

## SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **MAY**  
**MONTHLY MEETING** of the **Council** held  
following the AGM

on

**Monday 15<sup>h</sup> May 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, John Finlayson,  
Elizabeth Flanagan, Jenny Haworth, Dave Jasper, Julie Towler, Mavis  
Wayman and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllr Catherine Hart.

**2. Declaration of interest:**

Cllr David Brown declared an interest in item 9.2. No other declarations of interest were made.

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

**a. Minutes of Finance Working Group held Friday 14<sup>th</sup> April 2023:**

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

**b. Minutes of Personnel Committee held Monday 24<sup>th</sup> April 2023:**

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

**c. Minutes of the Community Chest Meeting held Monday 24<sup>th</sup> April 2023:**

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

**d. Minutes of Special Town Council Meeting: Approval of 2022/23 Year End Account:**

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

**e. Minutes of the Monthly meeting held Monday 24<sup>th</sup> April 2023:**

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

**f. Minutes of the P&R Committee held Monday 24<sup>th</sup> April 2023:**

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

**g. Minutes of the Environment Committee held Monday 24<sup>th</sup> April 2023:**

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

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

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

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

**4. Matters of Information:**

**4.1 Councillor Resignations:**

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 Public Participation:**

The Clerk has written to Mrs Pat Ayre to confirm that the trees of concern near to Rosedale Close do not belong to Sedgefield Town Council and recommended that she progress this matter with Durham County Council via both local County Cllrs.

**RESOLVED:**

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

**4.3 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1 – 6.

**RESOLVED:**

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

**4.4 Additional Planning Applications:**

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DM/23/00996/FPA and/or DM/23/01017/FPA.

**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 May 2023 plus events until March 2024. The Clerk pointed out that the Estates Working Group meeting stated for 22<sup>nd</sup> May 2023 had now been rescheduled to 30<sup>th</sup> May 2023 at 9.30am.

**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.

Mrs Julia Bowles requested clarification on a comment made by Cllr Allan Blakemore at the recent Annual Town Meeting when he said there had been misinformation given to residents. Mrs Bowles said that following that comment several residents had then approached her directly to ask if he had referred to comments made by herself. Cllr Mel Carr said he would look into this matter and reply directly to Mrs Bowles in follow-up correspondence.

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

**7. Internal Reports:**

**7.1 Chairman's Report:**

The Chair reported that since the last Monthly Meeting, only a short while ago, he had attended and chaired the Annual Town Meeting which had been very well attended by the public and concluded with the announcement of the winner of the Citizen of the Year Award for 2022.

**RESOLVED:**

**To receive this information.**

**7.2 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.

**RESOLVED:**

**To receive this information.**

**8. External Reports:**

**8.1 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.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Have Your Say On Our Draft Recommendations For New Electoral Arrangements In County Durham (email from CDALC dated 3<sup>rd</sup> May 2023):**

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 3<sup>rd</sup> May 2023 which provided a link to the Draft Recommendations For New Electoral Arrangements In County Durham. Cllr Jenny Haworth was pleased to note, as also referenced in the earlier report from County Cllr Chris Lines, that the Town Council's submission to the Local Government Boundary Commission For England's initial consultation had been referenced within the latest recommendations and included that the Sedgefield Electoral Ward remain as a two County Councillor division and its boundary be expanded to incorporate the Parish of Bishop Middleham. This would mean the current single County Councillor Bishop Middleham division would no longer exist while Cornforth/West Cornforth would be incorporated into the Bowburn and Coxhoe Electoral Ward. Cllr David Brown, in his County Cllr role, said he believed that two County Councillors could accommodate the new area proposed to be added in the future and pointed out that prior to Durham County Council becoming a Unitary Authority that Bishop Middleham rather than Fishburn had been part of the Electoral Ward.

**RESOLVED:**

The Clerk to write to the Local Government Boundary Commission For England to express Sedgefield Town Council's full support for the recommendation now being made for the new Durham County Council Electoral Ward boundary to be used from May 2025.

**9.2 Byers Gill Solar – Statutory Consultation Planning Act 2008 Section 42: Duty To Consult On A Proposed Application (letter from Mr Michael Baker, Byers Gill Solar dated 5<sup>th</sup> May 2023):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Michael Baker of Byers Gill Solar dated 5<sup>th</sup> May 2023 announcing JBM Solar's consultation on their proposed Byers Gill Solar farm with co-located Battery Energy Storage Systems to be located between Darlington and Stockton on Tees. The letter also provided details of a series of consultation events to which Town Councillors could attend in person or on-line. Cllr David Brown confirmed that none of the land to be used within this proposal falls within County Durham.

**RESOLVED:**

To receive this information and if any Town Councillor does attend a consultation event to supply a written report to the Clerk for circulation at a future Monthly Meeting.

**9.3 Notice of Adoption of Supplementary Planning Document: Local Design Guide and Local Plan Consultation Database (email from Stockton Borough Council dated 12<sup>th</sup> May 2023):**

Prior to the meeting the Clerk had circulated to all a Notice of Adoption of Supplementary Planning Document: Local Design Guide and Local Plan Consultation Database email from Stockton Borough Council dated 12<sup>th</sup> May 2023.

**RESOLVED:**

To receive this information.

**10. Current Planning Applications:**

A schedule of the current planning applications had been circulated prior to the meeting. There was only one application to consider, and the following comments were made (Note: number refers to the number on the circulated list):

**10.1 DM/23/00399/FPA – change of use of land to rear from open space to residential and enclosure with 1.23m picket fence, 30 The Orchard, Sedgefield:**  
Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning application 1 above to be submitted to DCC Planners.**

**ADDITIONAL PLANNING APPLICATIONS:**

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

**DM/23/01103/FPA – single storey side extension, 19 White House Drive, Sedgefield**

**DM/23/01181/FPA – two storey rear extension and single storey wrap around extension to the side, 21 Rowan Oval, Sedgefield**

**DM/23/01261/FPA – two storey front extension and render of property and garage, Westview, Mordon**

**DM/23/01279/FPA – single storey side and front extension, 6 Moorside Crescent, Fishburn**

**RESOLVED:**

**Cllrs to consider the above application and to forward any comments to the Clerk by no later than 9am on Monday 22<sup>nd</sup> 2023.**

The Chair thanked everyone for attending and closed the meeting at 7.34pm.

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **MAY**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly Meeting**

on

**Monday 15<sup>th</sup> May 2023**

in

**Sedgefield Parish Hall.**

**Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Jenny Haworth (Vice Chair) and**

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, John Finlayson, Catherine Hart, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**2. Declaration of interest:**

Cllr Jenny Haworth declared a non-pecuniary interest in item 7.1 as noise from Hardwick Hall affects her house, and those of neighbours and friends, directly. Cllr David Brown declared an interest in item 7.1 as a member of DCC's Licensing Committee, however, he would not have any involvement in the determination of applications to be considered under item 7.1. Cllr Elizabeth Flanagan declared an interest in item 7.2 as she had written this correspondence on behalf of the Sedgefield Players.

No other declarations of interest were made.

**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.

**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 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. The Clerk reported that just prior to this meeting she had received confirmation from DCC that all pre-commencement conditions have now been discharged fully and will schedule a Butterwick Road Cemetery Working Group meeting with The CDS Group to plan out the next steps of this process which will entail design specification, obtaining quotations and looking at options for funding. The Butterwick Road Cemetery Working Group to bring an update report to a future P&R Committee meeting.

#### **RESOLVED:**

**To receive the information**

### **3.6 The Queen's Tree:**

A Black Walnut tree has now been planted in the old cemetery at Beacon Lane as the Queen's Tree. Work is underway to obtain a boulder to which a commemorative plaque can be displayed. The Clerk will circulate to all proposed wording for the plaque which will be agreed via email and then purchased. An article about this tree will feature in the next edition of the Sedgefield Extra. 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.**

### **3.7 Youth Shelter:**

This matter is now being investigated by the Estates Working Group and a report will follow in due course. An on-site meeting with Sgt Daniel Lake will be scheduled. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

**3.8 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.**

**3.9 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.**

**3.10 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.**

**3.11 Butterwick Road Cemetery – Rules and Regulations:**

The updated Rules and Regulations are now on the Council's website.

**RESOLVED:**

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

**3.12 Annual Headstone Safety Testing 2022/23:**

The Head Gardener & Cemetery Superintendent is now liaising with the Town Council's grave digging contractor to make arrangements for staked headstones to be laid flat as well as Category 1 headstones. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.13 Active Travel Update:**

Refurbishment work on the bus shelter is now underway. The Town Council's appointed groundworks contractor is hoping to start on groundworks and bike racks installation in mid-May providing supplies are delivered. The Clerk and Cllr Mel Carr to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Additional Investment in Public Sector Deposit Fund:**

The Clerk will oversee the transfer of additional investment agreed by the Town Council to its Public Sector Deposit Fund. The Clerk to keep Cllrs updated on this matter. A cheque for the transferrable amount is to be approved later at this meeting.

**RESOLVED:**

**To receive the information.**

**3.15 Internal Audit Annual Plan 2023/24:**

The Clerk has informed the Internal Auditor of the Council's approval for his 2023/24 Internal Audit Plan.

**RESOLVED:**

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

**3.16 Review of Community Chest Terms of Reference:**

The Terms of Reference will be updated after the Council's AGM as previously agreed and then displayed on the Town Council's website.

**RESOLVED:**

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

**3.17 Hardwick Festival and Hardwick Hall Hotel – Proposed Variations to Premises Licences:**

The Town Clerk has submitted the Town Council's objections to the variations being proposed for both Hardwick Festival and Hardwick Hall Festival. See agenda item 7.1. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.18 Request for Sedgefield Masjid:**

The Clerk's investigations into this matter are on-going. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.19 Village Greens:**

There has been no further progress in this area since the last P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.20 Digitised Burial Map:**

A Purchase Order is to be issued requesting this work take place as quickly as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.21 Replacement Bench:**

A Purchase Order is to be issued to purchase the replacement bench for Eden Drive Play area and then seek DCC's assistance on a recharge basis for installation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.22 Pathway Lights – Ceddesfeld Grounds:**

The Clerk has written to Ms Sheila Peden of Sedgefield Squash Club detailing the Council's offer regarding refurbishment of the pathway lights and the payment of future electricity usage. The Squash Club have accepted the Town Council's offer. The Town Council's appointed contractor has been informed of a six week lead in time for the supply of parts but as soon as these are received the refurbishment work will commence. 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. No members of the public present wished to speak. The Chairman re-opened the meeting.

### **5. Reports:**

#### **5.1 Terrace Hill Discussion Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Terrace Hill Discussion Update Report attached to which were the notes produced from the discussion meeting held on 17<sup>th</sup> April 2023. Since the production of this report was produced and circulated the Clerk confirmed that she had now made contact with Historic England and an on-site meeting between herself, the Head Gardener & Cemetery Superintendent with representative from Historic England on 31<sup>st</sup> May 2023. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **6. Financial Matters:**

#### **6.1 Invoices for payment by cheques for approval after 24<sup>th</sup> April 2023:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 24<sup>th</sup> April 2023 numbered 110529 to 110551. The Clerk circulated to all an updated list which includes cheques numbered 110552 to 110558. 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 4<sup>th</sup> May 2023:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 4<sup>th</sup> May 2023.

**RESOLVED:**

**To receive the financial budget comparison as at 4<sup>th</sup> May 2023.**

**6.3 Debtors List as at 4<sup>th</sup> May 2023:**

**RESOLVED:**

**To receive the Debtors List as at 4<sup>th</sup> May 2023.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2023:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> April 2023.**

**6.5 April 2023 Bank Reconciliations Plus April 2023 Imprest Account Reconciliation Plus April 2023 Public Sector Deposit Fund Reconciliation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an April 2023 Bank Reconciliations plus April 2023 Imprest Account Reconciliation Plus April 2023 Public Sector Deposit Fund Reconciliation Report. The Clerk circulated to all the April 2023 bank reconciliation for the Mayor's (Community Account) which had been delayed due to on-going issues regarding on-line access.

**RESOLVED:**

**To receive this information.**

**6.6 2022/23 Year End Accounts Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a 2022/23 Year End Accounts Update Report. Since the production of this report the Clerk confirmed that work is well underway to get the Council's website updated with the necessary financial information and to have all documentation and evidence submitted to the External

Auditors by the end of the week. The Clerk confirmed that the Annual Report for 2022/23, launched at the previous week's Annual Town Meeting, had included the income and expenditure account plus balance sheet for 2022/23.

**RESOLVED:**

**To receive this information.**

(Cllr Catherine Hart joined the meeting at this point)

**7. Correspondence:**

**7.1 Re: Sedgefield Town Council – Objections To Premises Licence Variations – Hardwick Festival / Hardwick Hall Hotel (email from Ms Yvonne Raine, DCC dated 28<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all an email and accompanying attachments from Ms Yvonne Raine of DCC's Licensing dated 28<sup>th</sup> April 2023 which had been in response to the Town Council's objections to the Premises Licence Variations being proposed for both Hardwick Festival and Hardwick Hall Hotel. The Town Council's objections had been 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. Ms Raine's email confirmed receipt of the Town Council's objections and said only comments relating to one or more of the licensing objectives set by DCC as the Licensing Authority would enable those to be considered. Ms Raine also confirmed a copy of the Town Council's representation would be forwarded to the applicants for their information in accordance with the legislation. Ms Raine had duly provided copies of the variation applications for the Town Council's information. Ms Raine stated DCC's Environmental Health Department had indicated they were supportive of the proposed conditions and noise management plans put forward within the applications in order to promote the prevention of public nuisance licensing objective. Where relevant objections are received in relation to an application the Licensing Authority must arrange for hearing so that the application and any representations can be heard. Ms Raine confirmed the consultation period in relation to both Premises Licences has now been extended until 24<sup>th</sup> May 2022, with DCC have responsibility to promote such an extension, and that if a public hearing is needed it will be held within 20 days from the end of the consultation period.

It was recognized by all that the announcement of any hearing date might not allow

much preparation time and therefore it was agreed to identify Cllrs now who would speak on behalf of the Town Council and represent the Town Council's views. Cllrs John Finlayson and Jenny Haworth volunteered to take on this role with Cllr Haworth attending the hearing if Cllr Finlayson was unable due to the scheduling of the hearing date.

Cllr Haworth noted that from the latest documentation provided by Ms Raine it was unclear whether the nine outdoor music event limit also included plays/films/recorded music as her concern was the variations now sought may give license to many more noisy non-live music events. The precise situation was not clear from the documentation provided by DCC. Cllr Haworth said she would have thought that these other events, if not covered by the nine event limit should have some limit in noise levels in addition.

**RESOLVED:**

- i) Cllr John Finlayson to represent the Town Council at any Licensing Hearing relating to this matter.**
- ii) If Cllr Finlayson is unable to attend the Hearing then Cllr Jenny Haworth will represent the Town Council.**
- iii) The Clerk to share the Town Council's letter of objection with Cllrs Finlayson and Haworth (Note: letter was based upon the content of the April 2023 minutes approved by Full Council).**
- iv) The Clerk to contact Ms Raine for clarification regarding whether the nine outdoor music event limit would also include plays/films/recorded music or apply just to live music events. The Clerk to share any response with all Cllrs for information and depending upon the response if the nine outdoor music event limit does not apply to other events then this to be included in the Town Council objections at any future hearing.**

**7.2 Sedgefield Players (email from Ms Elizabeth Flanagan dated 4<sup>th</sup> May 2023):**

Prior to the meeting the Clerk had circulated to all an email from Ms Elizabeth Flanagan dated 4<sup>th</sup> May 2023 on behalf of Sedgefield Players seeking the Town Council's permission to hire the grounds of Ceddesfeld Hall on 21<sup>st</sup> June 2024 for an outdoor performance of A Midsummer Nights Dream. Ms Flanagan confirmed an approach had already been made to the SCA Executive who had confirmed that they would be happy for the Hall to be used for such a performance. Cllrs agreed, that providing a risk assessment and evidence of suitable insurance cover was provided,



that the Town Council would give permission for such an event.

**RESOLVED:**

**The Clerk to reply to Ms Flanagan giving the Town Council's permission subject to provision of a risk assessment and evidence of suitable insurance cover as well as providing all necessary hire documentation and fee information.**

The Chair thanked everyone for attending and closed the meeting at 7.55pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **MAY ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 15<sup>th</sup> May 2023**.

**Present**                    **Cllr. Stephen Winter (Chairman)**  
**Cllr. Mark Cant (Vice Chairman) and**  
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, Julie Towler and Mavis Wayman.

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

**1. Apologies:**

None.

**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 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.**

**3.4 Pest Control Issues Near Ceddesfeld Pond:**

Work is now required to seek design work and quotations for sign next to the pond and then submit a funding application to County Cllr Chris Lines. No further information has been heard yet regarding confirmation of water voles. The Clerk to keep Cllrs updated on these matters.

**RECOMMENDED:**

**To receive this information.**

**3.5 Tub Planting:**

No additional Cllrs have volunteered to help with this event.

An invitation letter will be extended to Sedgefield Community College and issued as part of the planning for this event. The Clerk will update Cllrs further about this event in the form of a feedback report after 29<sup>th</sup> June 2023.

**RECOMMENDED:**

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

**3.6 Pond in Ceddesfeld Grounds:**

The Clerk has replied to Ms Abram in accordance with the Town Council's wishes.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Stephen Winter, 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 Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator. Cllrs John Finlayson and Julie Towler noted the current waiting list for an allotment stands at 21 names and asked if there was any scope for creating additional plots. The Clerk reminded all that when the Town Council purchased the former access lane to the Community College and the allotments site at Butterwick Road it also purchased the triangular piece of land between the allotments and the highway. The Council had resolved that once work to expand the cemetery was underway then consideration would be given as to whether it was possible to expand the allotment site using part of the triangular piece of land. It was likely this would require planning permission and this will be another medium term project for the Town Council.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

None.

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

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **MAY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 15<sup>th</sup> May 2023**.

### Present

**Cllr. Mavis Wayman (Chairman)**

**Cllr. Ann Carr (Vice Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Catherine Hart, Jenny Haworth, Dave Jasper, Julie Towler and Stephen Winter

### Officer

Dr Jane Ayre (Town Clerk)

#### 1. Apologies:

None.

#### 2. Declaration of interest:

None.

#### 3. Matters of Information:

##### 3.1 Coach Trips:

Work is underway to book and promote the first coach trip on 29<sup>th</sup> June 2023 to Keswick. Tickets are already on sale and selling well. The Clerk will bring feedback reports to the Committee after each trip has taken place during 2023.

#### **RECOMMENDED:**

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

##### 3.2 Citizen of the Year 2022 Award:

Mrs Wendy Rowley was announced as the winner of the Citizen of the Year 2022 Award at the Annual Town Meeting on 9<sup>th</sup> May 2023.

**RECOMMENDED:**

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

**3.3 St Edmund's Christmas Tree Festival:**

The Town Council has purchased on behalf of the Mayor a tree at this year's Christmas Tree Festival in St Edmund's Church. It is hoped this can be decorated with crafts produced by local school children as part of the Snow Party's annual crafts event. This matter will be reported on again nearer to the time of the Snow Party.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chairman, Cllr Mavis Wayman, 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 Verbal Update Report by Cllr Allan Blakemore:**

Cllr Allan Blakemore reported that the Town's community day on Monday 8<sup>th</sup> May 2023 to celebrate the King's Coronation had been a hugely successful day despite very poor weather conditions. There had been a very high number of attendees, Aubergine provided an excellent refreshments service while everyone had enjoyed a wonderful and varied free of charge musical programme which lasted the full day, a programme that many people would have paid money to attend. Children had enjoyed the free face painting and the crown making workshop was a big attraction and success. Craft materials left over from the workshop were then donated to Sedgefield Youth Club for use during their own sessions. Cllr Dave Jasper confirmed that he had judged the crown making workshop, a difficult task when seeing the array of talent on display. Prizes were awarded to three winners all from different age groups. The Clerk said there had also been a lot of positive feedback from the Sedgefield Area Churches Together service which had taken place earlier that day in St Edmund's Church.

**RESOLVED:**

**The Clerk to issue thanks to all those involved in the organizing for this event.**

**6. Correspondence:**

**6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 13<sup>th</sup> April 2023):**

Prior to the meeting the Clerk had circulated to all a Sedgefield Neighbourhood Watch (minutes of meeting held on 13<sup>th</sup> April 2023). Cllr Wayman said the Neighbourhood Watch group welcomed new attendees to all their meetings and she urged Cllrs to help spread the work to all residents about the importance of crimes and incidents being reported to the Police so they are fully aware of the Sedgefield's situation. Cllr Wayman also reported that a raffle takes place at each Group meeting as a means of paying for the Group's room hire at Ceddesfeld Hall.

**RECOMMENDED:**

**To receive this information.**

The Chairman thanked everyone for attending and closed the meeting at 8.08pm

APPROVED