auditor:**

Prior to the meeting the Clerk had circulated to all a copy of the Internal Auditor's proposed Internal Audit Annual Work Plan for 2018/19. Cllr Gloria Wills proposed that this be considered in detail at the next Finance Working Group. Cllrs agreed with this proposal. The Clerk confirmed that Mr Fletcher will be attending that meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 S106 Available To Spend Register Distributed to Steve Ragg 16<sup>th</sup> May 2018 (email from Mr Steve Ragg, CDALC dated 22<sup>nd</sup> May 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 22<sup>nd</sup> May 2018 which was accompanied by a list of available S106 monies across County Durham. It was noted that the S106 monies relating to the Taylor Wimpey development at Eden Drive were being released by phased allocation. The Clerk suggested that following discussions at the Council's Butterwick Road Cemetery Working Group meeting on 29<sup>th</sup> June 2018 the Council consider requesting a further meeting with Mr Stephen Reed of DCC to progress the possibility of S106 monies being requested to assist with this project. All Cllrs agreed.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to schedule a meeting with Mr Stephen Reed of DCC following the Council's next Butterwick Road Cemetery Working Group meeting.**

**7.2 Review of DCC's Gambling Statement of Principles (email from Mr Steve Ragg, CDALC dated 29<sup>th</sup> May 2018 with accompanying letter from Ms Helen Johnson, DCC dated 24<sup>th</sup> May 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 29<sup>th</sup> May 2018 which accompanied a letter from DCC regarding their current consultation exercise regarding the Gambling Act 1995.

**RESOLVED:**

**i) To receive this information.**

**ii) Individuals to complete the DCC consultation exercise if they so wish.**

**7.3 Weekly Planning List (email from Mr Alan Patterson dated 3<sup>rd</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Alan Patterson dated 3<sup>rd</sup> June 2018 in which he questioned the Town Council's new arrangement for updating residents on planning applications published by DCC for comment. The Clerk reminded Cllrs that the new arrangements had only been put into place as a result of the new General Data Protection Regulations. Cllr Gloria Wills confirmed that this decision had been necessary as the listings contained personal identifiable data which was being shared by the Town Council as a third party. The Clerk reported that a further resident had also submitted a request to receive the planning applications list in its original form. Cllrs noted that earlier in public participation a member of the public had suggested that it was possible for individuals to receive the listings in their original format directly from DCC. It was agreed that the Clerk explore this option in the first instance and if possible then advise those residents as to how to apply for such listings. If this was not possible then the Clerk to extrapolate weekly from the DCC list a subsequent list which detailed the planning application number of those relating only to/impacting Sedgefield and then issue through the Residents Database. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to liaise with DCC regarding this matter.**

**7.4 Licensing – Variation of Premises Licence Application – The Cornerhouse, Sedgefield (email from Mr Steve Ragg, CDALC dated 4<sup>th</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 4<sup>th</sup> June 2018 regarding a variation of premises licence application for The Cornerhouse in Sedgefield. Cllrs noted that agenda item 7.5 was also related to this matter.

**RESOLVED:**

**Agenda items 7.4 and 7.5 to be considered together.**

**7.5 Licensing – Premises Licence Variation The Pickled Parson, 1-2 The Square, Sedgefield (email from Mr Steve Ragg, CDALC dated 4<sup>th</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 4<sup>th</sup> June 2018 regarding a variation of premises licence application for The Pickled Parson in Sedgefield. Cllrs then considered agenda items 7.4 and 7.5 together as both requested variations were the same.

All Cllrs agreed that it was essential that the Town Council is consistent in its approach to considering applications for new premises licences, and variations to existing licences, in the Town. Cllrs noted that the variations being sought by both licensed premises in the Town mirrored those recently requested by The Impeccable Pig in its request for a new premises licence. The Town Council had taken a very tough stance when considering that application in order to ensure that noise disturbance and any potential for anti-social behaviour was minimized as much as possible to achieve a harmony between residents living nearby and the opportunity for licensed premises to operate to the benefit of the Town. As a result of this approach the Town Council had been successful in achieving a premises licence being granted which was considered reasonable to both the Town and the business. Cllrs agreed it was vital that the same approach be adopted with the variations now being considered so that all licensed premises operated to the same conditions and timings as staggered closing hours in the Town would just result in people moving from premise to premise. The Clerk reported that the Police have informed her that they are also objecting to the variations now being sought by both premises.

Cllr Mel Carr reported that he had been approached by 6 residents living near to the licensed premises regarding the variations being proposed to their licences and all were concerned about the extensions now being sought. Cllr Mel Carr reported that he had, as an individual, contacted Ms Carole Graham of DCC and requested full details of the variations being sought, however, as he was not a statutory consultee these could not be shared. Instead he had been advised that he could travel to Meadowfield, Durham and view the request. Cllr Mel Carr said that this was not an acceptable means of conducting consultation. He also noted that there is a notice in

the window of The Cornerhouse, however, it is so low down that people would need to kneel on the pavement to read.

**RESOLVED:**

- i) The Clerk to write to Ms Carol Graham to object to the premises licence variation applications submitted by both The Cornerhouse and The Pickled Parson.**
- ii) The Clerk to inform Ms Carol Graham that the Town Council wishes to speak at any Statutory Licensing Sub-Committee hearing(s) relating to these requested variations and that Cllr Gloria Wills will be the Town Council's representative.**

**7.6 S106 Monies (email from Mr John Fitzpatrick, Sedgefield Development Trust dated 10<sup>th</sup> June 2018):**

The Clerk circulated to all for information an email received from Mr John Fitzpatrick of the Sedgefield Development Trust dated 10<sup>th</sup> June 2018. Accompanying this email was a copy of a letter the Trust had sent to Mr Stephen Reed of DCC making him aware that the Trust has a number of potential projects which it feels could benefit from S106 monies. Mr Fitzpatrick has asked Mr Reed for clarification as to the correct procedure for applying for such monies.

**RESOLVED:**

**To receive this information.**

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

**8. Consideration of Reports Exempt from Public:**

**8.1 Parish Hall Interior and Exterior Decorating Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Interior and Exterior Decorating Recommendation Report by the Estates Working Group. Cllrs considered this report and agreed upon a way forward.

**8.2 Treeworks in Grounds of Ceddesfeld Hall Report by Cllr Alf Walton and Town Clerk:**

Prior to the meeting the Clerk circulated to all a Treeworks in Grounds of Ceddesfeld Hall Report by herself and Cllr Alf Walton. Cllrs considered this report and agreed upon a way forward.

The Chair thanked everyone for attending and closed the meeting at 8.53pm.



# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **JUNE ENVIRONMENT** of the  
**Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 18<sup>th</sup> June 2018.**

**Present**            **Cllr. Mel Carr (Chairman) and**  
                         Cllrs. Allan Blakemore, Alda Hummelinck, Mavis Wayman and Gloria Wills

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

**1. Apologies**

Cllrs. David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Chris Lines, Julie Towler, Alf Walton and Fiona Warrand.

**2. Declaration of interest**

None.

**3. Matters of Information:**

**3.1 Tractor Maintenance Report:**

Quotations for alternative tractors have been collated and will be considered by the Finance Working Group at their meeting on Thursday 27<sup>th</sup> June 2018. The Finance Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.2 Hardwick Hall Hotel:**

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

**RESOLVED:**

**To receive this information.**

**3.3 St Edmund's Green:**

The Clerk has referred Mrs Thomson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thomson as well as give an update to the Town Council. The Clerk has also written to Mrs Thomson making her aware of the Town Council's actions. No further information received. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.4 The Crosshill:**

The Estates Working Group is yet to commence work on considering a programme for enhancement of the central village green area. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.5 Location of Stones/Boulders:**

A specification is being drawn up and quotations will then be sought. The Estates Working Group have discussed this matter at their recent meeting and agreed that at their next meeting consideration will be given to prioritizing their work programme for 2018/19. This item will be considered alongside all other work items on the Group's list. It was recognized that more of an urgent matter was the filling of potholes which have appeared in various areas of village green around the Town and quotations are to be sought for that work with a recommendation to be produced for a future P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.6 Street Lighting Energy Reduction Project:**

The Clerk has reported concerns regarding the lack of lighting between Homebryth

and White House Drive to DCC for investigation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.7 Village Greens:**

The Clerk has written to Mrs Margaret Cooper, Pub Watch Secretary c/o The Golden Lion reminding all about not placing tables and benches on any areas of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a polite reminder about not permitting glass glasses and bottles outside their licensed premises. A response is now awaited. Cllr Allan Blakemore agreed to raise this matter at the next Pub Watch meeting. The Clerk and Cllr Allan Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.8 Parking In Sedgefield:**

The Clerk has contacted Mr Lee Mowbray and Mr Danny Harland of DCC and requested a further meeting. Such a meeting is now scheduled to take place on 23<sup>rd</sup> July 2018 at 10am in the Council Offices. The Clerk has issued an invitation to all Town Cllrs plus SCA and Sedgefield Development Trust representatives. Mr Mowbray has requested that County Cllrs be present and will issue invitations to those. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.9 Station Road Playing Field:**

Mr John Reed of DCC to inform the Town Council when a date is known for vertidrainning Station Road Playing Field.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential of implications of village green status for Station Road Playing field upon the Town Council. A response is now awaited.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.10 Public Participation:**

The Clerk has reported to DCC Mrs Mildred Howell's request for the dog bin along West Park Lane to either be emptied more regularly or replaced by a larger bin. In addition, the Clerk has also reported Mrs Howell's concern that there is no longer a waste bin between Barclays Bank and the shop opposite the Lane. A response is now awaited. Cllr Mel Carr is investigating the ownership of the cobbled area behind the Hardwick Arms as identified by Mrs Howell as being in a poor state. The Estates Working Group is now undertaking an audit on the state of all bus shelters in the Town to then identify what work is required. The Estates Working Group to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.11 Bollards at Winterton Park:**

The Clerk has submitted a request and suggested dates for meeting to DCC Officers to progress the recommendation of installing two metal bollards between the houses allowing ample space for pushchairs etc to gain access. Once a date has been agreed for such a meeting an invitation will be extended to all Cllrs.

**RESOLVED:**

**To receive this information.**

**3.12 Bins outside The Pickled Parson of Sedgfield:**

The Clerk has forwarded to DCC's Environmental Health and Licensing Departments copies of the photographs showing the bins outside The Pickled Parson and asked them to investigate the matter. A response is now awaited from DCC Neighbourhood Wardens. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**3.13 Bins outside the Pizza Castle:**

The Clerk has written to the owner of the Pizza Castle enclosing a copy of the photographs asking them to investigate the matter of open bins and provide a response. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.14 Tree Maintenance:**

The Clerk is has now scheduled a meeting with DCC's Tree Officer on-site meeting at Mitford Court for Thursday 5<sup>th</sup> July 2018. Invitations have been issued to all Town Cllrs as well as Mr Mulligan who has confirmed that he will attend. The purpose of this meeting would be to discuss whether further crown-lifting work is required in this area. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.15 Sedgfield In Bloom Minutes / Considerate Parking on Village Green:**

The Clerk has written a letter to the resident concerned requesting that they are considerate when parking their vehicle so as not to damage the village green. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.16 Overgrown Trees:**

The Clerk has written to Mr Darroch and requested that he liaise directly with the owners of Barrington Lodge and Shute House in order to progress his concerns regarding overgrown trees overhanging his property. The Clerk has also provided

information as to how Mr Darroch can progress the issue of blocked light from a nearby lamp-post.

**RESOLVED:**

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

**3.17 Land at Mitford Court:**

The Clerk has invited Mr and Ms McGuire to the on-site meeting to be arranged under Item 6.1 above. The Clerk reported that Ms McGuire wished to make all her neighbours aware of this meeting so that they could attend. The Clerk requested that Ms McGuire inform her as to the names and numbers of additional people to attend so as to try to control the meeting. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.18 Cherry Tree, Station Road Playing Field:**

No further action is to be undertaken in relation to this matter but the Clerk has requested that Mr Alex Walker of AW Treecare look at this particular tree the next time that he is working at Station Road Playing Field. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.19 Central Village Green:**

The Clerk is now scheduling a meeting between Mr Shuttleworth (the Town Council's solicitor), herself and Cllrs Mel Carr and Gloria Wills on 16<sup>th</sup> July 2018 to progress this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.20 Plot 1 Butterwick Road Allotments:**

This matter has been considered at the Estates Working Group and a new site plan

for Butterwick Road allotments, including plot sizes is to be prepared. The Estates Working Group will be prepare a response to Mr Simcock regarding the issues which he raised regarding plot sizes. The Estates Working Group have also agreed to hold a meeting which will look exclusively at allotment issues. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.21 Headstones – St Edmund’s Churchyard:**

The Head Gardener & Cemetery Superintendent has cleaned the spray paint off the headstones in St Edmund’s Churchyard.

**RESOLVED:**

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

**3.22 Current Planning Applications:**

Comments on planning applications DM/18/01093/FPA, DM/18/01107/AD and DM/18/01125/FPA were forwarded to DCC Planners. Within these comments was a request to have a meeting with DCC Officers to discuss the matter of large signage for housing developments and the planning application process. A response is now awaited.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.23 Sedgfield Squash Club Proposed Extension Planning Application:**

The Clerk has written to Ms Hilary Sperring, DCC Planning Officer, and Mr Simon McGinnetty, DCC Tree Officer, (with a copy to Mr Steve Welton of the Squash Club) asking for clarification as to why new conditions are now being put in place. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

#### **4. Public Participation:**

The Chairman, Cllr Mel Carr, closed the meeting for the public to give views and comments.

Mr Howard Smith expressed his thanks to the sterling work being undertaken by the Town Council's Gardener and reminded all that the Bloom Group are there to provide additional assistance if required. Mr Smith also expressed his concerns regarding the old heated wall near to Wykes Close. He was unsure of who owned this but it has a large crack in it and suggested that a specialist with structural knowledge should look at it to advise what is required. Mr Smith also make Cllrs aware that the Social Club have concerns about ivy growing from St Edmund's church yard up the Club building. The Clerk confirmed that an email regarding this matter had been received and would be considered under agenda item 6.6. Cllr Allan Blakemore said he understood the old heated wall was the property of Livin having been transferred from the former Sedgefield Borough Council. He confirmed that the wall was emaciated and weathered in a number of areas and this should be reported to Livin as a matter of safety.

The meeting was then re-opened.

Cllr Mavis Wayman sought clarification as to the exact location of the heated wall and Cllr Blakemore confirmed that this was in the cut next to the Social Club between the bungalows and the houses. Cllr Gloria Wills requested that investigation be made as to whether the wall has any form of formal designation, i.e. listed or covered under Article 4, and therefore any form of special protection in place. Cllrs requested the Clerk investigate the matter of special protection and report the wall condition to Livin.

#### **5. Reports:**

##### **5.1. RoSPA Play Area Safety Report – Eden Drive Play Area – Verbal Report by Town Clerk:**

The Clerk reported that in addition to the SLA with DCC for play area inspection work the Town Council also commissions an annual RoSPA Play Area Safety Report for its play equipment at Eden Drive Play Area. The latest RoSPA inspection had taken place on 23<sup>rd</sup> June 2018 and a full report including photographs had been received. The Clerk had forwarded a copy of this report to Mr Barrie Alderson at DCC who is responsible for the play area inspection work undertaken on behalf of the Town Council and requested that he review the report's findings and make the Clerk aware if any remedial work was required. A response is now awaited. The Clerk to keep Cllrs



updated on this matter.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

**6.1 War Memorial Planters (email from Mr Howard Smith dated 31<sup>st</sup> May 2018):**

Prior to the meeting the Clerk had circulated an email from Mr Howard Smith dated 31<sup>st</sup> May 2018 on behalf of the Sedgefield In Bloom Group. The Group wanted to make the Council aware of the Northumbria In Bloom Judges comments regarding the state of the planters in the war memorial and the Bloom Group's offer to repaint these. The Clerk reported that following discussions with Cllrs Mel Carr and Mark Cant it had been agreed to accept the Bloom Group's kind offer and the planters have now already been painted. The Clerk reported that the Estates Working Group are currently seeking quotes for the cost of repainting the fence around the war memorial.

**RESOLVED:**

**To receive this information.**

**6.2 Bollard Removal, Sedgefield, junction of High Street TS21 3BS/North End TS21 2AU (letter and photographs from Mr Roy Smeeton dated 3<sup>rd</sup> June 2018):**

Prior to the meeting the Clerk had circulated to all for information a letter and accompanying photographs which Mr Roy Smeeton had sent to Durham County Council regarding the removal of a bollard on the junction of High Street TS21 3BS/North End TS21 2AU. Town Cllrs had assumed this bollard would be replaced but the Clerk was asked to liaise with DCC to find out further information.

**RESOLVED:**

**The Clerk to liaise with DCC to ascertain if the removed bollard will be replaced.**

**6.3 Northumbria In Bloom Judging:**

The Clerk reported that Northumbria In Bloom summer judging will take place in Sedgefield on Thursday 19<sup>th</sup> July 2018 commencing at 10am at Ceddesfeld Hall. All Cllrs and the Mayor of Sedgefield are duly invited. Cllrs Mel Carr, Gloria Wills and

Mavis Wayman confirmed that they would attend.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs to inform the Clerk as soon as possible if they intend to attend the summer judging.**

**6.4 Sedgefield In Bloom (minutes of meeting held 6<sup>th</sup> June 2018):**

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom meeting held on 6<sup>th</sup> June 2018.

**RESOLVED:**

**To receive this information.**

**6.5 Overgrown Trees Back of Ceddesfeld Hall (letter from County Cllr John Robinson dated 1<sup>st</sup> June 2018):**

The Clerk circulated to all a letter received from County Cllr John Robinson dated 1<sup>st</sup> June 2018 in which he wanted to make the Town Council aware of some residents concerns regarding overgrown trees in Ceddesfeld Hall directly in front of their properties and over the footpath. Cllrs requested the Clerk liaise with County Cllr John Robinson to ascertain the exact location of such properties and concerns as a number of recent approaches regarding matters have already been actioned.

**RESOLVED:**

**The Clerk to write to County Cllr John Robinson requesting precise locations.**

**6.6 Church Yard Overgrown Ivy (email from Mr Howard Smith, Sedgefield Social Club dated 8<sup>th</sup> June 2018):**

The Clerk circulated to all an email from Sedgefield Social Club regarding ivy encroaching on their property coming from St Edmund's Churchyard (this matter had been touched upon during the earlier public participation element of the agenda). It was agreed that the Council's gardening staff be asked to cut back this ivy once the Northumbria In Bloom summer judging has taken place.

**RESOLVED:**

**i) The Clerk to update Mr Howard Smith.**

ii) **The Clerk to speak to the Town Council's gardening staff.**

**6.7 EN/18/00360 – The Black Lion, Sedgefield (email from Ms Sally McDyer, DCC dated 15<sup>th</sup> June 2018):**

The Clerk reminded all that Mr Roy Smeeton had made the Town Council aware of his concerns regarding recent work relating to painting and signage undertaken at The Cornerhouse (formerly The Black Lion). These had been forwarded to DCC and as previously reported a Planning Enforcement Officer designated to investigate. The Planning Enforcement Officer had notified Mr Smeeton, with a copy to the Town Council for information, that listed building and advertisement consent applications have been received by DCC in relation to this matter and can be viewed on the DCC's website and comments made.

**RESOLVED:**

**To receive this information and the applications to be considered at the Town Council's next Monthly Meeting.**

**ADDITIONAL ITEMS** (deferred for consideration from the previous week's Monthly Meeting):

**A1 – County Cllrs Report:**

The Clerk reminded all that copies of the County Cllrs Report for June 2018 had been circulated at the last meeting for consideration and it was agreed that any matters from it would be discussed at the Environment Committee meeting. Cllrs did not have any comments on this report.

**RESOLVED:**

**To receive this information.**

**A2 – Current Planning Applications:**

**DM/18/01428/FPA – single storey rear extension and patio, 4 South View, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/18/01593/FPA – first floor side extension, 7 Pine Ridge Avenue, Sedgefield:**

Cllrs did not have any objection to this application.

**DM/18/01691/FPA – retention of rendered gable wall, 16 West End, Sedgefield:**

Cllrs are concerned that this is a retrospective planning application and request that the work is in keeping with the requirements of the Town's Conservation Area.

**RESOLVED:**

**The Clerk to forward to DCC Planning Officers comments made in relation to the above planning applications.**

The Clerk reported that she had received notification from DCC that a South West Planning Committee meeting will take place on 21<sup>st</sup> June 2018 at Spennymoor commencing at 1pm to consider the planning application relating to the extension of Wear Referrals Veterinary Hospital at Bradbury. The Clerk confirmed that the Town Council had considered this application at its Environment Committee meeting on Monday 16<sup>th</sup> April 2018 and did not have any objections. There was no requirement for the Town Council to attend the Planning Committee meeting.

**RESOLVED:**

**To receive this information.**

The Clerk also updated Cllrs that further to comments made during the previous week's public participation elements of the agendas, Mrs Julia Bowles had forwarded to the Clerk the name of the DCC Officer from whom she directly received the weekly planning list. The Clerk reported she had contacted this Officer to see if it was possible for her to add additional residents to the list but been informed that DCC now direct people to their website and encourage them to register and set up a search facility to find applications within their area of interest rather than look at the entire listing if they prefer. Cllrs noted this update.

The Chair thanked everyone for attending and closed the meeting at 7.24pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 18<sup>th</sup> June 2018.**

**Present** **Cllr. Allan Blakemore (Chairman) and**  
Cllrs. Mel Carr, Alda Hummelinck, Mavis Wayman and Gloria Wills

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

**1. Apologies:**

Cllrs. David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Chris Lines, Julie Towler, Alf Walton and Fiona Warrand.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Sports Hub Presentation:**

Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings.

Mr Stephen Howell of DCC to keep the Town Council updated and bring back to the Town Council when ready the feasibility study.

The Clerk to set up a meeting with between Mr Stephen Reed and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined with a view to exploring potential access to S106 monies.

The Clerk to keep Cllrs updated.

**RESOLVED:**

**To receive the information.**

**3.2 DRAFT Sedgefield Grant Funding Policy:**

The Clerk is now investigating grant funding training opportunities for the Projects & Media Co-ordinator. At this point work can re-start on finalizing a Grant Funding Policy. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.3 Involving The Public:**

The Policy Records & Management Working Group to produce a recommendation for the future format and timings of public meetings and present this to a future CD&E Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Battles Over:**

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One. Cllr Allan Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 Sedgefield Youth Club:**

The Clerk has requested that the matter of young people writing a column for a forthcoming Sedgefield Extra, and when appropriate an entire edition to coincide with the Club's relaunch, be considered at the Management Committee's next meeting. Cllr Julie Towler to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Sedgefield Youth Club – Co-op Local Community Funding Application:**

No further feedback has yet been received. The Projects & Media Co-ordinator to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Public Participation:**

The Policy & Records Management Working Group to consider publishing draft minutes on the Council's website when GDPR compliance work has been finalised.

**RESOLVED:**

**To receive the information.**

**3.8 Snow Party Ice Rink:**

The Clerk has placed the matter of a potential ice rink at the 2019 Snow Party onto the Finance Working Group's agenda for Wednesday 27<sup>th</sup> June 2018. Any recommendation made would be presented to a future P&R Committee meeting due to the financial implications of such.

**RESOLVED:**

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

**3.9 Summer Coach Trip:**

The Council's coach trip to Keswick on 28<sup>th</sup> June 2018 is now sold out. Following this trip a report detailing income and expenditure costs will be presented to the July 2018 Community Development & Engagement Committee meeting.

**RESOLVED:**

**To receive the information.**

**3.9 Sedgefield Youth Club – DCC County Cllr Funding:**

Funding from both County Cllrs has now been received. The Clerk will liaise with Cllrs Julie Towler and Chris Lines with a request that they work with the Youth Club's Management Committee to devise a list of items to purchase in order that orders can

be submitted as quickly as possible in order to achieve a re-launch of the Youth Club in September. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Sedgefield Youth Club Management Committee:**

Minutes from the last meeting held on Monday 14<sup>th</sup> May 2018 will be circulated once produced.

Cllr Chris Lines to remind Management Committee that they can apply for funding through the Community Chest.

The Clerk and Cllr Lines to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.11 Terrace Hill Funding:**

The Clerk has written to both Sedgefield Bowling Club and Sedgefield Harriers informing them that their extension for claiming their respective Terrace Hill funding allocations is extended until 30<sup>th</sup> November 2018 and if it is unclaimed by that time they will be requested to supply a further written progress update to the Community Development & Engagement Committee. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

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

Mrs Julia Bowles reported that she and several others had attended a meeting recently at which others from across the area and region were present who also had interest and involvement in neighbourhood planning. She had noted that many areas were in a similar



position to Sedgefield in that they had been inundated with housing development and were frustrated by the neighbourhood planning process. Mrs Bowles had also noted that when listening to the experiences of others that Sedgefield's time to produce a made neighbourhood plan was far longer than other examples heard. Lots of attendees at this meeting had expressed their unhappiness regarding the neighbourhood planning process. Many people were now watching the development of the emerging County Durham Plan with interest. Mrs Bowles commented that she had glanced through the County Plan but hadn't seen any specific references to Sedgefield which was something that could be interpreted in a number of ways both positively and negatively. Mrs Bowles suggested that the Town Council in its consideration of the County Durham Plan state that Sedgefield has already received far in excess of the number of houses originally envisaged by DCC in its last Local Plan draft or what was considered acceptable by the community. Mrs Bowles concluded by asking if the Town Council had been made aware of dates/times/venues for any of the public consultation events being organised by DCC in relation to the County Durham Plan. Cllr Allan Blakemore replied that the Town Council was going to be monitoring and considering the County Durham Plan and its potential impacts and linkages with The Sedgefield Plan. The Clerk reported that as yet no details have been received from DCC regarding the County Durham Plan public consultation events, however, when information is received it will be shared through the Residents Database.

Cllr Blakemore thanked the public for their views and the meeting was then re-opened.

## **5. Reports:**

### **5.1 War Memorial Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a War Memorial Update Report. The Clerk reminded all that the War Memorials Trust had deferred a decision on the Council's grant funding request and had asked for further quotations for the work being sought as well as further rationale for the work being proposed. As a result of this, and through CDALC, the Clerk had identified other potential contractors. Whilst many were unable to quote for the work due to limited time to take on further work another contractor was identified who recommended light-touch repairs instead. This matter had been discussed at the recent Estates Working Group and it had been agreed to go instead with this contractor and not to progress the grant funding application. The Clerk confirmed that the successful contractor has now been informed, a purchase order number issued and a request that this work be undertaken before the winter weather arrives. The Projects & Media Co-ordinator has informed

the War Memorial Trust of the Council's withdrawal of its grant application. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**5.2 Snow Party Alternative Attraction Options Verbal Update by Cllr Allan Blakemore:**

Cllr Blakemore reported that he and the Projects & Media Co-ordinator are still continuing to look at other alternative attraction options for this year's Snow Party following the withdrawal of offer from an ice rink provider. Options being explored are for interchangeable slide projections onto buildings and a 'Puffing Billy'. It is hoped that a final decision can be made over the next couple of weeks in order that funding application paperwork can be submitted to both County Cllrs. Cllr Blakemore to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**5.3 Public Engagement and Participation Report by Cllr Alda Hummelinck:**

Prior to the meeting the Clerk had circulated to all a Public Engagement and Participation Report by Cllr Alda Hummelinck. Cllr Allan Blakemore outlined the report and asked Cllr Hummelinck if she had anything further to add. Cllr Hummelinck said she had produced this report as she felt that for many people on the public side of Council events and meetings they had varying degrees of understanding of the Council's business and its workload. She believed that in some instances more background information could be provided to the public so as to ease their understanding of subsequent discussions and ensure that everyone is at the same starting point when discussions commence. In addition, Cllr Hummelinck believed that there were some opportunities to engage with the public in addition to the public participation elements of Council Committee agendas. Some of these opportunities were included in the report, however, Cllr Hummelinck believed that other Cllrs would have further suggestions. She believed that public comments and feedback obtained from opportunities such as Cllr surgeries could then be fed back into relevant debates at Council meetings. These opportunities would allow Cllrs to identify trends and issues as well as make sure that Cllrs were correctly representing the public and

meeting their needs.

Cllr Gloria Wills commented that Cllr surgeries had been held in the past and had often been poorly attended unless there was a specific interest/cause of concern. In addition it had been found that it was often difficult to find a suitable location for such. Cllr Hummelinck acknowledged Cllr Wills comments and experience, however, said that she did not want to be held back by history and would like to try some methods of additional public engagement and suggested that if surgeries were to be held that two Cllrs were in attendance for safeguarding reasons as well as breadth of experience.

The Clerk reminded all that the issue of putting Council draft minutes and all Council Committee agendas, excluding the Personnel Committee, onto the Council's website had already been delegated to the Policy & Records Management Working Group for consideration.

**RESOLVED:**

- i) The Clerk issue an email to all Cllrs to find out which would be interested in participating on a voluntary rota to meet with members of the public informally from 6.30pm – 7pm prior to Monthly Meetings from September 2018 onwards.**
- ii) The Clerk to liaise with Mr Steve Ragg at CDALC to find out if DCC or other Town/Parish Councils have protocols for Cllr surgeries including safeguarding matters and recording comments from the public. The Clerk to share this information with Cllrs so that they can work together to ascertain who wishes to conduct such surgeries and keep fellow Cllrs and the Clerk informed for information.**

**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 7.53pm.