

SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **JULY
MONTHLY MEETING** of the **Council** held

at 7pm

on

Monday 10th July 2023

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

Cllrs. David Brown, Mark Cant, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Jenny Haworth, Dave Jasper, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Ann Carr, Catherine Hart and Stephen Winter plus apologies for lateness from Cllr Dave Jasper.

2. Declaration of interest:

Cllr Kelly Dickerson declared an interest in agenda item 10. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 12th June 2023:

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

b. Minutes of the P&R Committee held Monday 12th June 2023:

These were confirmed as a correct record. (JF / EF)

c. Minutes of the Environment Committee held Monday 12th June 2023:

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

d. Minutes of the Community Development Committee held Monday 12th June 2023:

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

e. Minutes of the Personnel Committee held Monday 19th June 2023:

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

f. Minutes of the Fireworks Working Group held Wednesday 21st June 2023:

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

g. Minutes of Estates Working Group held Monday 26th June 2023:

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

(Cllr David Brown joined the meeting).

h. Minutes of Finance Working Group held Tuesday 27th June 2023:

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

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

4. Matters of Information:

4.1 Public Participation:

Cllr Mel Carr has liaised with Cllr Allan Blakemore in response to comments made by Mrs Julia Bowles with a subsequent letter being sent to Mrs Bowles.

RESOLVED:

To receive the information and to close this matter.

4.2 Supplementary Planning Documentation:

County Cllr David Brown to provide the Clerk, for onward sharing with STC Cllrs, details as to on what grounds objections are submitted to DCC for solar energy and solar farm applications to enable a better understanding of the pros and cons of such. County Cllr David Brown to obtain information requested and share with Clerk.

RESOLVED:

To receive the information.

4.3 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning

applications 1 and 2.

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 application DM/23/01365/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 July 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.

Mrs Julia Bowles confirmed receipt of the letter she had been sent by Chairman of the Council, Cllr Mel Carr, but did not feel this answered her questions. However, she said that she wanted to leave this matter now. Mrs Bowles said that she hoped the Town Council would take any views that she and Mrs Liz Mitchell would be taken in the spirit they were intended and she did value, and recognize, the work of Town Cllrs as volunteers as well as the difficulties in dealing with DCC. Mrs Bowles said she presumed the Town Council had seen the latest S106 figures from DCC? Mrs Bowles said S106 Agreements were legally binding document. She pointed out in 2016 it had been stipulated in the S106 agreement [relating to the large scale development of Eden Drive] was to be split into education, sport, leisure, open spaces and community. Mrs Bowles said that such monies could only be spent accordingly yet she noted that DCC had now "lumped" all of this money together. Mrs Bowles said Cllrs had a role to play in how such money was spent and said the Town Council needed to know how the community wanted the money spending. Mrs Bowles had been made aware that earlier that day information from DCC was on display in the

Sedgefield Co-op regarding S106 but nothing had been displayed anywhere else in the Town nor communicated to residents. Mrs Bowles urged the Town Council to ensure DCC were doing things correctly as she believed their approach was illegal. Cllr Mel Carr replied that no information had been provided to the Town Council regarding any consultation in relation to the S106 monies, however, both local County Cllrs were present and it was possible they would have an update.

Mrs Liz Mitchell reminded Cllrs of paragraph 9 in the Town Council's External Grant Funding Policy which related to S106 monies. She asked the Town Council share any information with the community via the Sedgefield News/Extra and residents database. Cllr Mel Carr confirmed that such would be done when any information was received from DCC.

A gentleman queried who is responsible for the upkeep of public footpaths and rights of way in the Town, particularly the one from Homebryth to the Post Office which is overgrown by weeds and overhanging branches making access for all, but particularly the disabled, extremely difficult. Cllr Mel Carr explained the location of the various paths means they can be owned by different organisations, however, the footpath identified between Homebryth and the Post Office belongs to Durham County Council and its state should be reported to them. Cllr Carr explained how reports can be made to Durham County Council via their Do It Online system.

County Cllr Chris Lines confirmed that he had a verbal update to give in relation to S106 funding. The legality of the S106 process has been discussed lots over recent years and it has been confirmed, and proven, on numerous occasions that the approach taken by DCC is legal and correct. Any reference to "members" in DCC documentation regarding S106 monies means County Cllrs and not Town/Parish Cllrs. DCC is not obliged to consult with Town/Parish Councils or local residents in the way that it is in Sedgefield, when determining the allocation of S106 monies. However, DCC have listened to local County Cllrs in Sedgefield and the Town Council which is resulting in a totally new approach being adopted for the S106 monies linked to recent large scale developments. A community consultation exercise has been agreed by DCC. This consultation went live earlier that day with an on-line survey and it was pleasing to hear documentation was starting to be circulated around the Town. An information poster is being drafted and hopefully this will be published on Tuesday 11th July 2023 and promoted as far as possible, utilizing all available communication networks across the Ward including those of the Town Council. In addition to on-line and paper consultation documentation there will also be an in-person drop in event on Thursday 20th July 2023 in Sedgefield Parish Hall. County Cllrs Lines said the approach being taken

by DCC in Sedgefield is very unusual and it has taken time to work through the correct process. He was pleased the consultation would start before the school summer holidays commenced. County Cllr Lines confirmed his attendance at this Council meeting had been his first opportunity to publicly announce this approach and its timings. He expressed his delight at the way in which the Town Council has been proactive in relation to S106 monies and working with DCC County Cllrs to achieve this consultation process. The consultation will close in mid-August 2023. The intention is that S106 monies are spent and the majority of such are spent in Sedgefield itself. County Cllr Lines noted the comments made by the previous gentleman in relation to the DCC footpath and said he would report this on his behalf. He confirmed that most public footpaths and rights of way in the Town are the County Council's responsibility.

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

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chair's Report which provided details of the Chair's actions since the last Monthly Meeting,

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.

Cllr Mel Carr commented that defibrillators were an excellent facility but expressed slight concern that a number of such had now been installed in a very small area and noted the Rotary Club were also working on such. Cllr Mel Carr said the installation of such life-saving devices needed to be planned in a co-ordinated way. The Clerk referred all to the EDRC AAP entry in the report from County Cllr Chris Lines to be considered under agenda item 8.1, in which he explained the work between local County Cllrs, the EDRC AAP and the Rotary Club to install such a device at The Dun Cow. County Cllr Lines expressed the wish that partners should share information about intentions/plans with each other regarding defibrillators so as to ensure the most effective outcome for Sedgefield. Cllrs David Brown and Kelly Dickerson questioned if there were any plans in place for providing training for the

use of the array of defibrillators.

The Clerk suggested these concerns and questions be given to Cllr Dave Jasper, Mayor of Sedgefield, so that he could provide an update. This was agreed.

RESOLVED:

- i) To receive the information in the Mayor's Report.**
- ii) The Clerk to forward to Cllr Dave Jasper the concerns and questions raised and request clarification that can then be shared with all Town Cllrs plus County Cllr Lines.**

7.3 Councillor Vacancy Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Vacancy Update Report and confirmed the deadline for applications for the vacancy had passed at 12 noon on Friday 30th June 2023 with no applications having been received. Cllr David Brown commented that it was a sad state reflecting a national trend when interest in becoming a Cllr is waning. Cllr Allan Blakemore confirmed this is a national concern for NALC. The Clerk reported the LGA are lobbying central government to consider introducing legislation to allow the use of virtual and hybrid means for formal Committee meetings so as to make the role of Cllr more accessible for all. The Clerk reminded all that such emergency legislation had been introduced during the recent pandemic and it had been found nationally that this allowed more members of the public to attend such meetings as well as allow Cllrs with work commitments to also retain their roles as Cllr.

RESOLVED:

- i) To receive this information.**
- ii) The vacancy to be re-advertised, and included in the next edition of the Sedgefield Extra, with a deadline for submission of applications by no later than noon on Friday 29th September 2023.**

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:

None.

10. Current Planning Applications:

A schedule of the current planning applications had been circulated prior to the meeting. Applications were considered, and the following comments were made (Note: number refers to the number on the circulated list):

10.1 DM/23/01431/PNS – prior notification for the installation of solar panels with total output of 247.64 kw and panel dimensions 1722 x 1134 x 30mm, Centre for Process Innovation, Thomas Wright Way, Sedgefield:

Cllrs did not have any objection to this application.

(Cllr Dave Jasper joined the meeting)

10.2 DM/23/01605/FPA – replacement of front porch, 26 Hawthorn Road, Sedgefield:

Cllrs did not have any objection to this application.

10.3 DM/23/01799/TPO – T1 (sycamore) – suppressive crown reduction 15% approx. up to 1.5m-2m. Pruning cuts no more than 75mm. T2 (English elm) – end weight reduction of approx. 20% 2m-2.5m. T3 (sycamore) – crown lift to main branch break approx. 5m. T6 (sycamore) and T7 (Norway maple) – crown lift to approx. 4m, 4 Turnpike Road, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/23/01706/FPA – re-roof and installation of 2 no rooflights to front, 31 West End, Sedgefield:

Cllrs did not have any objection to this application.

10.5 DM/23/01840/FPA – rear conservatory, `19 Saddler Drive, Sedgefield:

Cllrs did not have any objection to this application.

10.6 DM/23/01850/FPA – resubmission of approval DM/23/00152/FPA for temporary retention of 1.8m high trellis around rear garden for the establishment of laurel hedge and retention of 1.8m high timber gate and raised (sloping) fencing section to rear boundary, 30 Beaumont Court, 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 APPLICATION:

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 application which need to be considered by Cllrs:

DM/23/01961/FPA – new light aircraft hanger (description amended), Fishburn Airfield, Fishburn

RESOLVED:

Cllrs to consider the above application and to forward any comments to the Clerk by no later than 9am on Monday 17th July 2023.

The Chair thanked everyone for attending and closed the meeting at 7.30pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



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

held following the **Monthly Meeting**

on

Monday 10th July 2023

in

Sedgefield Parish Hall.

Present

Cllr. Allan Blakemore (Chairman)

Cllr Jenny Haworth (Vice Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Ann Carr and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Section 106 Funding:

Cllrs noted the verbal update given by County Cllr Chris Lines during Public Participation at the earlier Monthly Meeting.

RESOLVED:

To receive the information.

3.2 Section 106 Funding Application – Play Provision in Sedgefield:

Again, Cllrs noted the verbal update given by County Cllr Chris Lines during Public Participation at the earlier Monthly Meeting.

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 next Active Travel meeting has now been scheduled for Monday 17th July 2023. 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 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. It is hoped this work will be completed by the end of July 2023. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Youth Shelter:

The Police had made suggestions regarding the Youth Shelter at an on-site meeting on 12th June 2023. These were presented to the Estates Working Group and considered at their meeting on 26th June 2023, however, the Estates Working Group have requested further information, and this will be considered again at their July 2023 meeting. The Estates Working Group to bring a recommendation report to a future P&R Committee meeting.

RESOLVED:

To receive the information.

3.7 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.

3.8 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 and a further reminder has been issued. The assistance of Cllrs Finlayson and Jasper in trying to convey this message to the contractor has also been sought. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Annual Headstone Safety Testing 2022/23:

Those Category 1 headstones at Butterwick Road Cemetery which can be laid down safely without the use of specialist equipment have been done by the Head Gardener & Cemetery Superintendent with assistance from the Receptionist & Parish Hall Support Officer. 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 the remaining Category 1 headstones. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Active Travel Update:

The installation of bike racks, and associated groundworks plus bus shelter refurbishment work, has now been completed.

RESOLVED:

To receive the information and to close this matter.

3.11 Request for Sedgefield Masjid:

The Estates Working Group are considering the findings from the Clerk's recent investigations and an update will be brought to the September 2023 P&R Committee meeting for consideration. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 Digitised Burial Map:

This work is now being actioned by The CDS Group in accordance with the Town Council's instructions. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Replacement Bench:

This bench is now with the Town Council awaiting DCC to install within the enclosed play area at Eden Drive. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Pathway Lights – Ceddesfeld Grounds:

The Squash Club have accepted the Town Council's offer to repair the pathway lights and refurbish with energy efficient LED lights and once done the Club will continue to pay for the electricity. The Town Council's appointed contractor has now completed this work.

RESOLVED:

To receive the information and to close this matter.

3.15 Terrace Hill Discussion:

The Clerk and Head Gardener & Cemetery Superintendent met on-site in Ceddesfeld Grounds with Mr Martin Lowe of Historic England on 2nd June 2023. A follow-up meeting is now being scheduled with DCC's Conservation Officer and Tree Officer(s) in order that appropriate specifications and costings can be sought so a further Discussion Meeting can be scheduled with Town Cllrs. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Public Participation:

The Clerk has contacted Ms Jane Bellis of the EDRC AAP requesting an update regarding comments made by a member of the public regarding the AAP having found 30% of the funding required to improve the two takeaway properties on Front Street but the owner of the property being unknown. A response is now waited from Ms Bellis. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.17 Glass in Parish Hall:

Letters have been issued on behalf of the Estates Working Group to Parish Hall users requesting they remove glass from the Hall after events. This message will also be conveyed at the forthcoming Parish Hall User Forum meeting.

RESOLVED:

To receive the information and to close this matter.

3.18 CDALC AGM Nominations and Preparations:

The Clerk has informed CDALC that the Town Council supports those CDALC Officials seeking re-election at CDALC's AGM in October 2023 and nominates Cllr Allan Blakemore to continue as Honorary Treasurer.

RESOLVED:

To receive the information and to close this matter.

3.19 Town Council Website:

The appointed contractor has been informed of the Town Council's decision. The 25% upfront fee has now been paid and contract signed on behalf of the Town Council. Work on this project is now underway (Note: The Personnel Committee will oversee this work). The agreed reserves transfer has now been made. The Personnel Committee to keep the P&R Committee updated as required.

RESOLVED:

To receive the information and to close this matter.

3.20 Parish Hall Windows:

The appointed contractor has been informed, a Purchase Order number issued and request this work be scheduled as soon as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.21 Butterwick Road Cemetery Expansion Update:

The appointed contractor has been informed of the Town Council's acceptance of their quotation, a Purchase Order number issued, and work has commenced. Costings will be provided by the contractor by 9am on Monday 24th July 2023 to enable the Clerk to produce the necessary paperwork for full consideration by the Town Council as to how this capital project is to be funded. This matter will be discussed at a Special Town Council meeting to be held at 6.30pm on Monday 31st July 2023.

RESOLVED:

To receive the information.

4. Public Participation:

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

County Cllr Chris Lines wished to make additional points regarding S106 and stated that he would have liked to have seen quicker progress in achieving the community consultation but

that it had taken time in order to ensure due process and the correct approach. The community consultation will present three projects which DCC are minded to support, i.e. the expansion of Butterwick Road Cemetery, the refurbishment of play provision across the Town and active travel initiatives, as well as give the public the opportunity to suggest others. The achievement of a community consultation process has been down to a successful collaborative approach between DCC and the Town Council. County Cllr Lines expressed his thanks to STC Cllrs and its Town Clerk. He confirmed that the total S106 sums expected for Sedgefield after recent major developments will be £550,000 for sport and recreation plus £230,000 for community projects. The aim is to try to benefit as many people in the electoral ward, and specifically Sedgefield, as possible.

The Chairman re-opened the meeting.

5. Reports:

5.1 Hardwick Hall and Hardwick Festival Licensing Hearing Committee Update by Cllr John Finlayson:

Prior to the meeting the Clerk had circulated to all a Hardwick Hall and Hardwick Festival Licensing Hearing Committee Update by Cllr John Finlayson. The Clerk confirmed that earlier that day she had circulated electronically to all an email from Ms Yvonne Raine of DCC's Licensing Section dated 4th July 2023 detailing the determination of the Licensing Committee consideration the premises licences for the Hardwick Hall Hotel and Hardwick Festival.

Cllr John Finlayson said that all concerns raised by the Town Council regarding this matter had been addressed by the Licensing Team and the new licences now in place. He confirmed the concerns regarding the proposed extension to refreshments was not related to alcohol sales. Cllr Finlayson believed the Hardwick Hall Hotel's management team have listened to concerns raised and clearly state they wish to be a good neighbour. DCC now have enforceable licences meaning everyone is in a better place unlikely previously where different licences had led to several anomalies.

Cllr Mark Cant said that if noise did ensue from the property then it was up to the public to complain directly to DCC ensure that such instances were logged and investigated.

Cllr Jenny Haworth said she was satisfied with the outcome achieved worth said she

was satisfied with the outcome achieved and the responses received to concerns expressed. Suitable licences are now in place from which challenge and enforcement can be applied if ever necessary.

RESOLVED:

To receive this information.

5.2 Sedgefield Town Council Annual Fireworks Display Recommendations Report by Fireworks Working Group:

Prior to the meeting the Clerk had circulated to all the Fireworks Display Recommendation Report. This was duly considered and agreed.

Cllr David Brown noted that Darlington Borough Council have recently announced the cancellation of their 2023 fireworks display and their local residents were very unhappy about such.

RESOLVED:

- i) The P&R Committee delegate responsibility for the delivery of the Town Council's 2023 Fireworks Display on Friday 27th October 2023 to the Fireworks Working Group with future reports regarding the planning/progress of this event being taken to the Community Development and Engagement Committee meeting.**
- ii) The admission prices for the 2023 Fireworks Display to be set at £3.00 per adult and £2.00 per child (under age of 16 years).**
- iii) The Town Council review the Fireworks Display budget allocation when preparing the 2024/25 income and expenditure budget.**

5.3 Licensing – Minor Variation Application Received – Sainsbury's Supermarket and Petrol Forecourt, Salters Lane, Sedgefield (email from CDALC dated 7th July 2023):

Earlier that day the Clerk had circulated an email from CDALC dated 7th July 2023 detailing a proposed minor variation to a premises licence for Sainsbury's Supermarket and Petrol forecourt at Salters Lane, Sedgefield. The Town Council has until 21st July 2023 to submit any comments.

RESOLVED:

Cllrs to consider the information provided and forward any comments to the

Clerk by no later than 9am on Monday 17th July 2023. If comments are received then the Clerk will draft a response and circulate to all Cllrs electronically for agreement prior to submission to DCC.

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 12th June 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 12th June 2023 numbered 110581 to 110591. The Clerk circulated to all an updated list which includes cheques numbered 110592 to 110602. Cllrs confirmed their support for the authorization of all other cheques.

(Cllr Catherine Hart joined the meeting).

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 28th June 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 28th June 2023.

RESOLVED:

To receive the financial budget comparison as at 28th June 2023.

6.3 Debtors List as at 28th June 2023:

RESOLVED:

To receive the Debtors List as at 28th June 2023.

6.4 Direct Debits and BACS List for 1st – 30th June 2023:

The Clerk circulated to all the Direct Debits and BACS list for 1st – 30th June 2023.

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th June 2023.

6.5 June 2023 Bank Reconciliations Plus June 2023 Imprest Account and May 2023 Public Sector Deposit Fund Update Report by Town Clerk:

The Clerk circulated to all a June 2023 Bank Reconciliations Plus June 2023 Imprest Account and May 2023 Public Sector Deposit Fund Update Report.

RESOLVED:

To receive this information.

6.6 Exercise of Public Rights – Year End Accounts 31st March 2023 Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights – Year End Accounts 31st March 2023 Update Report which reminded all Cllrs that the Town Council's dates had commenced on 26th June 2023 and would conclude on 4th August 2023. Appropriate notices have been displayed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.7 2024/25 Budget Planning – Tax Base and LCTRS Grant (letter from Mr Paul Darby, DCC dated 6th July 2023):

Prior to the meeting the Clerk had circulated to all electronically a letter received from Mr Paul Darby of DCC earlier that day which detailed proposals being considered by DCC in relation to the future of the LCTRS Grant which will impact upon 2024/25 and all subsequent years budget planning for all Town and Parish Councils in County Durham. The Clerk urged all Cllrs to study this correspondence and to access, via the hyperlink in the email shared, the report which is to be considered by DCC's Cabinet on Wednesday 12th July 2023. The Clerk proposed that this matter be added to the agenda of the next Finance Working Group meeting so that it can be considered in detail and a recommendation brought back to the September 2023 P&R Committee meeting for Cllrs consideration in order that comments can be submitted to DCC by their consultation deadline date of 30th September 2023.

Cllr Allan Blakemore gave a history to the LCTRS Grant in County Durham which for Sedgfield had reduced from approximately £25,000 over ten years ago to nothing

several years ago. The Town Council had envisaged this situation as taken prudent financial planning steps to tackle this issue. Cllr Blakemore was aware that the proposals now to consider would have a significant impact upon those parishes in the County with high numbers of Band A dwellings.

RESOLVED:

i) To receive this information.

ii) All Cllrs to consider the information shared and if necessary to seek answers to questions via the Clerk.

iii) This issue to be considered at the next Finance Working Group meeting and a recommendation report brought to the September 2023 P&R Committee meeting.

7. Correspondence:

None.

At this point in the agenda the Committee were to consider reports that were exempt from the public so it was **RESOLVED to close the meeting to allow those members of the public present to observe/participate as they wished in the Environment Committee and Community Development & Engagement Committee meeting before then re-opening the P&R Committee meeting to consider Reports Exempt From The Public.** The meeting closed at 7.53pm.

The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.13pm. The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information said that had any members of the public and/or press been in attendance they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

8. Consideration of Reports Exempt from 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 which was duly considered.

8.2 Gardener Vacancy Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Gardener Vacancy Update Report which was duly considered.

8.3 Ceddesfeld Hall Rent Review Recommendation by Finance Working Group:

Prior to the meeting the Clerk circulated to all a Ceddesfeld Hall Rent Review Recommendation Report by the Finance Working Group which was duly considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.41pm.

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APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **JULY ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 10th July 2023**.

- Present** **Cllr. Mark Cant (Chairman) and**
Cllrs. Allan Blakemore, David Brown, 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:

Cllrs Ann Carr 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 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 Proposed Heritage 100 Walk in Sedgefield:

The Clerk has informed Mr Keiron Young of the Walk and Talk Trust that the Town Council supports the creation of a Heritage 100 walk in Sedgefield and will support by promoting their work and facilitate the Trust accessing various established groups in the Town who could contribute towards the information needed to create an accompanying story for the walk.

Mr Young has confirmed the proposed route of the walk has been shared with DCC's Public Rights of Way Officer who has given approval. Wood has been ordered for the start/finish post and a designer tasked with coming up with a scene/etching to be inscribed alongside the distance and time required for the walk. Discussions will take place with DCC and the Town Council before the post is positioned. £1570 needs to be found to fund the researching, writing and production of an accompanying story. Funding will need to be secured by the Walk and Talk Trust and they have been

advised to approach the County Durham Community Foundation.

RECOMMENDED:

To receive this information.

3.6 Replacement of Bloom's Willow Vicar:

The Clerk has notified the Chair of the Sedgefield In Bloom Group that the Town Council supports the concepts of a Parson sculpture on the village green and to work with the Bloom Group in order to progress funding applications. An initial brainstorming meeting has been scheduled in July 2023. One matter to be considered further is how this can become a community project and not just the Town Council and Bloom Group project. The Clerk 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. The member of the public present did not wish to make any comment. The Chairman re-opened the meeting.

5. Reports:

5.1 Trees Near South View, Sedgefield Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Trees Near South View, Sedgefield Update Report which informed Cllrs of the arrangements that have been put in place for an on-site meeting with residents, available Town Cllrs and appropriate DCC Officers on 25th July 2023 to consider the problems reported to the Town Council by a resident. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.2 Tub Planting Report by Projects & Media Co-ordinator:

The Clerk circulated to all a Tub Planting Report by the Projects & Media Co-ordinator which detailed the activities that had taken place on Thursday 29th June 2023. This had been a very well attended and enjoyable event.

RESOLVED:

To receive this information.

6. Correspondence:

6.1. Ecological Appraisal Survey – Mordon Carrs, Bradbury Carr and Preston Carrs Floodplain (email and attachment from Ms Sue Ambrosi, Environment Agency dated 3rd July 2023):

The Clerk circulated to all an email from Ms Sue Ambrosi of the Environment Agency dated 3rd July 2023 which provided an explanation of an ecological appraisal survey taking place at Mordon Carrs, Bradbury Carr and Preston Carrs Floodplain along with accompanying map. Whilst Cllrs noted this area was outside of the Parish of Sedgefield it was very useful to be made aware of this work.

RESOLVED:

To receive this information.

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 **JULY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 10th July 2023.**

Present

Cllr. Mavis Wayman (Chairman)

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Ann Carr and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sedgefield Youth Club:

The Clerk and Cllr Kelly Dickerson have written to Mr Wayne Gibson of Spennymoor Youth and Community Association support will be given for the Ballinger Trust funding application providing the cost of term-time staffing sessions and all room hire costs are removed as these have already been budgeted within the Town Council's 2023/24 budget. Clarification has also been sought as to how such a funding application would impact upon future AAP funding and where large items proposed for purchase would be stored. The Clerk read out a reply which had been received from Mr Gibson on 10th July 2023. All Cllrs expressed their support for Sedgefield Youth Club but agreed that further work is required by the Youth Club's Management Committee to provide more information to the Town Council in accordance with the Club's Constitution to ensure that any external funding is obtained in a collaborative way. The Clerk is to discuss this further with Cllrs Towler and Dickerson, Chair and Vice Chair of the Management Committee, over the summer recess period and in particular areas of

uncertainty regarding the funding being sought by Spennymoor Youth and Community Association. The Clerk to keep Cllrs updated on this matter.

The Clerk informed Cllrs that the Youth Club have been successful in obtaining funding from the AAP for summer holiday sessions. Activities are now being planned, book and promotional poster to be issued soon.

RECOMMENDED:

To receive the information.

4. Public Participation:

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

County Cllr Chris Lines referred to the ecological survey referenced in the previous Environment Committee meeting and confirmed that the Environment Agency had also contacted him and he had put her in touch with Mordon and Bradbury Parish Council. County Cllr Lines noted that the matter of tax bases and LCTRS grant had been considered at the earlier P&R Committee and commended Sedgefield Town Council for being prudent and sensible in their approach to financial budgeting and taking the approach to provide free events where possible and then to charge reasonable fees for others such as the fireworks display and coach trips. There is a worry that free events elsewhere in the County could be at risk but hopefully that is now the case in Sedgefield due to very careful planning.

The Chairman re-opened the meeting.

5. Reports:

5.1 Town Council Keswick Coach Trip Update Report by Town Clerk:

The Clerk circulated to all a Town Council Keswick Coach Trip Update Report which documented the trip which had taken place on Thursday 29th June 2023. The Clerk expressed thanks to Cllrs Ann Carr and Mavis Wayman who had attended this trip as the Town Council's representatives. The Clerk confirmed publicity has now been issued for the next coach trip to Skipton on Wednesday 23rd August 2023 and also confirmed this would be a single coach only and that tickets could only be secured upon full payment, i.e. there will not be a system for reserving tickets. The Clerk thought it likely that the York trip in November 2023 would be for two coaches and this

was normally very popular. Cllr Mavis Wayman commented that one of the coaches for the Keswick trip had been in a very poor state and the driver asked that this matter be reported to the coach operator.

RECOMMENDED:

i) To receive this information.

ii) Cllr Wayman's comments to be fed back to the coach operator regarding the Keswick trip.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 8th June 2023):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 8th June 2023. Cllr Allan Blakemore reported the next Watch meeting is taking place on Thursday 13th July 2023 at 7.30pm and both he, and Cllr Wayman, encouraged Town Cllrs to attend. Cllr Wayman also reported that the Watch are hoping to schedule a fund raising coffee morning in Sedgefield Parish Hall.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.11pm.