

SEDGEFIELD TOWN COUNCIL

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

at 7pm

on

Monday 12th June 2023

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

Cllrs. David Brown, Ann Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Dave Jasper, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Mark Cant, Catherine Hart, Jenny Haworth and Julie Towler.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of Personnel Committee held Monday 15th May 2023:

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

b. Minutes of the AGM held Monday 15th May 2023:

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

c. Minutes of the Monthly meeting held Monday 15th May 2023:

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

d. Minutes of the P&R Committee held Monday 15th May 2023:

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

- e. **Minutes of the Environment Committee held Monday 15th May 2023:**
These were confirmed as a correct record. (AC / MW)
 - f. **Minutes of the Community Development and Engagement Committee held Monday 15th May 2023:**
These were confirmed as a correct record. (JF / DJ)
 - g. **Minutes of Finance Working Group held Thursday 25th May 2023:**
These were confirmed as a correct record. (JF / M Carr)
 - h. **Minutes of Estates Working Group held Tuesday 30th May 2023:**
These were confirmed as a correct record. (AC / AB)
- 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 has featured in current edition of the Sedgefield Extra with a closing date of 30th June 2023. The Clerk to keep Cllrs updated on this matter.

RESOLVED:
To receive this information.

4.2 Public Participation:

The Clerk has liaised with Cllrs Mel Carr and Allan Blakemore in order to produce a response to Mrs Bowles enquiry regarding misinformation.

RESOLVED:
To receive the information and to close this matter.

4.3 Have Your Say On Draft Recommendations For New Electoral Arrangements In County Durham:

The Clerk has replied to the Local Government Boundary Commission For England stating the Town Council's support for the recommendations relating to the Sedgefield Electoral Ward.

RESOLVED:
To receive the information.

4.4 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning application 1.

RESOLVED:

To receive the information and to close this matter.

4.5 Additional Planning Applications:

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DMDM/23/01103/FPA, DM/23/01181/FPA, DM/23/01261/FPA and DM/23/01279/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 June 2023 plus events until March 2024. Cllr Dave Jasper, Mayor of Sedgefield, reported the following additional civic dates – 18th September 2023 a Mayor's funding raising Indian evening at The Raaj; 1st October 2023 the Mayor's Civic Service at S John Fisher RC Church followed by lunch at Little Sicily; 5th November 2023 a charity stall at Sedgefield Farmers Market.

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 thanked the Chair for his letter in response to her recent request for clarification regarding comments made by Cllr Allan Blakemore at the Annual Town Meeting. Mrs Bowles said she wished it to be known that at no time had she suggested or said the Town Council does not engage with the community but had instead asked the Town Council to expand on that via public meetings. Mrs Bowles said she felt she had been misrepresented. Cllr Mel Carr said that he would follow this matter up with Cllr Blakemore and reply directly to Mrs Bowles. Mrs Bowles said she hoped the Town Council would have an updated on DCC's Section 106 community consultation and that she hoped such would

not take place during July and August when people would be on holiday. Cllr Mel Carr confirmed the matter of Section 106 was to be considered later in the agenda under item 8.1.

Ms Stubbings said she had emailed the Town Council with regards to her concerns about trees from Ceddesfeld Hall grounds growing over and encroaching onto her property, now taking up three quarters of her property's outside area covering all sides impacting upon light and removing all her enjoyment of her outdoor space. The mess from aphids and pigeons was appalling and covers cars, paths and windows. Ms Stubbings said it took her over 7 hours at the weekend to power wash the outdoor area and this is work that needs to be done regularly, time which she does not have due to working full-time. Ms Stubbings said these trees used to be cut back in the past but have not been in the last 20 years. Ms Stubbings said her outdoor area had effectively become a cesspit and she had made an offer for Town Cllrs to visit her property. Mr Stubbings said a large branch had come down from one of the trees in previous years causing damage to their conservatory roof which had needed to be classed as an "Act of God" for insurance purposes. Mr Stubbings said this had made them worried about being outside in their garden area. Cllr Mel Carr confirmed that Ms Stubbings's correspondence was to be considered under item 6.1 of the Environment Committee's agenda later that evening.

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.

RESOLVED:

To receive this information.

7.3 Draft Annual Town Meeting Minutes Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Draft Annual Town Meeting Minutes Report which was accompanied by a set of the draft minutes which the Clerk confirmed will be uploaded to the website in draft format with approval taking place at the 2024 Annual Town 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. The Clerk reported that earlier that afternoon she had been contacted by County Cllr Lines who had said there was now a growing degree of optimism that the community consultation in relation to the allocation of Section 106 monies would commence by the end of June 2023. Cllr Mel Carr noted that within this report County Cllr Lines had acknowledged his frustrations at the delay in this consultation happening and that both he and County Cllr Brown had been pushing hard for this consultation to start as soon as possible. Cllr Brown confirmed this and said that Sedgefield was going to be the first area in the County where there would be a community consultation exercise in relation to such matter and it was therefore importance to get this process right.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Supplementary Planning Documents Consultation (email from Mr Michael Kelleher, DCC dated 30th May 2023) [Note: Email issued to all electronically on 30th May 2023]:

Prior to the meeting the Clerk had circulated to all electronically an email from Mr Michael Kelleher, DCC dated 30th May 2023.

Cllr David Brown commented that there was a growing number of solar energy and solar farm related planning applications being submitted in the County and asked what the Town Council's view was regarding solar options to protect the environment vs loss of agricultural land impacting upon future food security. A general discussion

took place and it was acknowledged that some crops are grown to go into the energy business rather than the food chain. Cllr Allan Blakemore noted that in Bishopston there were a number of signs objecting to a nearby solar application. Cllr John Finlayson said that it would be useful to get from County Cllr David Brown details as to on what grounds objections are submitted for solar energy and solar farm applications so that there is a better understanding of the pros and cons of such. It was agreed that the Town Council would debate and consider each such application received on a case by case basis.

RESOLVED:

i) To receive this information.

ii) 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.

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/23/01335/FPA – two storey extension to side and rear and a single storey rear extension with a roof lantern, 24 Station Road, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/23/01521/FPA – single storey rear extension, replacement dormer window to front, garage conversion and detached double garage to side/rear:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-2 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/23/01365/FPA – steel portal frame, lean to agricultural much store. Proposed to

store muck produced by stock housed in sheds on straw based system on farm, West Farm, Butterwick Road, Sedgefield

RESOLVED:

Cllrs to consider the above application and to forward any comments to the Clerk by no later than 9am on Monday 19th June 2023.

The Chair thanked everyone for attending and closed the meeting at 7.24pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



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

on

Monday 12th June 2023

in

Sedgefield Parish Hall.

Present

Cllr. Allan Blakemore (Chairman)

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Mark Cant, Jenny Haworth and Julie Towler.

2. Declaration of interest:

Cllr Brown declared an interest in agenda item 5.1 as he was the Chair of DCC's Licensing Committee, albeit that he had withdrawn from this role for these particular applications. Cllr Brown said he would leave the meeting when this matter was being discussed. No other Cllrs made any declaration of interest.

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. It was noted from the previous meeting that local County Cllrs hope a community consultation exercise will commence before the end of June 2023. 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:

Durham County Council have confirmed that all pre-commencement conditions for the Town Council's planning application to expand Butterwick Road Cemetery have now

been fulfilled. The Butterwick Road Cemetery Working Group are to meet with The CDS Group on 8th June 2023 to consider next steps in order to create specifications and obtain costings. The Butterwick Road Cemetery Working Group to present a recommendation report under agenda item 8.6.

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. Wording for a plaque has been agreed and an order submitted to get a plaque produced. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

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 Cllr Mel Carr and the Clerk had taken place earlier that day. The outcome of that meeting will be considered at the next Estates Working Group meeting and a recommendation report brought to a future P&R Committee meeting.

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 has now been scheduled for Monday 10th July 2023 at 3pm in the Parish Hall. An agenda and invitations to Parish Hall Users will be issued soon. Any issues identified at the meeting will be taken to the Estates Working Group in the first instance.

RESOLVED:

To receive the information and to close this matter.

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 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.

3.11 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.

3.12 Active Travel Update:

Refurbishment work on the bus shelter is now underway. The Town Council's appointed groundworks contractor is planning to start on groundworks and bike racks installation on Monday 19th June 2023. The Clerk and Cllr Mel Carr to keep Cllrs updated on this matter. Cllr Ann Carr asked if the Town Council has yet received its

allocation of Towns and Villages Funding to pay for this work. The Clerk confirmed that no payment has yet been received, however, official assurance has been made that such money will be forthcoming.

RESOLVED:

To receive the information.

3.13 Additional Investment in Public Sector Deposit Fund:

The Town Council's additional investment in its Public Sector Deposit Fund has now been finalised.

RESOLVED:

To receive the information and to close this matter.

3.14 Request for Sedgefield Masjid:

The Clerk's investigations into this matter are on-going. The Clerk will take findings to the June 2023 Estates Working Group for consideration. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Digitised Burial Map:

A topographical survey is to be undertaken 13th /14th June 2023 which will be followed by the remainder of the process to digitize the burial map for Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Replacement Bench:

A replacement bench has now been ordered and is in the Town Council offices. A request has been made to DCC for them to install this bench on a recharge basis for installation. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.17 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 will commence this work as soon as ordered parts have arrived. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.18 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. The Clerk now needs to schedule a meeting with DCC's Conservation Officer and then take a report to the Estates Working Group who will in turn report back to the P&R Committee. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.19 2022/23 Year End Accounts Update:

All necessary documentation has now been submitted to the External Auditor Mazars along with the AGAR and all required information displayed on the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.20 Premises Licence Variations – Hardwick Festival / Hardwick Hall Hotel:

The Clerk has informed Ms Yvonne Raine of DCC that Cllr John Finlayson, and in his absence Cllr Jenny Haworth, will represent the Town Council at any future Licensing Hearing. Their direct contact details have also been shared. The Clerk has shared the Town Council's letter of objection with both Cllrs for their reference. The Clerk has also sought clarification from Ms Raine as to whether the nine outdoor music event limit would also include plays/films/recorded music or apply to just live music events. A response was duly received and shared with all Cllrs, i.e. the nine would include any

event held outside whether in a marquee or otherwise that has a significant music noise element to it, that is clearly audible at residential properties. So the typical corporate events with the live performers or the larger weddings that tend to lead to clearly audible prolonged music noise would be one of the nine, however, an outdoor/marquee event with background music not audible within residents homes or with brief periods of audible music would not.

See agenda item 5.1.

RESOLVED:

To receive the information.

3.21 Sedgefield Players – Outdoor Performance:

The Clerk has written to Ms Elizabeth Flanagan confirming, that subject to satisfactory risk assessment and insurance cover, the Town Council gives permission for the grounds of Ceddesfeld Hall to be used for an outdoor performance of a Midsummer Night's Dream in June 2024. The Clerk to update Cllrs nearer the time as more information is received.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

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

Mrs Julia Bowles said she had contacted Ms Jane Bellis of the EDRC AAP regarding the state of disrepair of the two takeaway properties on Front Street. Ms Bellis had confirmed that she had sourced 30% of the funding required to improve these properties but did not have any details of the owner(s) of the property. Mrs Bowles asked if the Town Council had been informed of this matter and the Clerk report no information had been received. The Clerk said she would liaise with Ms Bellis.

The Chairman re-opened the meeting.

(Cllr David Brown left the meeting at this point).

5. Reports:

5.1 **Hardwick Hall and Hardwick Live Licensing Variation Applications Report by Cllrs Jenny Haworth and John Finlayson:**

Prior to the meeting the Clerk had circulated to all a Hardwick Hall and Hardwick Live Licensing Variation Applications Report by Cllrs Jenny Haworth and John Finlayson. Since the circulation of this report the Clerk confirmed that she had shared with everyone an email from Cllr Jenny Haworth dated 5th June 2023 which contained supplementary information for the report now being considered. In addition, the Clerk confirmed she had shared electronically with all Cllrs details of DCC's Licensing Hearing Committee meeting taking place at 9.30am on Thursday 22nd June 2023 at County Hall, Durham. The Clerk had submitted necessary paperwork to DCC to confirm that Cllr John Finlayson would speak on behalf of the Town Council with Cllr Jenny Haworth in attendance as support.

Cllrs considered the report by Cllrs Haworth and Finlayson. It was agreed the proposed representation for the Licensing Hearing was appropriate and gave a balanced view between wanting to support local business and visitors whilst ensuring protection for local residents.

RESOLVED:

The proposed representation be delivered by Cllr John Finlayson at the forthcoming DCC Licensing Committee meeting on 22nd June 2023.

(Cllr David Brown returned to the meeting at this point).

5.2 **Finance Working Group Terms of Reference 2023/24 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all the Finance Working Group's Terms of Reference for 2023/24.

RESOLVED:

To receive this information.

5.3 **Estates Working Group Terms of Reference 2023/24 Report by Estates Working Group**

Prior to the meeting the Clerk had circulated to all the Estates Working Group's Terms of Reference for 2023/24.

RESOLVED:

To receive this information.

5.4 Glass In Parish Hall Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Glass In Parish Hall Recommendation Report by the Estates Working Group which explained the difficulties the Town Council has in getting rid of glass left in the Hall following events.

RESOLVED:

The Clerk to issue on behalf of the Estates Working Group the proposed letter contained in the report to all Parish Hal Users.

5.5 Revision To Parish Hall Communications Procedure Recommendation by Cllr Mel Carr, Chair of Estates Working Group:

Prior to the meeting the Clerk circulated to all a Revision To Parish Hall Communications Procedure Recommendation Report by Cllr Mel Carr, Chair of Estates Working Group. Cllr John Finlayson disagreed with the content of this report and recommendation stating that he felt it was appropriate that the Estates Working Group agree wording for letters collectively and then seek subsequent approval from the P&R Committee. Cllrs Allan Blakemore and Kelly Dickerson disagreed and said the current approach took too much time to response to matters that could otherwise be dealt with swiftly. Cllr Stephen Winter proposed the Clerk be permitted to correspond directly with Parish Hall users but to seek Cllrs comments on draft correspondence when necessary. All Cllrs agreed with this proposal.

RESOLVED:

The Town Clerk be permitted to correspond directly with Parish Hall users but to seek Cllrs comments on draft correspondence when necessary.

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 15th May 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval

after 15th May 2023 numbered 110559 to 110576. The Clerk circulated to all an updated list which includes cheques numbered 110577 to 110580. 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 2nd June 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 2nd June 2023.

RESOLVED:

To receive the financial budget comparison as at 2nd June 2023.

6.3 Debtors List as at 2nd June 2023:

RESOLVED:

To receive the Debtors List as at 2nd June 2023.

6.4 Direct Debits and BACS List for 1st – 31st May 2023:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 31st May 2023.

6.5 May 2023 Bank Reconciliations Plus May 2023 Imprest Account Reconciliations Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a May 2023 Bank Reconciliations plus May 2023 Imprest Account Reconciliations Report.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 CDALC AGM Nominations and Preparations (email from CDALC dated 1st June 2023):

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 1st June 2023 entitled CDALC AGM Nominations and Preparations. CDALC were seeking new nominations as well as support for re-election of any existing post holders.

RESOLVED:

Sedgefield Town Council to support those CDALC officials seeking re-election at CDALC's AGM in October 2023 and to nominate Cllr Allan Blakemore to continue as Honorary Treasurer.

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 8.00pm.

The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.37pm. 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 and way forward agreed.

8.2 Town Council Website Recommendation Report by Personnel Committee and Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Town Council Website Recommendation Report by the Personnel Committee and Finance Working Group which was duly considered and way forward agreed.

8.3 Parish Hall Windows Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Parish Hall Windows Recommendation Report by the Estates Working Group which was duly considered

and a way forward agreed.

8.4 Parish Hall Weekend Relief Officer Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Parish Hall Weekend Relief Officer Update Report which was noted.

8.5 Gardener Vacancy Update by Town Clerk:

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

8.6 Butterwick Road Cemetery Expansion Update - Pre-commencement Conditions and Project Costings Recommendation Report by Butterwick Road Cemetery Working Group:

The Clerk circulated to all a Butterwick Road Cemetery Expansion Update – Pre-commencement Conditions and Project Costings Recommendation Update Report by the Butterwick Road Cemetery Working Group which was considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.52pm.

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SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **JUNE ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 12th June 2023**.

- Present** **Cllr. Stephen Winter (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Catherine Hart, Dave Jasper, and Mavis Wayman.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Mark Cant, Jenny Haworth and Julie Towler.

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 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.

Ms Janice Stubbings challenged Cllrs to live where she does and put up with the disturbance caused to her life and enjoyment by the trees from Ceddesfeld Hall grounds. Ms Stubbings said she has lived at the property for 34 years and this year has been by far and a way the most horrendous. Ms Stubbings confirmed her exact location and said the encroachment was also impacting upon her free space and light. Cllr Winter said Ms Stubbings item of correspondence was to be considered later in this agenda.

The Chairman re-opened the meeting.

5. Reports:

5.1 Proposed Heritage 100 Walk in Sedgefield by The Walk and Talk Trust Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Proposed Heritage 100 Walk in Sedgefield by The Walk and Talk Trust Recommendation Report by the Estates Working Group. Cllrs said they were happy to support this proposed new walk and felt this would be a good addition to existing walks already in the local area and Town. Some Cllrs expressed concerns regarding the potential impact this could have upon parking in the Town centre, however, it was also recognized that this was a good opportunity to promote the Town and hopefully attract additional trade to local businesses so the emphasis therefore had to be upon people parking responsibly. Cllr John Finlayson asked if there was any financial implication upon the Town Council by supporting this walk. The Clerk and Cllr Mel Carr confirmed that no financial assistance is being sought from the Town Council by The Walk and Talk Trust but to instead support this by promoting the finalised walk and support the development of the story telling to accompany the walk by signposting to various groups/individuals in the Town who might be able to assist and supply stories to include. Cllr David Brown suggested this be promoted in the Sedgefield Extra and the Clerk confirmed the Town Council would promote when the project had reached a suitable stage.

RECOMMENDED:

The Town Council to support the creation of a Heritage 100 walk in Sedgefield with accompanying story. The Town Council to support the Walk and Talk Trust 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.

5.2 Allotments Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Allotments Update Report attached to which was an email from Mr Roger Webster dated 16th May 2023 in which he requested the Town Council consider changing the issuing of allotment fee charges from 1st April to 1st January. Since the production of this report the Clerk confirm that spraying work on the allotment plots to be re-let is taking place this work via a contractor.

RECOMMENDED:

i) To receive this information.

ii) The Town Council continues to abide by the Council's Debt Policy and issue allotment fees invoices on 1st April each year to reflect appropriate financial governance procedures and recording.

5.3 Replacement of Bloom's Willow Vicar Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Replacement of Bloom's Willow Vicar Recommendation Report by the Estates Working Group. Cllrs agreed this, particularly in light of a potential Heritage 100 walk starting in the centre of the village, could be a very exciting project but one that the Town Council could not commit any direct funding to but instead work with the Bloom Group to try to seek external funding for a more robust sculpture on the village green area.

RECOMMENDED:

The Town Council to support the concept of a Parson sculpture on the village green and to work with the Sedgefield In Bloom Group in order to progress funding applications.

6. Correspondence:

6.1 Trees In Ceddesfeld Hall (email from Ms Janice Stubbings dated 4th June 2023):

Prior to the meeting the Clerk had circulated to all an email from Ms Janice Stubbings dated 4th June 2023 in which she expressed her concerns regarding trees from Ceddesfeld Hall grounds which were encroaching on her nearby property as well as detailing how those were impacting upon her standard of living and personal wellbeing. At the conclusion of Ms Stubbings' email she had invited representatives from the Town Council and County Council to visit per property to see first hand the situation.

Cllr Mel Carr reminded all Cllrs that in September 2021 the Town Council had commissioned surveys to be undertaken on all trees on Town Council owned land which had included those within Ceddesfeld Hall grounds. In relation to the trees in the Hall's grounds some work had been suggested, and subsequently actioned with full permissions obtained first, but no work had been recommended to the trees near

to Ms Stubbings property. Cllr Mel Carr said the grounds were a Grade 2 listed item and fell within the Conservation Area, as well as having a documented tree scheme that dated back to 1756, all of which meant that no works could be done to any trees without permission from DCC even though the trees did belong to Sedgefield Town Council. Cllr Mel Carr therefore suggested a separate meeting with Ms Stubbings would be beneficial to understand the full situation. Cllr Stephen Winter suggested the Town Council accept Ms Stubbings invitation to go and visit her property to hold an on-site meeting there. The Clerk suggested DCC's Conservation Officer also be asked to attend. Cllrs agreed this would be extremely beneficial and hoped that such a meeting could be scheduled very soon.

RECOMMENDED:

The Clerk to liaise with DCC's Conservation Officer, STC Cllrs and Ms Stubbings in order to organize an on-site meeting to discuss the trees from Ceddesfeld Hall grounds encroaching on Ms Stubbings property.

The Chair thanked everyone for attending and closed the meeting at 8.24pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **JUNE COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 12th June 2023**.

Present

Cllr. Mavis Wayman (Chairman)

Cllr. Ann Carr (Vice Chairman) and

Cllrs. Allan Blakemore, David Brown, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Catherine Hart, Dave Jasper, and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Mark Cant, Jenny Haworth and Julie Towler.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Coronation of King Charles III

Thank you letters have been issued to all those involved with the organizing and delivery of the community day on Monday 8th May 2023 to commemorate the Coronation of King Charles III and Queen Camilla.

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 Sedgefield Town Council Annual Fireworks Display Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council Annual Fireworks Display Update Report making everyone aware that an initial Fireworks Working Group meeting would be taking place on Thursday 22nd June 2023 to start this year's preparations. A further update report will be brought to the Committee's July 2023 meeting which will include a recommendation for admission charges for this year's event.

RECOMMENDED:

To receive this information.

5.2 Sedgefield Youth Club Funding Request Report by Cllr Julie Towler:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Funding Report by Cllr Julie Towler. Cllrs expressed concern that Spennymoor Youth Association were seeking funding for youth worker costs during term time as well as room hire costs for throughout the year, both of which have already been committed by the Town Council from it's 2023/24 budget and reflects the Council's ongoing support and commitment to the Club and its SLA with the Youth Association. Money cannot be claimed which is then not used for the specific purpose stated in any grant funding application form. There was also concern that this funding appeared to be being sought by the Youth Association without any involvement from the Youth Club's Management Committee. More clarification is required on this matter before anything is progressed and at this stage no bank details will be provided by the Town Council. Cllrs also requested clarification regarding The Ballinger Charitable Trust and whether funding from would impact upon any future funding opportunities through the EDRC AAP.

RECOMMENDED:

The Clerk and Cllr Kelly Dickerson, as Vice Chair of the Youth Club's Management Committee in the absence of the Chair, to write to Mr Wayne Gibson of Spennymoor Youth and Community Association stating support will be given for this 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. Within this correspondence to also seek how this would impact upon future AAP funding

and find where large items proposed for purchase will be stored.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 11th May 2023):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield Neighbourhood Watch meeting held on 11th May 2023.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.36pm.

APPROVED