

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **SEPTEMBER**
MONTHLY MEETING of the **Council** held at
7 p.m. via Microsoft Teams, on
Monday 14th September 2020

Present **Cllr. Mel Carr (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Chris Lines, Leo McCormack, Julie Towler, Mavis Wayman, Gloria Wills and Stephen Winter

Officers Dr Jane Ayre (Town Clerk)

Ms Natalie Chowns-Smith (Meeting Moderator)

The Clerk welcomed Cllrs and public to the meeting and reminded everyone that meeting participation would be in accordance with the Council's Virtual Meeting Protocol. The meeting would be video recorded with the recording being destroyed once the minutes of the meeting were approved. All present agreed with this action. The Clerk explained that Ms Natalie Chowns-Smith was in attendance as Meeting Moderator to assist with the technical aspects of this virtual meeting.

1. Apologies:

Cllr Alf Walton.

2. Declaration of interest:

Cllr Chris Lines declared an interest in two planning applications to be considered under agenda item 10. Cllr Gloria Wills declared an interest in planning application 12 to be considered under agenda item 10. Cllr Julie Towler declared an interest in planning application 11 to be considered under agenda item 10. Cllr Vanessa Carmichael declared an interest in planning application 12 to be considered under agenda item 10. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of Monthly meeting held Monday 13th July 2020:

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

b. Minutes of P&R committee meeting held Monday 13th July 2020:

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

c. Minutes of virtual Personnel committee meeting held Monday 20th July 2020:

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

d. Minutes of the virtual Finance Working Group meeting held Thursday 23rd July 2020:

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

e. Minutes of virtual Estates Working Group meeting held Monday 27th July 2020:

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

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

4. Matters of Information:

4.1 Planning Application DM/18/00536/FPA – land to the West of junction of A689 and Stockton Road:

The Clerk had written to Mr Henry Jones of DCC in accordance with the Town Council's wishes. On 12th June 2019 Mr Jones reported that he had no further update regarding this application but was hopeful of drawing a conclusion to the work soon so that it could go before Members for determination. No specific Planning Committee date is yet known. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.2 S106 Monies:

The Town Council awaits further information regarding this matter. Cllrs to continue to monitor this situation.

RESOLVED:

To receive the information.

4.3 Aubergine Café:

No further information has been received regarding the investigation by DCC of recent painting to the front of this property. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.4 Public Participation:

The Clerk emailed Ms Lynne Dentith in response to her question concerning Section 106 monies and Terrace Hill funding on 21st July 2020. No further comments have been received from Ms Dentith.

RESOLVED:

To receive the information and close this matter.

4.5 Building Back Communities:

County Cllr David Brown to keep the Town Council updated regarding the Town Centre Safety Fund and associated programme so that the Town Council can play an integral part in this work with DCC to support local businesses and economy. No further information has yet been received. County Cllr Brown to keep the Town Council updated.

RESOLVED:

To receive the information.

4.6 External Reports:

No Cllrs requested any clarification from County Cllr John Robinson regarding his County Cllr Update Report circulated electronically on 13th July 2020.

RESOLVED:

To receive the information and to close this matter.

4.7 Proposed Diversion of Public Footpath No 16 Sedgefield Parish:

The Clerk confirmed to Ms Filomena Solan of DCC that the Town Council was in agreement with the proposed diversion of public footpath no 16 in Sedgefield Parish. The Clerk requested a virtual meeting with Ms Solan and Cllrs Stephen Winter (or Allan Blakemore), Gloria Wills and Mel Carr in order to discuss the inclusion of a safety feature at the corner point of the proposed footpath near to the main road to stop anyone from running out onto the road. The Clerk emailed Ms Solan with this request and on 20th July 2020 received a response stating that Ms Solan noted the Town Council's comments regarding safety feature and would discuss this matter with the developers. At that point, if it was felt necessary, Ms Solan would schedule a Teams meeting with the Town Council. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.8 Winterton Cottages:

The Clerk replied to Ms Christine Lee and Mr John Walton in accordance with the Town Council's instruction. A subsequent response was received in which Ms Lee and Mr Walton expressed their concerns regarding road safety in this area of the Town. The Clerk explained that road safety/highways is the responsibility of DCC and suggested several ways in which they could raise those concerns with them.

RESOLVED:

To receive the information and to close this matter.

4.9 Cowley House Solar Farm:

A virtual meeting took place on 12th August 2020 between Mr Richard Turner, the Clerk and Cllrs Gloria Wills and Chris Lines to discuss any potential community fund linked to this application. An update report will be taken to the next Finance Working Group meeting on 24th September 2020 in the first instance and if necessary, a report brought at a later date to the P&R Committee. See agenda item 10 regarding actual planning application.

RESOLVED:

To receive the information and to close this matter.

4.10 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers the Town Council's comments on planning applications 1-4.

In relation to Hope House, Mordon requested clarification was received from DCC, share with Cllrs and no further objections were made.

In relation to 33 Front Street, the Clerk has written to DCC Planning Officers in accordance with the Town Council's wishes. No response has been received from DCC, however, Mr Maw has written to the Town Council. See agenda item 9.1.

Planning applications published by DCC during the remainder of July and August 2020 were considered electronically by Cllrs. From 1st September 2020 planning applications will resume being considered by Cllrs at each Monthly Meeting.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in September 2020. In addition the Clerk had scheduled a Community Ball Working Group meeting for 9.30am on Tuesday 29th September 2020.

RESOLVED:

To receive this information.

6. Public Participation:

The Chairman, Cllr Mel Carr closed the meeting whilst the public gave their views and comments. None of the members of public in attendance wished to make any comment. The Chairman re-opened the meeting.

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Mayor, Cllr Leo McCormack, reported that he had updated his page on the Council's website.

RESOLVED:

To receive this information.

7.3 Trees at Turners Garage Site, Salters Lane Industrial Estate, Sedgefield Report by Cllr Gloria Wills:

Prior to the meeting the Clerk had circulated to all a report on the above by Cllr Gloria Wills. Cllr Wills confirmed that no further updates had been received regarding this matter and recommended that the Council continue to monitor this situation. Cllr Leo

McCormack commented that the actual layout for this development was not like what had been presented to the Town and did not appear to provide the visually pleasing entrance to the Town.

RESOLVED:

To support the actions taken by Cllr Gloria Wills and to receive the information contained in the report as well as to continue to monitor this area of the Town.

7.4 Councillor Resignation Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Resignation Report following Cllr Kathrine Winter's decision to leave the Council. On behalf of the Council, Cllr Mel Carr expressed this thanks to Cllr Kathrine Winter for her input to the Council. The Clerk reminded all of Mrs Winter's offer to help at future Council community events which had been gratefully received. The Clerk informed Cllrs that since the production of the report the deadline date set by DCC had passed and the requisite number of electorates to request a bye-election had not come forward which meant the Council could progress to fill this vacancy via co-option. The Clerk proposed the position be advertised from 16th September 2020 with a closing date of 15th November 2020 with the vacancy to be advertised in the Sedgefield Extra, on the Council's website and via notices. All Cllrs agreed.

RESOLVED:

The current Town Council vacancy to be advertised from 16th September 2020 to 15th November 2020 in order to seek to fill via co-option.

8. External Reports:

No External Reports were received.

9. Correspondence:

9.1 Kerb at 33 Front Street, Sedgefield (email from Mr Duncan Maw dated 10th August 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Duncan Maw dated 10th August 2020 in relation to a proposed dropped kerb at 33 Front Street, Sedgefield. The Clerk had subsequently circulated electronically an email from Mr Kevin Watson, DCC's Road Safety Section Manager/Interim Highways Assets Manager dated 4th September 2020. In response to Mr Watson's email the Clerk had replied on 8th September 2020 requesting clarification as to how he had become personally involved in

this matter, confirmation that he was accepting the land is village green and whether he had been in contact with the applicant? A response has not yet been received from Mr Watson.

Cllrs Allan Blakemore, David Brown and Vanessa Carmichael said they were unhappy about this matter but felt that DCC would progress this matter in their own way regardless of the fact that the Town Council owns the land upon which the dropped kerb is being sought.

Cllrs Ann Carr, Mel Carr, Julie Towler and Stephen Winter did not have any comment to make on this matter.

Cllr Mark Cant said that the position of the proposed drop kerb could facilitate vehicles getting in and out of the area although he acknowledged that the precise location was not clear from the plans seen so far.

Cllr Chris Lines suggested that the Town Council accept Mr Maw's offer to have a meeting to discuss this matter in order to get an understanding of the request being sought. Cllr Leo McCormack agreed and said that currently it is very unclear of the precise location and the width of the dropped kerb.

Cllr Mavis Wayman questioned if the installation of a dropped kerb could also assist wheelchair users and those with prams. Cllr Wayman agreed that whilst it would make it easier for the resident to drive out of their property she said this was an assumption on her part and that a meeting with Mr Maw would allow questions to be asked and facts obtained directly. Cllr Wayman said that she had not appreciated the width of the dropped kerb being requested.

Cllr Gloria Wills reminded Cllrs that it was important that they understood the responsibilities which they held in relation to being custodians of the village green and suggested the Open Spaces Society as a good reference for source for anyone wishing to have more understanding of this matter. Cllr Wills urged the Council to be cautious and in the first instance to seek legal advice from the Town Council's solicitor regarding this matter before then having a meeting with Mr Maw to find out why the dropped kerb is being sought. Cllr Wills expressed her concerns about the size of the dropped kerb and implication that it would then be considered as part of the highway. Cllr Mark Cant said he was not sure that such a change would lead to it being classified in such a way.

From the comments made, the Clerk reminded Cllrs of their responsibilities as custodians of the village green and suggested that the background to this matter be shared with the Town Council's solicitor for his interpretation. The Clerk would make Mr Maw aware of this matter and that upon receipt of advice from the Town Council's solicitor a meeting could then be scheduled with Mr Maw and an invitation extended to all Cllrs.

RESOLVED:

- i) **The Clerk to seek advice from the Town Council's solicitor.**
- ii) **The Clerk to schedule a meeting with Mr Maw and Cllrs once advice is received from the Town Council's solicitor.**

9.2 Town and Country Planning Act 1990 (as amended) Land To The East Of Sedgfield Community College (letter from Mr Stuart Timmiss, DCC dated 27th August 2020):

Prior to the meeting the Clerk had circulated to all a letter from Mr Stuart Timmiss of DCC dated 27th August 2020. This planning application was to be considered under agenda item 10.

RESOLVED:

To receive this information.

9.3 Town and Country Planning Act 1990 – Planning Consultation – land to the South West of The Tilery, Bradbury (letter from Mr Stuart Timmiss, DCC dated 3rd September 2020):

Prior to the meeting the Clerk had circulate to all a letter from Mr Stuart Timmiss of DCC dated 3rd September 2020. This planning application was to be considered under agenda item 10.

RESOLVED:

To receive this information.

10. 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):

10.1 DM/19/03752/FPA - creation of new access, change of use to provide cemetery and allotment extension(s) and associated works, Sedgefield Cemetery, Butterwick Road, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/20/01252/FPA – change of use of open space to residential to rear and enclosure with 1.8m timber fence, 25 North Park Road, Sedgefield:

Cllrs did not have any objection to this application and noted that it had already been approved.

10.3 DM/20/01320/FPA – two storey rear extension, bow window to front and replacement windows, 25 West End, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/20/01351/OUT – outline planning application for the erection of up to 18 dwellings, including means of access (all other matters reserved), land to the East of Sedgefield Community College, Hawthorn Road, Sedgefield:

It was noted that the Town Council have already submitted objections to this planning application. It was agreed that the amendments now being proposed do not in any way overcome the earlier submitted objections and that this fact should be submitted in writing.

10.5 DM/20/01677/FPA – single storey rear extension, 42 West End, Sedgefield:

Cllrs did not have any objection to this application and noted that it had already been approved.

10.6 DM/20/01868/FPA – reconstruction of shopfront and new roller shutters, 60-62 Front Street, Sedgefield:

Cllrs did not have any objection to this application and noted that it had already been approved.

10.7 DM/20/01980/FPA – change of use of ground floor from residential to A1 (retail) with residential flat above, 7 Church View, Sedgefield:

This application is to change a house with a business into a flat with two businesses. No provision is being made for staff or customer vehicles. Within this application it is noted the claim that the property has dedicated car parking, however, this appears to be contradicted in the objections which have been submitted by residents living nearby who state that for such parking to be accessed requires access over someone else's property. It is understood that a class A1 property should provide 2 car parking spaces per business and the residential flat should have 1.5 parking spaces making a total of 5.5 car parking spaces. Parking in the centre of Sedgefield is already problematic and parking should not be taken up by workers all day but allow residents access to their homes and visitors/business users access to the

facilities they want to use. This application would add another business at the cost of losing a residential property in the traditional village centre.

10.8 DM/20/01991/FPA – installation and operation of a solar farm and associated infrastructure, Cowley House Far, Sedgefield:

Cllrs did not have any objection to this application.

10.9 DM/20/02071/AD – erection of 2 sided hoarding positioned on exterior of site during construction period, land to the West of Salters Lane, Sedgefield:

Cllrs did not have any objection to this application and noted that it had already been approved.

10.10 DM/20/02090/AD – erection of 2 freestanding entrance signs, land to the South West of, Sedgefield:

Cllrs did not have any objection to this application.

10.11 DM/20/02197/FPA – detached garage building with self contained accommodation above for agricultural worker, Nestlea Hill, Mordon:

If permission is granted Cllrs would like conditions assigned showing the accommodation must be tied for an agricultural worker and that the lower ground floor perpetually remains as a garage meaning that if the ground floor was to be changed in the future this would require full planning permission.

10.12 DM/20/02247/FPA – erection of double garage associated to workers dwelling, Foxton Wood Cottage, Foxton:

Cllrs did not have any objection to this application.

10.13 DM/20/02298/FPA – two storey pitched roof extension to the rear and new window in the existing gable, 21 Greenside Close, Fishburn:

Cllrs did not have any objection to this application.

10.14 DM/20/02190/FPA – erection of timber ceremony building at existing tipi wedding venue, land to the South West of The Tilery, Bradbury:

To reiterate earlier expressed road safety concerns regarding the entrance to this site from the A689 and to request that views are sought from DCC Highways Officers.

RESOLVED:

The comments on planning applications 1-14 above to be submitted to DCC Planners.

The Clerk informed Cllrs that earlier that day the following planning applications had been published by DCC:

DM/20/02493/FPA – new detached dwellinghouse to the side and attached double garage and converted portico to the side of the existing dwelling, Connor Lodge, 1 Durham Road, Sedgefield

DM/20/02525/FPA – refurbishment and extension of existing Fire Station and associated works, Sedgefield Fire Station, West Park Lane, Sedgefield

RESOLVED:

Cllrs to consider the above planning applications and to forward any comments to the Clerk by no later than Monday 21st September 2020.

The Chair thanked everyone for attending and closed the meeting at 7.52pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting, via Microsoft Teams on **Monday 14th September 2020**

Present

Cllr. Gloria Wills (Chairman) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Chris Lines, Leo McCormack, Julie Towler, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

Ms Natalie Chowns-Smith (Meeting Moderator)

1. Apologies:

Cllrs. Vanessa Carmichael and Alf Walton.

2. Declaration of interest:

Cllr Julie Towler declared an interest in item 7.1. Cllr Chris Lines declared an interest in item 7.8. No other Cllrs made a declaration of interest.

3. Matters of Information:

3.1 Sedgefield Town Council Corporate Plan:

This matter has also been discussed at a the Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognized that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. Note: This had been previously delayed due to the want to have a full complement of Cllrs. One Cllr is now away from their duties until 1st December 2020 and another has recently resigned. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.2 Legal Issues (Ceddesfeld Hall and Grounds):

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. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.3 Meeting with District Church Council Members:

The Estates Working Group have requested further information from the Church. Additional information has now been supplied by Mr Brian Mutch and will be considered at the Estates Working Group's next meeting. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Village Green Issues:

The Estates Working Group are currently drafting a Village Green Policy and will then oversee the production of a letter to businesses/resident whose properties border village green informing them that the Town Council is reviewing its Village Green Policy. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.5 Station Road Playing Field:

The Clerk has written to Mr John Reed of DCC acknowledging receipt of his latest correspondence and informed him that Town Cllrs are now considering the current

terms of the lease and will be in touch again soon. This matter was placed on the agenda of the most recent Estates Working Group meeting and Cllrs are now considering the lease shared. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Hardwick Hall Hotel Licensing Matters:

Details of a new premises license application were circulated by CDALC and shared electronically by the Clerk with all Cllrs on 20th July 2020. Cllrs had until 5th August 2020 to forward to the Clerk any objections/concerns. A response was subsequently prepared, submitted to DCC and shared with Cllrs electronically for their reference on 10th August 2020. No information regarding this application was sent by Mr Martin Haigh of DCC to the Town Council.

DCC notified the Town Council that a Licensing Committee meeting would be held at 9.30am on Monday 7th September 2020 to consider this application. Cllr Mel Carr, as Chair of the Council, agreed to represent the Town Council at this meeting. See agenda item 7.10.

RESOLVED:

To receive the information.

3.7 Expansion of Butterwick Road Cemetery:

A Section 106 application form is now being prepared and once completed a meeting will be scheduled with Mr Stephen Reed of DCC and both local County Cllrs prior to submission. The Clerk to keep Cllrs updated on this matter. See agenda item 5.8.

RESOLVED:

To receive the information.

3.8 The Pizza Castle / Village Green:

Ms Joanne Fife of DCC has requested further information. The Clerk is investigating this matter and will also request that ownership of the land

surrounding the adjacent property also be considered so that if necessary, screening could also be put in place. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 North End Garage:

A new lease has been prepared by the Town Council's solicitor between the Town Council and Mr & Mrs Theakston. This has now been signed by Cllr Mel Carr as Chair of the Council with the Clerk witnessing.

RESOLVED:

To receive the information and to close this matter.

3.10 Butterwick Road Cemetery – Amended Rules and Regulations:

Letters were not issued due to the lockdown situation. Cllrs Mel Carr and Chris Lines plus Clerk to review this matter and keep Cllrs updated.

RESOLVED:

To receive the information.

3.11 Terrace Hill Funding:

No further update has yet been received from Sedgfield Bowling Club. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 PRS/PPL:

Following receipt of the Town Council's recent PRS/PPL return, the Estates Working Group are now considering this matter in order to bring a recommendation to a future P&R Committee regarding how such charges should be handled in the future. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Pedestrian Safety Review:

The Clerk has written to both local County Cllrs requesting they give their support to lobbying DCC for Sedgefield to be included as one of the venues for mobile flashing speed signs. An email was received from County Cllr John Robinson dated 18th February 2020 stating that he had asked how much 3 cameras would cost for all entrances with a view to applying for Section 106 funding towards them or paying via Neighbourhood Budget. Cllr Robinson said he would keep the Town Council updated. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Speed Watch Findings:

The Clerk has asked PCSO Jorgeson if a full traffic survey could be undertaken in Sedgefield. Due to the coronavirus lockdown period the Clerk has sent a follow-up request. A response has now been received confirming that for such a survey to take place would be determined by traffic management at highways at Cleveland and Durham Specialist Operations Unit. The Clerk has now issued a request to this section. No response has been received as yet. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Re-covering Town Council Polytunnel:

The materials for this work which were ordered before the lockdown have now arrived. This work which will be undertaken by the Town Council's gardening staff as time permits. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Parish Hall Bar Cooler:

A new bar cooler has been delivered and fitted to the Parish Hall with the old one now having been removed.

RESOLVED:

To receive the information and to close this matter.

3.17 Proposed Treeworks – Butterwick Road Cemetery:

All treework has been successfully undertaken with the exception of two trees near to the highway and a section of beech hedging in the existing area of the cemetery. These will be rescheduled when it is possible to have an on-site meeting.

Remaining tree stumps have now been removed from the site.

Quotations for yew hedging have been requested but will not be received until August/September 2020 due to growing season and suppliers being available.

A Tree Survey has now been completed. This Survey along with red line boundary map have been submitted to DCC Planning Officers.

The Council's planning application relating to this expansion is now live for consultation see agenda item 5.8.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.18 Proposed Groundworks Opposite Pizza Castle:

The concrete and wooden slat bench on the village green opposite the pizza shop have now been removed from the site and ground works have been completed to allow a memorial bench to be installed. The Clerk is in discussions with the lady who wishes to install a memorial bench so that this matter can now be progressed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.19 Ash Tree Within Grounds of Ceddesfeld Hall:

Cllrs Gloria Wills and Mel Carr to discuss this matter as agreed with Sedgefield Squash Club's Management Committee and report back to the Town Council.

Cllrs Gloria Wills and Mel Carr to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.20 Matters of Information from Environment Committee and Community Development & Engagement Committee:

Following discussions between the Clerk and Chairs of the Environment Committee and Community Development & Engagement Committee it was agreed that for September 2020 any items for those Committees would feature on the P&R Committee's agenda. See agenda item 5.1.

RESOLVED:

To receive the information.

3.21 Annual Headstone Safety Testing 2019/20:

Following relaxation of social distancing measures the identified Class 1 headstones at Butterwick Road Cemetery have now been laid flat.

RESOLVED:

To receive the information and to close this matter.

3.22 Cycle Trail at NETPark:

The Clerk has written to both local County Councillors updating them on the Town Council's position and actions. No response has been received as yet from either local County Cllr. See agenda item 5.4.

RESOLVED:

To receive the information.

3.23 Financial Regulations:

The Council's Financial Regulations have been amended to reflect their adoption and a copy placed on the Council's website.

RESOLVED:

To receive the information and to close this matter.

3.24 Council Debt Policy:

The Council's Debt Policy has been amended to reflect its adoption and a copy placed on the Council's website.

RESOLVED:

To receive the information and to close this matter.

3.25 Gifts and Hospitality Policy:

The Council's Gifts and Hospitality Policy has been amended to reflect its adoption and a copy placed on the Council's website.

RESOLVED:

To receive the information and to close this matter.

3.26 Stockton Road Footpath:

County Cllr David Brown had agreed to take forward the Town Council's suggestion that the proposed improvement works to Stockton Road footpath be extended to include a further piece of land leading to Saddler Drive which was in as equally as bad a condition.

County Cllr Brown to keep the Town Council updated on this matter.

RESOLVED:

To receive the information.

3.27 Children's Play Area and Dogs:

The matter of whether or not dogs are permitted at Station Road Playing field was considered at the last Estates Working Group meeting. The Clerk has been asked to check the wording contained in the Field's lease (to see if there are any stipulations that dogs must not be permitted) and report back to the Estates Working Group. This cannot be done until paper files can be accessed in the Town Council Offices.

The Estates Working Group as part of their on-going review of how Station Road

Playing Field is used to bring a subsequent report back to a future P&R Committee.

RESOLVED:

To receive the information.

3.28 Request For Donation – Citizens Advice County Durham:

No further information has been received as yet from Mr Watmough. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.29 New Draft National Code of Conduct For Consultation:

No Cllrs submitted to the Clerk any comments regarding this consultation. The Clerk duly informed CDALC that Sedgefield Town Council did not have any comments.

RESOLVED:

To receive the information and to close this matter.

3.30 CDALC's AGM 2020:

The Clerk informed CDALC that Sedgefield Town Council's preference is for the CDALC AGM in 2020 to be completely cancelled and existing roles to continue until an AGM can take place in October 2021.

RESOLVED:

To receive the information and to close this matter.

3.31 Winterton Allotment Fence:

A new allotment fence has now been installed.

RESOLVED:

To receive the information and to close this matter.

3.32 Parking Adjacent To Harbinson House:

The Clerk has informed Ms Chloe Taylor that the Town Council is not able to

accommodate her request to permit the surgery to rent parking spaces from the Town Council.

RESOLVED:

To receive the information.

3.33 Town Council Events:

Residents have been informed via the Sedgefield Extra that in 2020 there will not be a Mayor's Quiz, a Winter coach trip, a Fireworks Display or the traditional Snow Party event.

Contractors involved with the Fireworks Display have confirmed that they can, providing their businesses are still operating, work with the Council to deliver a display on Friday 29th October 2021.

A meeting has been scheduled with Mr Michael King and Rev Elizabeth Bland of St Edmund's Church in September to discuss the Town's Remembrance Sunday Service and Civic Carol Service (Note: St Edmund's Church have confirmed that the 2020 Christmas Tree Festival has been cancelled).

Cllrs Ann Carr, Chris Lines, Mavis Wayman, Allan Blakemore and Gloria Wills have volunteered to participate in a Festive Celebration Working Group to look at an alternative event to the traditional Snow Party. The Clerk has requested ideas from all Cllrs. A Working Group meeting has been scheduled for 23rd September 2020.

Cllrs Stephen Winter, Ann Carr, Leo McCormack, Chris Lines, Allan Blakemore, Mel Carr and Gloria Wills have volunteered to organize a Community Ball for volunteers in March 2021 at the Hardwick Hall Hotel. An initial meeting has been organized in September 2020 to brainstorm this matter.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

4. Public Participation:

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

Mr Rob Guest said that his reason for attending the meeting was to answer any questions which Cllrs may have in relation to the Lyrics request to hold an outdoor performance in December 2020. The Clerk confirmed that this matter was to be considered under agenda item 7.8.

Mrs Julia Bowles noted that the Town Council were due to discuss the new premises licence for Hardwick Hall Hotel under agenda item 7.10. Mrs Bowles reported that she had experienced horrendous noise disturbance from the Hall over recent weeks and knew of many others who had also. As well as concerns regarding noise disturbance she was also very concerned at the danger to people leaving events at the Hall recently with numerous instances of people walking back by cutting through private properties and of one instance when someone had fallen into the swamp and become shocked to the point they required assistance from a nearby resident to get them home. Had it not been for that nearby resident that instance could have resulted in a very different outcome. Mrs Bowles said that supervision of people and crowd management after events had to be dealt with properly. Mrs Bowles urged the Town Council to speak strongly against this licence and support local residents in getting this stopped. Mrs Bowles said that she had recently seen someone metal detecting in the Showfield and when she had approach them they had replied that they had been given permission to do such. Mrs Bowles expressed her concern that often when people metal detect they do not fill in divets which have been created and these can pose a serious safety problem to people and animals.

The Chair thanked the members of the public for their comments and then re-opened the meeting.

5. Reports:

5.1 Matters Of Information Update From Environment Committee and Community Development & Engagement Committee Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Matters of Information Update From Environment Committee and Community Development & Engagement Committee Report.

RESOLVED:

To receive this information.

5.2 Town Council Offices Refurbishment Update Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Town Council Offices Refurbishment Update Report by the Estates Working Group. Cllr Mel Carr commented that since the production of this report the plasterers had completed their work earlier that day. The plaster will require approximately 3 days to dry and at that point the joiner will return to complete timber work. Cllr Mel Carr confirmed that Phase 1 of the Council Offices refurbishment project is progressing well and is within budget. Cllr Mel Carr confirmed that additional door keys have now been delivered. The Clerk will take these and distribute to office based staff and those who are on the alarm's emergency callout list.

RESOLVED:

To receive this information.

5.3 Gypsy/Traveller Unauthorized Encampments Update Report by Cllr Gloria Wills:

Prior to the meeting the Clerk had circulated to all a Gypsy/Traveller Unauthorised Encampments Report by Cllr Gloria Wills. Cllr Wills informed fellow Cllrs that the site had been vacated earlier that day but she had been told that it was in a very bad state with strewn rubbish. Cllrs agreed to Cllrs Wills recommendation in her report and Cllrs Mel Carr, Ann Carr, Leo McCormack, Mavis Wayman and Stephen Winter volunteered to meet with Cllr Wills and residents to explore options for a solution to this problem. Cllr Wills to keep the Council updated on this matter.

Cllr David Brown said that it was his understanding that DCC had obtained a court order late on Friday afternoon to evict the travellers and suspected that this order had been served earlier today resulting in the site being vacated.

RESOLVED:

Cllrs Wills, Ann Carr, Mel Carr, McCormack, Wayman and Winter to hold a site meeting (in accordance with COVID restrictions/guidance) to visit the Old Stockton Road between themselves and local residents in the first instance to consider ideas for a permanent solution to this problem.

5.4 Cycle Trail at NETPark Report by Cllr Chris Lines:

Prior to the meeting the Clerk had circulated to all a Cycle Trail at NETPark Report by Cllr Chris Lines which made Cllrs aware of the latest situation regarding this matter. Cllr Lines thanked County Cllr David Brown for proactively contact him. Cllr Lines will continue to liaise with all parties and report back to the Town Council with developments as and when they occur.

RESOLVED:

To receive this information.

5.5 Parish Hall Update Report by Town Clerk and Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Parish Hall Update Report by herself and the Projects & Media Co-ordinator. The Clerk reported that since the production of this report the rule of six for indoor and outdoor gatherings had been introduced by central government. This had significant implications upon several of the groups who had indicated a wish to return to the Parish Hall. Active discussions were underway with all and an update will be prepared and presented to the Estates Working Group at their meeting next week with all Cllrs being updated via the fortnightly lockdown summary emailed by the Clerk to all.

Cllr Gloria Wills reported that she had suggested to the Clerk that the Finance Working Group consider whether it would be possible to introduce a temporary reduction in rent to try to alleviate the impact of the current restrictions on community groups who would only be able to have a significantly reduced number of attendees at their sessions. Cllr Chris Lines said that he supported this in principle but hoped that such a measure would not be extended to commercial users. Cllr Wills confirmed that her suggestion was only for community groups. The Clerk confirmed that this matter would be considered at the next Finance Working Group meeting.

RESOLVED:

i) To receive this information.

ii) The Clerk to update the Estates Working Group regarding Parish Hall bookings at the Group's meeting on 21st September 2020.

iii) The potential for temporarily reducing Parish Hall hire fees to community

groups as a result of the impact caused by coronavirus restrictions be considered by the Finance Working Group at its next meeting and if appropriate a recommendation be brought to the next P&R Committee meeting.

5.6 Recruitment and Selection Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Recruitment and Selection Policy Recommendation Report by the Personnel Committee which was accompanied by a policy which had been prepared by the Personnel Committee working in conjunction with DCC's HR Advice and Support Team.

RESOLVED:

To adopt the Recruitment and Selection Policy with immediate effect.

5.7 Six Monthly Lift Inspection Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report making everyone aware that the lift in the Parish Hall had been successfully inspected and was in full compliance with the LOLER Regulations.

RESOLVED:

To receive this information.

5.8 Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report by the Butterwick Road Cemetery Working Group giving details of the progress made to date. The Clerk reported that good progress is being made with the Section 106 funding application form and the next stage will be to request a virtual meeting with both County Cllrs and Mr Stephen Reed of DCC. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.9 Joint Town Council and Sedgfield In Bloom Group Meeting Update Report

by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Joint Town Council and Sedgefield In Bloom Group Meeting Update Report by herself. Cllrs noted that the Joint meeting scheduled for October 2020 would not take place and that such meetings would hopefully resume in 2021. The Clerk confirmed that she continues to be in regular contact with the Chair of Sedgefield In Bloom. At this stage it is unknown whether or not there will be any Bloom competitions in 2021. The Clerk expressed her thanks for the sterling work done by the Town Council's gardening staff during 2020 in ensuring that the Town's floral displays looked as stunning as ever and have been greatly appreciated by residents who were forced to remain at home due to the pandemic restrictions.

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 Invoices for payment by cheques for approval after 10th August 2020:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 10th August 2020 numbered 109794 to 109815. Cllrs confirmed their support for the authorization of all cheques.

The Clerk reported that Mr Norman Burchett had since submitted an invoice requesting part payment for his joinery work as part of the current Town Council Office refurbishment work. The Clerk confirmed that this invoice had been checked by herself plus Cllrs Mel Carr and Gloria Wills and it was correct and in accordance with the budget set by the Town Council at its Special Meeting on Monday 1st June 2020. Cllrs confirmed their support for the authorization of this cheque.

RESOLVED:

i) All cheques and invoices were approved for payment.

ii) Cllrs Mel Carr and Allan Blakemore plus the Town Clerk to duly sign the cheques.

6.2 Financial Budget Comparison as at 2nd September 2020:

RESOLVED:

To receive the Financial Budget Comparison as at 2nd September 2020.

6.3 Debtors List as at 2nd September 2020:

RESOLVED:

To receive the Debtors List as at 2nd September 2020.

6.4 Direct Debits and BACS List for 1st – 31st July 2020 and 1st – 31st August 2020:

The Clerk circulated to all a Direct Debits and BACS List for 1st – 31st July 2020 and 1st – 31st August 2020.

RESOLVED:

To receive Direct Debits and BACS List for 1st – 31st July 2020 and 1st – 31st 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:

The Clerk circulated to all July 2020 and August 2020 Bank Reconciliations Plus June 2020 and July 2020 Public Sector Deposit Fund Reconciliation Report.

RESOLVED:

To receive the 1st – 31st July 2020 and 1st – 31st August 2020 Bank Reconciliations and 1st – 30th June 2020 and 1st – 31st July 2020 Public Sector Deposit Fund Reconciliation.

6.6 Year End Accounts 2019/20 Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Year End Account 2019/20 Update Report in which it was confirmed that the Council's Exercise of Public Rights dates had now concluded with no members of the public requesting to view the Town Council's 2019/20 accounts.

RESOLVED:

To receive this information.

6.7 Discretionary Grant Fund Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Discretionary Grant Fund Update Report in which she informed Cllrs that she had, on behalf of the Town Council, submitted an application for grant funding based upon the loss of rental income from the Parish Hall. Such grant funding had not originally been applicable to Town and Parish Councils. The Clerk will keep Cllrs updated on this matter. The Chair thanked the Clerk for acting so quickly on this matter. The Clerk hoped that an outcome from the application would be known by the Council's next Finance Working Group meeting.

RESOLVED:

To receive this information.

6.8 2021/22 Budget Planning – Tax Base and LCTRS Grant (letter from Mr Paul Darby, DCC dated 5th August 2020)

Prior to the meeting the Clerk had circulated to all a letter from Mr Paul Darby of DCC dated 5th August 2020 in which he detailed the current uncertainties regarding the calculation of tax base figures but did provide an initial forecast. The Clerk confirmed that this matter would be discussed in more detail at the Council's Finance Working Group meeting in order to progress discussions regarding the Council's 2021/22 budget and precept. DCC have confirmed that final tax base forecasts will be undertaken in October 2020 and will provide definitive information thereafter.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Guide Bench (email from Mrs Julie Towler dated 10th August 2020) :

Prior to the meeting the Clerk had circulated to all an email from Mrs Julie Towler of Sedgfield Guides in which she expressed her thanks for the Council giving permission for a memorial plaque to be fitted to the Guides Bench in memorial of Mrs Jackie Postgate MBE. Mrs Towler also sought the Town Council's permission for the Guides to decorate their bench in the Town with poppies around the time of Remembrance Day and remove the week after. Cllrs approved Mrs Towler's request.

RESOLVED:

The Clerk to inform Mrs Towler that the Council gives its permission for the Guides to decorate their bench with poppies around Remembrance Day and remove the week after.

- 7.2 Entries Open For 31st Environment Awards (email from Ms Paige McDermott dated 7th 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 1st September 2020):**

Prior to the meeting the Clerk had circulated several items of correspondence regarding entries being open for the 31st Environment Awards run by DCC. No suggestions were made for nominations.

RESOLVED:

To receive this information.

- 7.3 Rats (email from Anne Stobbs Thompson dated 2nd August 2020):**

- 7.4 Post of Sedgefield FB (email from Mr Howard Smith dated 5th August 2020):**

The Clerk proposed that agenda items 7.3 and 7.4 be considered together as they were both concerning the same topic. The Clerk reported that these concerns had been shared at the time of their receipt with Cllr Alf Walton in his role as Chair of the Environment Committee. Cllr Walton had investigated and found no evidence of cause for concern or activity any different to other years. It was suspected that sightings had been more frequent as a result of people being restricted to the local area for their exercise during the lockdown as well as excessive amounts of rubbish being left near to bins rather than being taken home or another nearby bin being used.

Cllr Mel Carr reported that some residents had spoken to him regarding this matter and suggested that the Town Council give consideration to installing "Do Not Feed The Ducks" signs around the Council's pond in the grounds of Ceddesfeld Hall. Cllrs agreed this should be investigated by the Estates Working Group and a recommendation report brought back to a future P&R Committee/Environment Committee meeting as necessary.

RESOLVED:

To receive this information.

7.5 Metal Detecting (email from Mr Gary Shimmon dated 29th July 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Gary Shimmon dated 29th July 2020 in which he was seeking permission to metal detect somewhere in Sedgefield. Cllrs considered this request and it was agreed that whilst it was not possible to give permission for any such activity on any area of village green nor in the grounds of Ceddesfeld Hall that Mr Shimmon be advised to approach local farmers for potential land near to Sedgefield and Durham County Council in relation to any potential opportunities at the former Winterton Hospital area and NETPark.

Cllr David Brown said that in response to comments made by Mrs Julia Bowles in public participation that at no time had anyone been given permission to metal detect in the Showfield.

RESOLVED:

The Clerk to reply to Mr Shimmon in accordance with the Town Council's wishes.

7.6 EA Flood Risk (email from Ms Anna Caygill, Environment Agency dated 30th July 2020):

Prior to the meeting the Clerk had circulated to all an Environment Agency Flood Risk email and attachments from Ms Anna Cayfill dated 30th July 2020. Cllrs agreed to note this information.

RESOLVED:

To receive this information.

7.7 Health Centre Car Park (email from Mr Peter Broxton, DCC dated 3rd September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Peter Broxton of DCC dated 3rd September 2020 in which he made the Council aware that DCC have installed a one way system with arrows in the health centre car park which

seems to be working effectively. However, with the extra bays added there have been access issues for the library staff and the extra space near the rear of the library. This has been investigated and the distance to manoeuvre a vehicle in and out is below the distance that DCC would normally expect. As a result of this DCC will remove these two bays and install white hatching to make drivers aware not to double park. This will also improve visibility for vehicles exiting the car park. DCC have tried to improve the parking availability, however, the current situation could cause more difficulties for drivers and potential collisions. Cllr Gloria Wills reminded Cllrs that in the past the Town Council had suggested that removing the island at the top of the car park could allow additional spaces to be created without causing any problems for drivers.

RESOLVED:

The Clerk to reiterate to Mr Broxton's the Town Council's suggestions regarding the removal of the island in the health centre car park which would generate additional parking bays.

7.8 Outdoor Performance by Sedgfield Lyric Singers (email from Mrs Avril Hannon dated 3rd September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mrs Avril Hannon on behalf of Sedgfield Lyric Singers requesting the Town Council's permission for an outdoor performance to be given on Saturday 12th December 2020 on the central village green area instead of the Lyric's traditional Christmas Concert in the Parish Hall which is not permitted due to the current restrictions. Mrs Hannon provided details of the proposed event. The Clerk reported that since receiving this email, and the government's announcement of the rule of 6, Mrs Hannon had sent a further email to the Clerk in which she said that from the updated current central government restrictions it was unclear whether or not the rule of 6 people meeting outdoors applied to choirs and expected further clarification being issued soon. Mrs Hannon asked if the Town Council could still consider the Lyric's request and if agreeable give permission in principle on condition that the group are completely complicity with any government regulations in force at the time. In addition Mrs Hannon requested that amendments be made to the proposed time of any performance so they commence with a rehearsal at 1pm and then perform between 2pm-3pm.

Cllr Chris Lines pointed out to Cllrs that the Sedgefield Farmers Market had found a way to manage an outdoor event successfully and the Town Council in giving their approval for this had requested a comprehensive risk assessment be produced by Sedgefield Development Trust and then shared with the Town Council for consideration. Cllr Lines suggested a similar approach for the Lyrics whilst acknowledging that central government restrictions could change at any time and that if necessary the event could be cancelled at short notice. Cllr Julie Towler supported this suggestion and said that it would be nice, if possible, for the Town to have something to look forward to in these difficult times.

RESOLVED:

The Clerk to inform Mrs Hannon that the Town Council agrees in principle to this event on the proviso that Sedgefield Lyrics are fully compliant with all central government restrictions in place at that time and that the Lyrics provide to the Clerk a copy of their comprehensive risk assessment allowing the Town Council time to consider and comment.

7.9 7 Church View (email from Ms Lesley Edmenson dated 3rd September 2020):

Prior to the meeting the Clerk had circulated to all an email from Ms Lesley Edmenson dated 3rd September 2020 in which she was seeking permission to place a skip outside 7 Church View. This matter was discussed at length and it was agreed that permission be given for a period of no longer than 2 months from the date the skip arrives with a request that arrangements be made by Ms Edmenson for the skips to be removed from site as quickly as possible once full and to give the Council prior notice of its date of arrival.

Whilst discussing this matter Cllrs commented that a skip had been present outside 5 Church View for many months despite the Town Council only having previously given permission for one month. It was also noted that this particular skip appeared to be full. It was acknowledged that the impact of lockdown and subsequent restrictions would have impacted upon this matter. Cllrs asked the Clerk to write to the property owners to get an update from them on this matter.

RESOLVED:

The Clerk to write to the owners of 5 and 7 Church View in accordance with the Town Council's wishes.

7.10 Adjournment of Licensing Hearing – Hardwick Hall Hotel, Sedgefield (email and attached notice from Ms Yvonne Raine, DCC dated 3rd September 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 13th August 2020]:

The Clerk reminded Cllrs of the various items of correspondence which had been shared with Cllrs over the summer recess period regarding this matter. It was agreed that Cllr Mel Carr would represent the Town Council at the new hearing to consider this application.

Cllr Gloria Wills reported that she would also be attending and participating in the hearing but in her private capacity as a resident as she had experienced considerable noise disturbance from the Hall's events over the last few weeks. In addition, on the evening of 13th September 2020 fireworks had on display late at night. Cllr Wills said that there was a concern from residents which had recently been impacted by noise that the new licence was creating a venue that was too large for the Town.

Cllr Julie Towler reported that she had attended some events at the Hall over recent weeks and whilst at those had not found the noise to be too bad, however, at other times when at her own home she had been disturbed by noise from the Hall and suggested that weather conditions played a part in how the noise dispersed.

Cllr Mavis Wayman said that she had also suffered from noise disturbance as a result of the late night fireworks on 13th September 2020.

RESOLVED:

- i) To receive this information.**
- ii) Cllr Mel Carr to represent the Town Council at DCC's Statutory Licensing Sub-Committee hearing on Monday 12th October 2020 at which the Hardwick Hall's premises licence application will be considered.**

7.11 Request To Have Trees Trimmed On Station Road Field (request from Mrs Kathleen Lowther dated 4th September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mrs Kathleen Lowther in which she was seeking permission to have trees trimmed on Station Road Playing Field.

RESOLVED:

The Estates Working Group to consider Mrs Lowther's request at their next meeting on Monday 21st September 2020.

7.12 Hardwick Arms Hotel (email from Mr Andrew Popple dated 7th September 2020):

Prior to the meeting the Clerk had circulated to all an email from Mr Andrew Popple of the Hardwick Arms Hotel dated 7th September 2020 in which he confirmed that picnic tables on the village green near to the property had now been removed. Mr Popple requested that the Council be made aware that weeds had been removed from this area as well and requested an update on four areas of concern to him – the state of the tarmac parking area at the front of the property, allocation of disabled parking areas at North End, road (highway) management issued and maintenance of designated village green. Cllrs instructed the Clerk to respond to Mr Popple's questions.

Cllrs Allan Blakemore and Leo McCormack said that it was important for the Town Council to be supporting local businesses, particularly at this difficult time. Cllr Mavis Wayman pointed out that her former business in the Town had understandably placed a seat outside for customers to sit upon as they waited to get access and said that she had received questions from residents asking why the Town Council were sabotaging the Dun Cow. Cllr Chris Lines said that the Town Council are not looking to punish any businesses in the Town but instead are making an offer to businesses to work with the Town Council to avoid a free for all situation regarding the use of village green by giving the opportunity to work together within the law regarding village greens. Cllr Stephen Winter said he wanted the Town Council to be supportive to businesses within the right rules and highlighted that many people come into the Town because of the attractions/services which businesses provide. The Clerk reminded all that matters relating to these comments would be considered under agenda items 8.1 and 8.4.

RESOLVED:

- i) **To receive this information.**
- ii) **The Clerk to respond to Mr Popple's questions.**

7.13 Letter from Mr Geoff Rayner, Dun Cow (dated 7th September 2020):

Prior to the meeting the Clerk had circulated to all a letter from Mr Geoff Rayner of the Dun Cow dated 7th September 2020 in which he was acknowledging the Town Council's recent letter reminding him that land to the front of the Dun Cow as village green. Mr Rayner requested guidance as to how he could obtain necessary permission to have tables and benches outside the property. Cllrs expressed their thanks to Mr Rayner for making direct contact and agreed that they would like to work with him to try to resolve this matter. The Clerk highlighted that further information relating to this property was to be considered under agenda item 8.4.

RESOLVED:

To conclude this matter under agenda item 8.4.

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

8. Consideration of Reports Exempt from Public:

8.1 Village Green / The Pickled Parson Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Green / The Pickled Parson Update Report in which recommendations were made for completing draft documentation produced by the Town Council's solicitor and a subsequent way to progress this matter.

8.2 Proposed Additional Refurbishment Work In Town Council Offices Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Proposed Additional Refurbishment Work In Town Council Offices Report by the Estates Working Group which presented a series of recommendations for costings associated with work discussed at the July 2020 P&R Committee meeting.

8.3 Ceddesfeld Hall / Shute House Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Ceddesfeld Hall / Shute House Report to all which detailed the current situation between the SCA and the owners of Shute House in relation to the siting of scaffolding for work to the roof of Ceddesfeld Hall.

8.4 Tables and Chairs Licensing, Dun Cow Inn, 43/45 Front Street, Sedgfield (email and attachments from Mr Nick Bennions, DCC dated 8th September 2020):

Prior to the meeting the Clerk had circulated to all a Tables and Chairs Licensing, Dun Cow, Sedgfield email from Mr Nick Bennions of DCC dated 8th September 2020 in which he was seeking the Town Council's views on such a licence being granted to the Dun Cow. The Clerk had subsequently made Mr Bennions aware that the land upon which this licence application relates is registered village green owned by Sedgfield Town Council and it was confirmed that DCC therefore had no power to grant such a licence. A way forward regarding this matter was agreed.

The Chair thanked everyone for attending and closed the meeting at 9.42pm.