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**You are hereby summoned to attend the Monthly Meeting of the  
Sedgefield Town Council which is to be held at 7pm on  
Monday 14<sup>th</sup> September 2020 via Microsoft Teams**

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## **AGENDA**

A link will be issued to all Town Councillors via email to enable them to access this meeting. Members of the public wishing to attend the meeting should click on the link below **no earlier than 5 minutes before** the meeting is due to start:

[Join Microsoft Teams Meeting](#)

1. **Apologies**
2. **Declaration of Interest**
3. **STC Minutes / Committee Reports:**
  - a. **Minutes of Monthly Meeting:** 13<sup>th</sup> July 2020
  - b. **Minutes of P&R Committee:** 13<sup>th</sup> July 2020
  - c. **Minutes of Personnel Committee:** 20<sup>th</sup> July 2020
  - d. **Minutes of Finance Working Group:** 23<sup>rd</sup> July 2020
  - e. **Minutes of Estates Working Group:** 27<sup>th</sup> July 2020
4. **Matters of Information**
5. **Dates of Meetings**
6. **Public Participation**
7. **Internal reports:**
  - 7.1. **Chairman's Report**
  - 7.2. **Mayor's Report**
  - 7.3. **Trees at Turners Garage Site, Salters Lane Industrial Estate, Sedgefield Report by Cllr Gloria Wills**
  - 7.4. **Councillor Resignation Update Report by Town Clerk**
8. **External Reports:**

None.
9. **Correspondence:**
  - 9.1. **Kerb at 33 Front Street, Sedgefield (email from Mr Duncan Maw dated 10<sup>th</sup> August 2020)**
  - 9.2. **Town and Country Planning Act 1990 (as amended) Land To The East Of Sedgefield Community College (letter from Mr Stuart Timmiss, DCC dated 27<sup>th</sup> August 2020)**
10. **Current Planning Applications:**

*T. J. Ayre.*

Dr Jane Ayre, Town Clerk, September 4, 2020

**COMMITTEE:** Policy & Resources  
**DATE:** Monday 14<sup>th</sup> September 2020  
**TIME:** Following Monthly Meeting  
**VENUE:** Via Microsoft Teams



## **AGENDA**

- 1. Apologies**
- 2. Declaration of Interest**
- 3. Matters of Information**
- 4. Public Participation**
- 5. Reports:**
  - 5.1 Matters Of Information Update From Environment Committee and Community Development & Engagement Committee Report by Town Clerk**
  - 5.2 Town Council Offices Refurbishment Update Report by Estates Working Group**
  - 5.3 Gypsy/Traveller Unauthorised Encampments Update Report by Cllr Gloria Wills**
  - 5.4 Cycle Trail at NETPark Report by Cllr Chris Lines**
  - 5.5 Parish Hall Update Report by Town Clerk and Projects & Media Co-ordinator**
  - 5.6 Recruitment and Selection Policy Recommendation Report by Personnel Committee**
  - 5.7 Six Monthly Lift Inspection Report by Town Clerk**
  - 5.8 Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group**
  - 5.9 Joint Town Council and Sedgefield In Bloom Group Meeting Update Report by Town Clerk**

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

- 6. Financial matters:**
  - 6.1 Invoices for payment by cheques for approval after 10<sup>th</sup> August 2020**
  - 6.2 Financial Budget Comparison as at 2<sup>nd</sup> September 2020**
  - 6.3 Debtors List as at 2<sup>nd</sup> September 2020**
  - 6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> July 2020 and 1<sup>st</sup> – 31<sup>st</sup> August 2020**

- 6.5 July 2020 and August 2020 Bank Reconciliations Plus June 2020 and July 2020 Public Sector Deposit Fund Reconciliation Report by Town Clerk
  - 6.6 Year End Accounts 2019/20 Update Report by Town Clerk
  - 6.7 Discretionary Grant Fund Update Report by Town Clerk
  - 6.8 2021/22 Budget Planning – Tax Base and LCTRS Grant (letter from Mr Paul Darby, DCC dated 5<sup>th</sup> August 2020)
7. Correspondence:
- 7.1 Guide Bench (email from Mrs Julie Towler dated 10<sup>th</sup> August 2020)
  - 7.2 Entries Open For 31<sup>st</sup> Environment Awards (email from Ms Paige McDermott dated 7<sup>th</sup> August 2020) [Note: this has previously been issued to all Cllrs electronically for direct access to hyperlinks] and County Durham Environment Awards 2020 (letter from Mr Bryan Harris, DCC dated 1<sup>st</sup> September 2020)
  - 7.3 Rats (email from Anne Stobbs Thompson dated 2<sup>nd</sup> August 2020)
  - 7.4 Post of Sedgefield FB (email from Mr Howard Smith dated 5<sup>th</sup> August 2020)
  - 7.5 Metal Detecting (email from Mr Gary Shimmon dated 29<sup>th</sup> July 2020)
  - 7.6 EA Flood Risk (email from Ms Anna Caygill, Environment Agency dated 30<sup>th</sup> July 2020)
  - 7.7 Health Centre Car Park (email from Mr Peter Broxton, DCC dated 3<sup>rd</sup> September 2020)
  - 7.8 Outdoor Performance by Sedgefield Lyric Singers (email from Mrs Avril Hannon dated 3<sup>rd</sup> September 2020)
  - 7.9 7 Church View (email from Ms Lesley Edmenson dated 3<sup>rd</sup> September 2020)
  - 7.10 Adjournment of Licensing Hearing – Hardwick Hall Hotel, Sedgefield (email and attached notice from Ms Yvonne Raine, DCC dated 3<sup>rd</sup> Septmeber 2020)  
[Note: This relates to Hardwick Hall New Premises Licence and correspondence regarding proposed amendments to that licence which were circulated to all Cllrs via email on 13<sup>th</sup> August 2020]
  - 7.11 Request To Have Trees Trimmed On Station Road Field (request from Mrs Kathleen Lowther dated 4<sup>th</sup> September 2020)
8. Consideration of Reports Exempt from the Public:
- 8.1 Village Green / The Pickled Parson Update Report by Town Clerk
  - 8.2 Proposed Additional Refurbishment Work In Town Council Offices Report by Estates Working Group

8.3 Ceddesfeld Hall / Shute House Report by Town Clerk

T. J. Ayre.

***Dr Jane Ayre, Town Clerk  
September 4, 2020***

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