

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the

**APRIL**

**SPECIAL MEETING**

**To Approve Sedgefield Town Council's 2022/23**

**Year End Accounts**

of the **Council** held at **6.00pm**

on

**Monday 24<sup>th</sup> April 2023**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Mel Carr (Chairman)**

**Cllr. Allan Blakemore (Vice Chairman) and**

Cllrs. David Brown, Ann Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper, Julie Towler and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Mark Cant, John Finlayson, Jenny Haworth and Stephen Winter.

**2. Declaration of interest:**

None.

**3. To approve the financial accounts for 2022/23 including: -**

- a. Statement of Internal Control (2022/23 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by Finance Working Group):**

Prior to the meeting the Clerk had circulated to all a 2022/23 Statement of Internal Control and Annual Review of Effectiveness of Internal Control Report by the Finance Working Group which detailed the Council's scope of responsibility under the Account and Audit Regulations 2015, the purpose of the Council's system of

internal control, an explanation of the Council's internal control environment and a statement of the actual internal controls in operation.

**RESOLVED:**

**To approve the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.**

**b. Annual Governance Statement (2022/23 Annual Governance Statement Report by Finance Working Group):**

Prior to the meeting the Clerk had circulated to all a 2022/23 Annual Governance Statement Report produced by the Finance Working Group. The Clerk explained to all the purpose of this report, the consultation which had taken place in its production and the background to an Annual Governance Statement before referring Cllrs to Appendix A which detailed the Town Council's response and evidence to show how it has fully complied with each of the 8 statements made in an Annual Governance Statement.

**RESOLVED:**

**To approve the Annual Governance Statement contained in Appendix A and Section 1 of the Annual Governance and Accountability Return.**

**c. Year End Accounts for 2022/23:**

Prior to the meeting the Clerk had circulated to all the Council's Income and Expenditure Account for 2022/23, the Consolidated Balance Sheet as at 31<sup>st</sup> March 2023 and the Council's Fixed Assets Schedule for 2022/23.

**RESOLVED:**

**i) Cllrs approved the 2022/23 year end accounts.**

**ii) The Clerk to ensure the 2022/23 Income and Expenditure account plus Balance Sheet feature in the Town Council's Annual Report for 2022/23 which will be launched at the Town's forthcoming Annual Town meeting along with copies via the Town Council offices, on the website and through the residents database as well as promotion through Twitter.**

**d. Annual Governance and Accountability Return for 2022/23:**

Prior to the meeting the Clerk had circulated to all a completed copy of Section 2 of the Town Council's Accounting Statement for 2022/23 along with an explanation of

differences between Boxes 7 and 8 on the AGAR and explanation of significant variance relating to Total Other Receipts.

The Clerk then explained to Cllrs how Boxes 1 to 11 of this Statement had been completed using the year end account, balance sheet and fixed assets schedule considered under item 3c) as follows:

- Box 1 stated the Council's carried forward balance from 31<sup>st</sup> March 2022;
- Box 2 stated the Council's precept for 2022/23;
- Box 3 stated all Council income less the precept;
- Box 4 stated staff costs, i.e. salaries, PAYE, NI, pension contributions and employment expenses only. The Clerk highlighted that the amount stated in the AGAR was less than that stated on the income and expenditure account as the "Personnel" heading also included PPE, travel costs, training costs and any AVC payments. The Clerk explained the difference between the Town Council's personnel budget heading and the information required for the AGAR. The Clerk confirmed that the other personnel costs had been included in Box 6;
- Box 5 stated the loan interest/capital repayments;
- Box 6 stated all other payments, i.e. total expenditure less staff costs stated in Box 4;
- Box 7 stated the total balances and reserves at the end of the financial year (this is confirmed by adding Boxes 1, 2 and 3 then subtracting Boxes 4, 5 and 6. The final figure matches the figure stated on the Council's balance sheet as at 31<sup>st</sup> March 2023);
- Box 8 stated the total value of cash and short-term investments (refer to financial summary – cashbook closing figure);
- Box 9 stated the Council's total fixed assets figure;
- Box 10 stated the amount of Public Works Loan balance remaining as at 31<sup>st</sup> March 2023;
- Box 11 is not applicable as the Town Council does not hold any Trust Fund(s).

The Clerk pointed out there were differences in the figures stated in Boxes 7 and 8 for 2022/23 and this difference is because the accounts are calculated on an income and expenditure basis rather than on a receipts and payments basis, i.e. Box 8 is cash whereas Box 7 includes the closing debtors, creditors, payments in

advance and receipts in advance. Prior to the meeting the Clerk had circulated to all a report explaining these differences.

The Clerk reminded Cllrs that when there is a +/- 15% variation between a box figure quoted in the last two financial years an explanation for such is required by the External Auditor. The Clerk reported when comparing 2022/23 with 2021/22 there was a significant variance in the area of "Total Other Receipts". Prior to the meeting the Clerk had circulated to all an explanation for this variance. Cllrs accepted this explanation and the Clerk confirmed this would be submitted to the External Auditor along with the AGAR.

The Clerk reports that as the Town Council has either an income or expenditure of over £200,000 it is required to submit to the External Auditor additional evidence as part of their intermediate audit work. The Clerk confirmed that each year the External Auditor requests different evidence and for 2022/23 such related to financial management, elector's rights and action on external audit reports (Note: **for this last item the Town Council did not have any such actions**).

**RESOLVED:**

- i) To approve the Accounting Statements 2022/23 for Sedgefield Town Council.**
- ii) The Chair of the Council and Clerk to sign the AGAR on behalf of Sedgefield Town Council.**
- iii) The Clerk to submit the AGAR and all necessary intermediate audit evidence to the External Auditor.**

**4. VAT Reclaim Update For Period 1<sup>st</sup> October 2022 – 31<sup>st</sup> March 2023 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a report detailing that a VAT reclaim for the period 1<sup>st</sup> October 2022 to 31<sup>st</sup> March 2023 for £9617.07 was submitted to HMRC via their on-line submission system on 12<sup>th</sup> April 2023. The Clerk confirmed that since the production of that report full payment had been received on 19<sup>th</sup> April 2023.

**RESOLVED:**

**To receive this information.**

**5. Internal Audit Reports:**

**5.1 Internal Audit Report Sedgefield Town Council End of Year Accounts (2022/23) by Mr Gordon Fletcher:**

Prior to the meeting the Clerk had circulated to all copies of Mr Fletcher's Internal Audit Report Sedgefield Town Council End of Year Accounts (2022/23) which provided the Council with a Full Assurance rating. The Clerk confirmed that subsequently Mr Fletcher had complete and signed the Internal Audit page of the Council's AGAR.

**RESOLVED:**

**To receive this information.**

**5.2 Internal Audit Annual Report 2022/23 Sedgefield Town Council by Mr Gordon Fletcher:**

Prior to the meeting the Clerk had circulated to all copies of Mr Fletcher's Internal Audit Annual Report 2022/23 which provided the Council with a Full Assurance rating. The Clerk said she was proud of the achievement of Full Assurance ratings in all internal audit inspections undertaken in 2022/23 and said such was not to be taken for granted. She also expressed her thanks to Town Council staff. Cllr Mavis Wayman expressed her thanks to the Clerk.

**RESOLVED:**

**To receive this information.**

**6. Exercise of Public Rights Dates Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights Dates Report by the Finance Working Group informing all the Clerk had set the Town Council's exercise of public rights dates as commencing on Monday 26<sup>th</sup> June 2023 and ceasing on Friday 4<sup>th</sup> August 2023.

**RESOLVED:**

**To approve the Council's Exercise of Public Rights dates commencing on Monday 26<sup>th</sup> June 2023 and ceasing on Friday 4<sup>th</sup> August 2023.**

The Chair thanked everyone for attending and closed the meeting at 6.35pm.

## SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **APRIL  
MONTHLY MEETING** of the **Council** held at **7pm**

on

**Monday 24<sup>th</sup> April 2023**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Mel Carr (Chairman)**

**Cllr. Allan Blakemore (Vice Chairman) and**

Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper, Julie Towler and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllr John Finlayson, Jenny Haworth and Stephen Winter.

**2. Declaration of interest:**

Cllrs Kelly Dickerson and Allan Blakemore declared an interest in agenda item 11. No other Cllrs made any declaration of interest.

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

**a. Minutes of Personnel Committee held Monday 13<sup>th</sup> March 2023:**

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

**b. Minutes of Special Town Council Meeting: Co-option held Monday 13<sup>th</sup> March 2023:**

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

**c. Minutes of the Monthly Meeting held Monday 13<sup>th</sup> March 2023:**

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

**d. Minutes of the P&R Committee held Monday 13<sup>th</sup> March 2023:**

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

**e. Minutes of the Environment Committee held Monday 13<sup>th</sup> March 2023:**

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

**f. Minutes of the Community Development and Engagement Committee held Monday 13<sup>th</sup> March 2023:**

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

**g. Minutes of Joint Town Council and Sedgefield In Bloom Group meeting held Thursday 16<sup>th</sup> March 2023:**

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

**h. Minutes of Policy & Records Management Working Group held Tuesday 21<sup>st</sup> March 2023:**

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

**i. Minutes of the Estates Working Group held Monday 27<sup>th</sup> March 2023:**

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

**j. Minutes of the Finance Working Group held Thursday 30<sup>th</sup> March 2023:**

These 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 Councillor Resignations:**

Cllr Elizabeth Flanagan has now completed all necessary paperwork to join the Town Council as a co-optee. This appointment has been announced through the Council's various communication channels.

The vacancy left by former Cllr Paul Heasman has now been advertised across the Town and will feature in the next edition of the Sedgefield Extra with a closing date of 30<sup>th</sup> June 2023. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**4.2 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 3.

**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 April 2023 plus events until March 2024.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

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

Several residents from Rosedale Close, between Hardwick Primary School and the end of Pine Ridge, were in attendance and expressed their concern at the height of the trees on land near to their properties. The trees are now far higher than the houses and grown so big there is very little space between the end of their gardens and the trees. The mess from these trees is all year round, seedlings are taking root and roots from the trees themselves are causing concern. Residents feel they are not being listened to by anyone from the school or the Council and would like help in raising this issue. Cllr Mel Carr said this matter would be investigated and a response would be issued but believed the land did not belong to the Town Council but was in the ownership of Durham County Council who should be able to assist with the concerns raised.

Mrs Julia Bowles said she was aware of similar problems being experienced by residents living near to the Sedgefield Showfield whereby Showfield Trustees own the trees yet it is the residents who are suffering from problems caused by those. Mrs Bowles said that some work on those trees is now to be undertaken to relieve the situation. Mrs Bowles also wished to record her disappointment that the community are still not being told about Section 106 monies and arrangements for allocating such.

County Cllr Chris Lines referenced his report to be considered under agenda item 9.1 and said that work had now started to refurbish the path between Station Road and Hardwick Park with preparations for the installation of bike racks in the centre of the Town also having started earlier that day. County Cllr Lines said that Section 106 community consultation should start in May 2023, initially with an on-line consultation and then with drop in events. He confirmed that publicity regarding all of these forms of consultation will be promoted as far as possible to ensure community awareness and opportunity to participate.



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

**7. Police Report by Sgt Daniel Lake:**

Cllr Mel Carr welcomed Sgt Daniel Lake from Durham Constabulary to the meeting.

Sgt Lake thanked the Council for the invitation to attend. Sgt Lake explained the changes introduced by central government in November 2022 make it impossible to provide like for like crime comparisons between 2022 and 2023 as previously defined anti-social behaviour is no longer that under the new National Crime Recording Standards. The new Standards are likely to give the impression that there is a spike in crime but this is not the case it just reflects incidents are recorded in a different way and the Police are keen to not criminalise children for behaviour that would have previously been dealt with under anti-social behaviour arrangements, action that could result in those children having their future options limited as a result. Sgt Lake was able to confirm that demand for Police resourcing in the Town has remained the same as prior to the new Standards taking effect. Sgt Lake highlighted a high profile incident which had taken place in the Town recently, defined as a “single strand incident”, at Hamminkeln Place involving a car being driven into a house for which reassurance had been given to the local community that no other residents were at risk. Sgt Lake thanked the Town Council for the opportunity to give his thoughts on the Youth Shelter, the Clerk confirmed these will be considered at the next Estates Working Group meeting. Sgt Lake reported that during 2022 there had been 6 incidents reports relating to the Youth Shelter but none since November 2022. Management of this area will require a fine balance as it is in a location that is visible meaning young people should not be at risk there due to passing footfall and that moving the shelter would most likely displace young people. Having a visible location would hopefully mean anyone witnessing anything inappropriate would then report this to the Police. Sgt Lake then talked about historic problems which have taken place at Hardwick Park, an area which should not be the responsibility of the Police to patrol but instead for dedicated security which could be funded from the income revenue from car parking charges. It is possible that with lighter nights will come further issues in this area. There is an ongoing problem at Eden Park which is being monitored and progressed by the Police but this also appears to be an isolated incident. Sgt Lake reported that he and PSCO Jorgeson have recently attended the Community College to deliver robust safety carousels in response to a number of concerns highlighted by the College which require young people to be given education to raise their understanding of certain actions that could have consequences upon their future in relation to sexting. Sgt Lake confirmed that PC John Seymour, who has been in the local Police Team for 16 years, will be moving to a new role

very soon elsewhere in the Constabulary. PC Seymour is to be replaced by an in-service PC from response who is keen to join a local policing team. The second PC position within the local policing team is still vacant and recruitment to the force is proving to be very problematic and is a countrywide issue. Funding from central government for policing is also causing difficulties. Locally, Sgt Lake is liaising with organisations operating from NETPark to try to see if they will fund some training with local schools.

Cllr Mel Carr thanked Sgt Lake for his update and asked if Cllrs had any questions.

Cllr Mark Cant asked for Sgt Lake's view on the Youth Shelter remaining in its current location but moving ninety degrees to face Front Street and be visible to CCTV cameras. Sgt Lake said it would be preferable that the Shelter remains visible and suggested consideration is given to how weather would impact upon any such relocation, e.g. if rain and wind are going to go into the Shelter in a revised siting this would deter young people from using it.

Cllr Mavis Wayman asked Sgt Lake what the purpose of CCTV is. Sgt Lake replied that such helps the Police to identify people and also acts as a deterrent thereby assisting in achieving improved behaviour. Sgt Lake confirmed DCC have all the necessary licences to allow them to move camera directions in order to monitor areas where there is reason/cause to do so while also ensuring there is no invasion of privacy. What DCC cannot do is continuously monitor a location. Cllr Wayman then asked Sgt Lake about recent vehicle thefts. Sgt Lake confirmed there has been a number of thefts relating to Range Rovers and Fords, a problem which the Police nationally are dealing with and it is hoped that national guidance is going to be issued very soon. It is possible that vehicle owners of such models could be required to store their keys in a metal container.

Cllr Kelly Dickerson asked if the Police station in Sedgefield is manned. Sgt Lake said that whilst there is no permanent desk clerk in place there are Police staff working on a regular basis throughout the working week at the station. There is a phone on the outside of the station which is linked directly to Police control.

Cllrs thanked Sgt Lake for his attendance and for agreeing to attend the Town's Annual Town Meeting on Tuesday 9<sup>th</sup> May 2023.

**RESOLVED:**

**To receive this information.**

**8. Internal Reports:**

**8.1 Chairman's Report:**

The Clerk circulated to all a Chair's Report which provided details of all the Chair's actions since the last Monthly Meeting.

**RESOLVED:**

**To receive this information.**

**8.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a Mayor's Report which provided details of the Mayor's actions since the last Monthly Meeting and his plans for forthcoming events.

**RESOLVED:**

**To receive this information.**

**9. External Reports:**

**9.1 Report From Durham County Councilor Chris Lines, Sedgefield Division:**

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division.

Cllr Mark Cant asked if there was any update from DCC regarding the concerns he had highlighted recently via email to all regarding the state of the roundabout outside Bolams. Cllr David Brown, in his County Cllr role, confirmed this concern has been logged with DCC, a case number assigned and an inspection to take place in due course. Cllr Cant thanked County Cllrs for their assistance in raising awareness of this matter.

**RESOLVED:**

**To receive this information.**

**10. Correspondence:**

**10.1 Project Update for Byers Gill Solar (email and attachment from Mr Michael Baker dated 6<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all an email from Mr Michael Baker dated 6<sup>th</sup> April 2023 giving a project update for Byers Gill Solar.

**RESOLVED:**

**To receive this information.**

**10.2 Town and Country Planning (Development Management Procedure) (England) Order 2015 Notice Under Article 13 of Application For Planning Permission relating to Sedgefield Squash Club (received from Durham County Council on 6<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all a Town and Country Planning (Development Management Procedures) (England) Order 2015 Notice Under Article 13 of Application For Planning Permission relating to Sedgefield Squash Club which had been received from DCC on 6<sup>th</sup> April 2023. The Clerk confirmed this is a notice to the Town Council as the land owner that the Squash Club is lodging an application that is wholly on land owned by the Town Council.

**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/23/00542/FPA – gable extensions to front and rear, side extension and single storey rear extension, expansion of raised patio to front, fenestration alterations and pergola to rear, Ellerby, Thorpe Larches:**

Cllrs did not have any objection to this application.

**11.2 DM/23/00580/FPA – change of use from open space to residential and enclosure with 1800mm high close boarded timber fencing, 37 Beacon Avenue, Sedgefield:**

Cllrs did not have any objection to this application.

**11.3 DM/23/00801/TPO – 1 – Maple – crown lift to approx. 4.5m only soft growth of up to 100mm and point of attachment will be pruned, 9 Turnpike Walk, Sedgefield:**

Cllrs did not have any objection to this application.

**11.4 DM/23/00812/FPA – single storey rear extension and stove flue, 18 Turnpike Walk, Sedgefield:**

Cllrs did not have any objection to this application.

**11.5 DM/23/00863/FPA – single storey side/rear extension and bay window to front, 13 Claremont Grove, Sedgefield:**

Cllrs did not have any objection to this application.

**11.6 DM/23/00935/PNA – prior notification for the erection of a steel portal frame, lean to agricultural store, proposed to store muck produced by pigs on the farm, West Farm, Butterwick Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1 – 6 above to be submitted to DCC Planners.**

**ADDITIONAL PLANNING APPLICATIONS:**

The Clerk reported that earlier that day the latest list of planning application published by DCC had been circulated to all Cllrs. This list included the following planning applications which need to be considered by Cllrs:

**DM/23/00996/FPA – single storey rear extension, 8 Brockwell Close, Fishburn**

**DM/23/01017/FPA – retention of canopy to the front of the property, 48 Beacon Avenue, Sedgefield**

**RESOLVED:**

**Cllrs to consider the above application and to forward any comments to the Clerk by no later than 9am on Tuesday 2<sup>nd</sup> May 2023.**

The Chair thanked everyone for attending and closed the meeting at 7.43pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **APRIL**  
**POLICY & RESOURCES** of the Council

held following the **Monthly Meeting**

on

**Monday 24<sup>th</sup> April 2023**

in

**Sedgefield Parish Hall.**

**Present**

**Cllr. Allan Blakemore (Chairman) and**

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper, Julie Towler and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllr John Finlayson, Jenny Haworth and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Section 106 Funding:**

No further information has been received from Durham County Council regarding the general matter of Section 106 funding. County Cllrs have reported information is due imminently about the process relating to community contributions from the large-scale development at Eden Drive. The Clerk to keep Cllrs updated on any developments relating to Section 106 monies.

**RESOLVED:**

**To receive the information.**

### **3.2 Section 106 Funding Application – Play Provision in Sedgefield:**

The Clerk has fed back to County Cllr Chris Lines and Mr James Young the comments made regarding Eden Drive Play area. Further information is now awaited from both in order to progress to a public consultation about play provision in Sedgefield which will hopefully lead to a joint Section 106 funding application being submitted. Mr Young has confirmed that his work is progressing and he hopes to be able to share designs with the Town Council soon prior to a public consultation exercise. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

### **3.3 Active Travel Project:**

This public consultation exercise has now closed and DCC are analysing results. When such analysis has concluded then an Active Travel Meeting will be scheduled to determine the identification of short/medium/long term targets linking into funding. The Clerk to keep Cllrs updated on this matter.

As referenced in the earlier meeting by County Cllr Chris Lines, work has now commenced on refurbishing the path between Station Road and Hardwick Park. A joint press release by all the organisations involved in the Active Travel Group had been issued earlier that day. The Clerk confirmed this been shared electronically with all Cllrs and has been promoted through the Town Council's usual communications channels.

**RESOLVED:**

**To receive the information.**

### **3.4 Hedge Cutting:**

Hedge cutting work has now concluded. To obtain a quote for all hedge cutting work prior to the 2023/24 hedge cutting season for consideration by a future P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**3.5 Terrace Hill Monies:**

A discussion meeting has been scheduled for 17<sup>th</sup> April 2023 to start to consider this matter before this matter is considered by P&R Committee. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**3.6 Butterwick Road Cemetery Expansion:**

The CDS Group have now submitted evidence of full completion of all pre-commencement conditions assigned by DCC in relation to the Town Council's planning permission to expand Butterwick Road Cemetery. A determination had been due from DCC on 18<sup>th</sup> April 2023 but is still awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information**

**3.7 Parish Hall CCTV Policy:**

This Policy has now been published on the Town Council's website and appropriate notices displayed in the Parish Hall. A CCTV cabinet has been installed and logging procedures are now being actioned. This Policy will be reviewed in accordance with usual Town Council procedures.

**RESOLVED:**

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

**3.8 Sedgefield Extra:**

The Clerk has informed The Print Factory that all future editions of The Sedgefield Extra are to be produced in colour.

**RESOLVED:**

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

**3.9 The Queen's Tree:**

A 2 metre tall Black Walnut tree has been purchased from Teesdale Heritage Trees and was planted earlier that day at the old cemetery at Beacon Lane as the Queen's



Tree. A boulder is going to be obtained and located in front of this tree onto which a commemorative plaque will be fitted. Once finalised, i.e. tree planted and plaque in place, this will be promoted to residents. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**i) To receive the information.**

**ii) The Clerk to circulate, for agreement via email, proposed wording for a commemorative plaque.**

**3.10 Butterwick and Winterton Allotment – Rules and Regulations:**

The new rules and regulations have been uploaded to the Town Council's website.

**RESOLVED:**

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

**3.11 Youth Shelter:**

This matter is now being investigated by the Estates Working Group and a report will follow in due course which will include views and comments from Sgt Daniel Lake as detailed in the earlier Monthly Meeting.

**RESOLVED:**

**To receive the information.**

**3.12 Parish Hall User Policy:**

The new Parish Hall User Policy has been uploaded to the Town Council's website and promoted through Twitter. A date for a Parish Hall User Forum meeting is now to be scheduled.

**RESOLVED:**

**To receive the information.**

**3.13 Transfer of Civic Regalia:**

The Town Clerk has informed DCC of its wish to transfer items of civic regalia to the new DCC Heritage Centre. A response is now awaited to organize the transfer of such and once done the Clerk will update the Town Council's insurance policy. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Specialist Lighting In Parish Hall:**

The Clerk has instructed the Town Council's appointed contractor to undertake the necessary work to the specialist lighting in the Parish Hall as a matter of urgency and present to the Town Council a findings report should any further repair work be required. A response is now awaited. 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.

Mrs Julia Bowles expressed her concerns about the proposed variations to the Hardwick Hall Hotel's premises licence which would see Hardwick Live going from a 2 day to 3 day event with extended opening times as well as seeing an array of other events being permitted throughout the year on Fridays, Saturdays and Sundays including things such as open air boxing matches, open air film shows. Mrs Bowles said she hoped the Town Council would object to this licence application and protect the residents from serious intrusive noise disturbance where many can both hear and feel the noise/beat in their homes which penetrates through closed doors/windows and walls, something that could increase significantly with the additional number of events now being considered. Cllr Blakemore confirmed this matter was to be considered later on the meeting's agenda.

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

**5. Reports:**

**5.1 Review of Disciplinary Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Disciplinary Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Disciplinary Policy to be adopted with immediate effect and to**

review in 12 months time.

**5.2 Review of Resolution Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Resolution Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Resolution Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.3 Review of Dismissal Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Dismissal Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Dismissal Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.4 Review of Exit Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Exit Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Exit Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.5 Review of Fixed Term Employees (Prevention of Less Favourable Treatment) Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Fixed Term Employees (Prevention of Less Favourable Treatment) Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Fixed Term Employees (Prevention of Less Favourable Treatment) Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.6 Review of Flexible Retirement Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Flexible Retirement Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Flexible Retirement Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.7 Review of Industrial Action Personnel Committee Guidance Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Industrial Action Personnel Committee Guidance Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Industrial Action Personnel Committee Guidance to be adopted with immediate effect and reviewed in 12 months time.**

**5.8 Review of Welfare Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Industrial Action Personnel Committee Guidance Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Welfare Policy to be adopted with immediate effect and reviewed in 12 months time.**

**5.9 Review of Working Without The Default Retirement Age Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Review of Working Without The Default Retirement Age Policy Recommendation Report by the Personnel Committee.

**RESOLVED:**

**The reviewed Working Without The Default Retirement Age Policy to be**

**adopted with immediate effect and reviewed in 12 months time.**

**5.10 Six Monthly Parish Hall Lift Inspection Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Six Monthly Parish Hall Lift Inspection Update Report which confirmed the latest inspection had successfully taken place ensuring necessary compliance.

**RESOLVED:**

**To receive the report.**

**5.11 Review of Butterwick Road Cemetery – Rules and Regulations Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Butterwick Road Cemetery – Rules and Regulations Recommendation Report by Estates Working Group.

**RESOLVED:**

**The reviewed Butterwick Road Cemetery – Rules and Regulations to be adopted with immediate effect and reviewed in 12 months time.**

**5.12 Annual Headstone Safety Testing 2022/23 Findings Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2022/23 Findings Update Report by Town Clerk and Head Gardener & Cemetery Superintendent. This report and its recommendations were unanimously agreed.

**RESOLVED:**

- i) The four headstones at Butterwick Road Cemetery classed as Category 1, and for which no next of kins have come forward, will be laid flat as a matter of urgency in accordance with the Town Council's agreed procedure (wording facing upwards on the grave to which the headstone relates).**
- ii) The twenty three staked headstones in Butterwick Road Cemetery should be laid flat safely utilizing the services of the Council's grave digging contractor who has specialist equipment to do so. The full cost of this work cannot be pre-determined as it is unknown how easily each will**

**dismantle (several are in multiple parts). This is a safety issue and therefore costs should be borne by the Town Council.**

**5.13 Active Travel Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all an Active Travel Update Report. Cllr Mel Carr confirmed that since the production of this report work had commenced earlier that day on the refurbishment of the bus shelter with further work to take place later in the week on the shelter's roof. It is hoped that groundworks and installation of bike racks can begin in mid-May, however, this is dependent upon our contractor taking delivery of the grounds blocks. Cllr Mel Carr and the Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information from the report.**

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 13<sup>th</sup> March 2023:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13<sup>th</sup> March 2023 numbered 110486 to 110513. The Clerk circulated to all an updated list which includes cheques numbered 110514 to 110528. In addition, and relate to the earlier mentioned bike racks project as part of the Active Travel work, one further cheque numbered 110529 for graffiti removal, brickwork clean, disinfection/deodorizing, concrete pad clean and roof clean in preparation for repair work was also to be made for an amount of £775.00. Cllrs confirmed their support for the authorization of all other cheques.

**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 17<sup>th</sup> April 2023:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 17<sup>th</sup> April 2023.

**RESOLVED:**

**To receive the financial budget comparison as at 17<sup>th</sup> April 2023.**

**6.3 Debtors List as at 17<sup>th</sup> April 2023:**

**RESOLVED:**

**To receive the Debtors List as at 17<sup>th</sup> April 2023.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> March 2023:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> March 2023.**

**6.5 March 2023 Bank Reconciliations Plus March 2023 Imprest Account Reconciliations and February and March 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a March 2023 Bank Reconciliations plus March 2023 Imprest Account Reconciliations and February and March 2023 Public Sector Deposit Fund Update Report.

**RESOLVED:**

**To receive this information.**

**6.6 Additional Investment In Public Sector Deposit Fund Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all Additional Investment In Public Sector Deposit Fund Recommendation Report by Finance Working Group. Cllr Allan Blakemore informed Cllrs that the yield from this Fund is now just above 4%. The Clerk confirmed that there is immediate access to any money invested and no penalties for doing so.

**RESOLVED:**

**£75,000 from the Town Council's ear marked reserves for the expansion of Butterwick Road Cemetery be moved from the Barclays Base Rate Reward account and put into the Public Sector Deposit Fund operated by CCLA so as to maximise its rate of return.**

**6.7 Internal Audit Annual Plan 2023/24 Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all Internal Audit Annual Plan 2023/24 Recommendation Report by Finance Working Group.

**RESOLVED:**

**To accept the Internal Audit Annual Plan for 2023/24.**

**6.8 Review of Community Chest Terms of Reference Recommendation by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all Review of Community Chest Terms of Reference Recommendation Report by Finance Working Group.

**RESOLVED:**

**The reviewed Community Chest Terms of Reference be adopted and the Clerk then update the Chair and Vice Chair's details following the Council's AGM in May 2023 so these can be published on the Council's website with explanation that all Chest monies have now been allocated for 2023/24.**

**7. Correspondence:**

**7.1 Pathway Lights In Ceddesfeld Hall Grounds – Sedgefield Squash Club Response (email from Ms Sheila Peden, Club Secretary dated 22<sup>nd</sup> March 2023):**

Cllr Allan Blakemore proposed that this matter be discussed alongside agenda item 8.4 as these items were connected. All Cllrs agreed.

**7.2 Licensing Act 2003 – Applications Received – Variation – Hardwick Festival Hardwick Hall Hotel Sedgefield TS21 2EH (email from Ms Tracey Marie Lock, DCC dated 6<sup>th</sup> April 2023)**

Prior to the meeting the Clerk had circulated to all an email from Mrs Tracey Marie Lock, DCC dated 6<sup>th</sup> April 2023 in relation to the Variation of Licensing Act 2003 application received for Hardwick Festival from Hardwick Hall Hotel, Sedgefield as well as Hardwick Hall Hotel itself. The Clerk reported the Police have got concerns about the proposed licence relating to Hardwick Festival in relation to the proposal to extend beyond the current 11pm limit to a proposed 12.30am limit which will mean crowds and traffic dispersing at a considerably later time. As a result of this the Police are unsupportive of this variation application.



Cllrs considered the variations for both Hardwick Festival and Hardwick Hall Hotel and agreed that it was important to support the concerns of Police and residents by objecting to both licence variations to prevent crime and disorder, ensure public safety, prevent public nuisance and to protect children from harm. With the applications now being considered there is the significant potential for noise disturbance to impact upon residents on a frequent basis. The variations now submitted appear to remove existing controls regarding outside marquees as well as the request to allow outside live music to extend from the current 11pm deadline to 12.30am. The variations also suggest there are considerable plans to hold additional and new events not covered by either of the current licences, all of which will generate excessive noise levels. The Town Council therefore objects to the variations now being sought for both Hardwick Festival and Hardwick Hall Hotel.

**RESOLVED:**

- i) **The Town Council objections to the “Recorded music (outdoors) Mon to Sun 9am to 12.30am” and “Late night refreshments (outdoors) Mon to Sun 11pm to midnight” licence variations relating to Hardwick Festival and Hardwick Hall Hotel Clerk.**
- ii) **The Town Clerk to submit the Town Council’s objections to DCC’s Licencing Officer by no later than 3<sup>rd</sup> May 2023.**

**7.3 Urgent Appeal for a Sedgefield Masjid (email from Muhammad Rashiddin dated 16<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all an email from Muhammad Rashiddin dated 16<sup>th</sup> April 2023. Town Cllrs agreed the Town Council is not alighted to any religion nor in favour of any particular religion above any other but welcomes all. Town Cllrs expressed concern at some of the wording in the email received.

**RESOLVED:**

**The Clerk to seek advice in order to reply to the correspondence received.**

The Chair, Cllr Allan Blakemore, explained that due to the confidential nature of the following items these would be discussed under Exempt Information and duly asked members of the public, and would have asked members of the press if in attendance, 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 the Public:**

**8.1 Village Greens Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report. The Clerk will keep Cllrs updated on all village green matters.

**RESOLVED:**

**To receive this information.**

**8.2 Digitising Butterwick Road Cemetery Burial Map Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Digitising Butterwick Road Cemetery Burial Map Recommendation Report by Estates Working Group which was duly considered and a way forward agreed.

**8.3 Replacement Bench For Eden Drive Play Area Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Replacement Bench For Eden Drive Play Area Recommendation Report by Estates Working Group which was duly considered and a way forward agreed.

**7.1 Pathway Lights In Ceddesfeld Hall Grounds – Sedgefield Squash Club Response (email from Ms Sheila Peden, Club Secretary dated 22<sup>nd</sup> March 2023):**

**8.4 Quotation For Conversion Of Lighting In Grounds Of Ceddesfeld Hall To Energy Efficient LED Lighting Report by Cllr Mel Carr**

As agreed earlier in the meeting items 8.4 and 7.1 were considered together as they were related. These matters were considered and a way forward agreed.

**RESOLVED:**

- i) The Town Council's offer to refurbish the lights and install LED bulbs on the basis that the Squash Club continue thereafter to pay for the electricity be put in writing to Mrs Peden with request an answer be received urgently so as to ensure the Town Council's quotation remain valid.**
- ii) If i) approved by the Squash Club then the lighting refurbishment work to begin.**

**8.5 Gardener Update Report by Town Clerk**

Prior to the meeting the Clerk had circulated to all a Gardener Update Report which informed Cllrs that this current vacancy is now out to open recruitment and the process being overseen by the Personnel Committee.

**RESOLVED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.30pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **APRIL ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 24<sup>th</sup> April 2023**.

- Present**                    **Cllr. Mark Can (Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper, Julie Towler and Mavis Wayman
- Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllr John Finlayson, Jenny Haworth and Stephen Winter.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Request for consideration of Environment Committee:**

The Estates Working Group are considering the current usage and potential future usage of Station Road Playing field and when ready will bring a recommendation back to Council. The Estates Working Group to keep Cllrs updated on these matters.

**RECOMMENDED:**

**To receive the information.**

**3.2 Garden of Remembrance:**

The Clerk and Head Gardener & Cemetery Superintendent have investigated this area of the cemetery and confirm that a footpath could be permitted without encroaching upon burial land (such a path would connect the existing main burial area to the Garden of Remembrance). This matter to now be included into the work of the Butterwick Road Cemetery Working Group when designing groundworks for the new

area of the cemetery.

**RECOMMENDED:**

**To receive the information.**

**3.3 St Edmund's Manor – Entrance:**

The Clerk met recently with members of the Bloom Group and there has been no further information issued from DCC regarding this area.

**RECOMMENDED:**

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

**3.4 Winterton Cemetery:**

The Estates Working Group will research the precise responsibilities which the Town Council has in relation to Winterton Cemetery. The Estates Working Group to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive this information.**

**4. Public Participation:**

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views and comments. No members of the public were present. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Pest Control Issues Near Ceddesfeld Pond Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Pest Control Issues Near Ceddesfeld Pond Update Report.

**RECOMMENDED:**

- i) To work towards the installation of a “Please do not feed the wildlife” sign with inclusion of Town Council’s logo on the existing “Deep Water” sign column. This sign to be costed and a funding application submitted to County Cllr Chris Lines. Once the sign has been installed an explanatory article will feature in the next edition of the Sedgefield Extra.**
- ii) The Clerk to keep Cllrs updated on the situation regarding water vole identification.**

## **5.2 Tub Planting Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Tub Planting Report informing everyone that this year's event will take place on Thursday 29<sup>th</sup> June 2023. There is an opportunity for Town Cllrs to volunteer to participate and help. Cllr Kelly Dickerson suggested that, in a way to try to overcome recent anti-social behaviour and damage to flower tubs, older children in the Town also be invited to participate. Cllr Julie Towler replied that unfortunately older children you are in Guides are now allowed out of school to attend this event, however, it was agreed that an invitation letter would be sent nearer the time to the Head Teacher of Sedgefield Community College.

### **RECOMMENDED:**

- i) To receive this information.**
- ii) Cllrs to inform the Town Clerk as soon as possible if they are able to participate and help with this event.**
- iii) An invitation letter be sent, nearer the time of the event, to the Head Teacher at Sedgefield Community College.**

## **6. Correspondence:**

### **6.1 Pond in Ceddefeld Grounds (letter from Ms Alice Abram, Sedgefield Primary School received 21<sup>st</sup> March 2023):**

Prior to the meeting the Clerk had circulated to all a letter from Ms Alice Abram, Sedgefield Primary School received 21<sup>st</sup> March 2023. Cllrs agreed with the comments made by Ms Abram and requested the Clerk reply letting Ms Abram know of the work the Town Council hopes to do in this area in the future. Within this letter to Clerk is to make Ms Abram aware the smaller pond is owned by DCC and suggest that she and her class mates also write to DCC and local County Cllrs to encourage joined up working on this matter.

### **RECOMMENDED:**

**The Clerk to reply to Ms Abram in accordance with the Town Council's wishes.**

### **6.2 Sedgefield In Bloom (minutes of meeting held on 5<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes of their meeting held on 5<sup>th</sup> April 2023.

**RECOMMENDED:**  
**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.39pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **APRIL COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 24<sup>th</sup> April 2023**.

### Present

**Cllr. Ann Carr (Chairman)**

**Cllr. Mavis Wayman (Vice Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper and Julie Towler.

### Officer

Dr Jane Ayre (Town Clerk)

#### 1. Apologies:

Cllr John Finlayson, Jenny Haworth and Stephen Winter.

#### 2. Declaration of interest:

None.

#### 3. Matters of Information:

None.

#### 4. Public Participation:

The Chairman, Cllr Ann Carr, closed the meeting for the public to give their views and comments. No members of the public were in attendance. The Chairman re-opened the meeting.

#### 5. Reports:

##### 5.1 King's Coronation Update Report by Cllr Allan Blakemore and Town Clerk:

Prior to the meeting the Clerk had circulated to all a King's Coronation Update Report by herself and Cllr Allan Blakemore. The Clerk circulated to all the minutes from the last Sedgefield 700+ Coronation Event Planning meeting held on 20<sup>th</sup> April 2023. The Clerk confirmed that all latest publicity materials for each aspect of this historic weekend's events have now been shared far and wide as well as with Cllrs. Minor



details remain to be finalised and these will be done between the involved parties. The Clerk said there was still the opportunity for Cllrs to volunteer to help either erect the marquee at Ceddesfeld on the afternoon of Sunday 7<sup>th</sup> May or help during set up and tidying away on Monday 8<sup>th</sup> May.

**RECOMMENDED:**

- i) To receive this information.**
- ii) Any Cllr able to volunteer to notify the Clerk as soon as possible.**

**5.2 Town Council Coach Trips Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trips Report which contained details of dates and locations for this year's trips. Publicity for the first trip in June 2023 to Keswick is to be issued soon.

**RECOMMENDED:**

**To receive the information.**

**5.3 Twinning Association Disbandment – Funds Report by Cllrs Dave Jasper and Mavis Wayman:**

Prior to the meeting the Clerk had circulated to all a Twinning Association Disbandment – Funds Report by Cllrs Dave Jasper and Mavis Wayman. This report confirmed that it was likely the Twinning Association were to disband in the latter part of 2023. Arrangements are in place for the Twinning Association to host two events during 2023 which will be subsidized for members by utilizing the Association's remaining funds. It is the intention of the Association to use up their remaining funds so that none remain, however, should this not be achieved the Association will approach the SCA as they are a branch of that organization. The Association do hold a number of items of Twinning memorabilia and the Town Council felt these would be most appropriately handed over to DCC's new Heritage Centre where items relating to the history of County Durham can be displayed to the public.

**RECOMMENDED:**

- i) To receive the information.**
- ii) Cllrs Jasper and Wayman to report back to the Twinning Association.**

**5.4 Citizen of the Year 2022 and Young Citizen of the Year 2022 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all Citizen of the Year 2022 and Young Citizen of the Year 2022 Update Report. The winner of the Citizen of the Year Award for 2022 will be announced at the Annual Town Meeting on Tuesday 9<sup>th</sup> May 2023. Unfortunately no nominations were received for the Young Citizen of the Year Award 2022.

**RECOMMENDED:**

**To receive the information.**

**6. Correspondence:**

**6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 9<sup>th</sup> March 2023):**

Prior to the meeting the Clerk had circulated to all a Sedgefield Neighbourhood Watch (minutes of meeting held on 9<sup>th</sup> March 2023).

**RECOMMENDED:**

**To receive this information.**

**6.2 Christmas Tree Festival (letter from Mr Brian Mutch, St Edmund's Church received 3<sup>rd</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Brian Mutch of St Edmund's Church dated 3<sup>rd</sup> April 2023 inviting the Town Council to participate in the 2023 Christmas Tree Festival.

**RECOMMENDED:**

**The Town Council to request, on behalf of the Mayor of Sedgefield, a 5ft (ideally floor standing) Christmas tree which will be decorated by the Mayor and linked to the Snow Party school craft activity.**

**6.3 Sedgefield Youth Club Management Committee (notes of meeting held 17<sup>th</sup> April 2023):**

The Clerk circulated to all the notes from Sedgefield Youth Club's latest Management Committee meeting held on 17<sup>th</sup> April 2023.

**RECOMMENDED:**

**To receive this information.**

The Chairman thanked everyone for attending and closed the meeting at 9.03pm

APPROVED