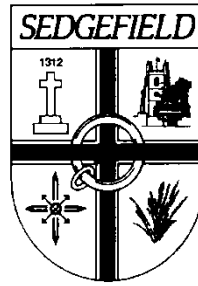


Annual Report 2015/16



Sedgefield Town Council



Welcome to the Town Council's Annual Report 2015/2016

The purpose of this report is to explain how the Town Council has operated during 2015/16, the work it has undertaken during this time and to provide you with an understanding of the Council's envisaged work in the coming financial year.

The publication of this Annual Report will coincide with the Council's Annual Town Meeting which will be held on Tuesday 3rd May 2016 at 7pm in the Parish Hall. This meeting will be an opportunity for the Council to not only present this Report but also to answer any questions from the public. The Council's annual accounts will also be available at this meeting.

For those who are reading this Report separately from attending the Annual Town Meeting there is still the opportunity for you to raise any questions or concerns with the Council through the 'Public Participation' items on all Council Monthly and Committee meetings throughout the year. Agendas for the Monthly meetings are displayed on the Town Council notice board in front of the library along with the dates to all other meetings. Agendas can be requested from the Council Offices or viewed at our website www.sedgefieldtowncouncil.gov.uk. Alternatively any issue or question can be submitted via the Town Clerk whose contact details appear later in this Report.

Sedgefield Town Council:

Sedgefield Town Council serves the town of Sedgefield which includes Thorpe Larches, Foxton and Embleton. The Council comprises of 15 elected Councillors. Each year in May at its Annual General Meeting the Council elects a Chair of the Council and a Mayor. In May 2015 Cllr Mel Carr was elected as Chair of the Council and in June 2015 Cllr Gloria Wills as the Mayor.

The Council conducts its business through a Committee system as follows:

Committee:	Meetings Held:
Monthly Meeting	2 nd Monday of every month
Policy & Resources	After Monthly Meeting
Community Development & Engagement	3 rd Monday of every month
Environment	3 rd Monday of every month
Personnel	As required
Sedgefield Extra	As required
Community Chest	As required

(Please note: in some instances dates are changed because of Bank Holidays. No Committee meetings are held in August. An annual meetings calendar is displayed in the Council Offices, Town noticeboard and on the website).

Details of the work of each of these Committees is contained later in this Report.

In addition to the Committees are a series of Working Groups which undertake research and investigation to propose recommendations for consideration by all Councillors at the relevant Committee. During 2015/16 the Council had Working Groups covering Estates, Finance, Policy & Records Management and Fireworks.

How To Contact Sedgefield Town Council:

The Town Council operates from the Town Council Offices on Front Street, Sedgefield and is open to the public:

Monday	9am – 12 noon
Tuesday	9am – 12 noon
Wednesday	9am – 1pm
Thursday	9am – 12 noon
Friday	9am – 12 noon

Enquiries can also be made via the following:

Post: Town Council Offices, Front Street, Sedgefield TS21 3AT

Telephone: 01740 621273 (24 hour answerphone service available)

Email: town.clerk@sedgefield.net

We aim to respond within 5 working days to all such enquiries.

The Town Council also operates a residents email database through which we cascade information including planning applications, crime watch etc. If you would like to register with this database please contact jane@sedgefield.net



Sedgefield Town Councillors:

Cllr Allan Blakemore 32 Beacon Avenue, Sedgefield 01740 621820	Cllr David Brown Town Farm House, 3 West End, Sedgefield 01740 622894	Cllr Mark Cant Mordon Moor Farm, Sedgefield 07818 243774
Cllr Vanessa Carmichael 47 Cunningham Court, Sedgefield 07889 219195	Cllr Mel Carr 3 The Square, Sedgefield 01740 629070	Cllr Lynne Dentith 10 West End, Sedgefield 01740 622179
Cllr Tim Jeanes 5 The Square, Sedgefield 01740 623456	Cllr Chris Lines 41 White House Drive, Sedgefield 01740 623090	Cllr John Robinson 28 White House Drive, Sedgefield 01740 620042
Cllr Maxine Robinson 28 White House Drive, Sedgefield 01740 620042	Cllr Ian Sutherland 19 Claremont Grove, Sedgefield 01740 622532	Cllr Alf Walton New Dawn, Low Hardwick Farm, Sedgefield 01740 620640
Cllr Dudley Waters 45 The Meadows, Sedgefield 01740 620607	Cllr Gloria Wills Hare Hills Lodge, Sedgefield 01740 622447	From February 2016 the Town Council has had a Councillor vacancy. This is currently out to advertisement to appoint a Co-opted Councillor.

Message from the Chairman of Sedgefield Town Council - Cllr. Mel Carr



It has been a busy year for Sedgefield Town Council and as Chair there have been many varied items and issues on the agendas to be debated and considered, making it very interesting and enjoyable.

One of the main items being The Sedgefield Plan which requires a great amount of consideration and steering to ensure it progresses as smoothly and swiftly as possible. The Town Council are now responsible for the continuing process after the excellent work of the Steering Group in preparing it. The aim of The Plan is to put into place the controlled development of Sedgefield and ensure the impact of new homes in Sedgefield do not overwhelm existing infrastructure, facilities and amenities. It will be reviewed every 5 years until 2030. Councillor Allan Blakemore, as Chair of the Steering Group, is now pressing ahead to progress The Plan and the current position at the time of writing this report is that Durham County Council's six week statutory consultation period has concluded and potential Independent Examiners have been identified. The Town Council and Durham County Council are to meet to jointly agree upon the appointment of one Independent Examiner who will oversee the examination process which we hope will then be followed by a Community Referendum in which our electorate will have their say through a vote regarding formal adoption of this Plan. The Town Council will continue to keep residents informed about the Plan through the Sedgefield Extra, the Council's website and the Residents Database. Many thanks to all who are assisting with this process.

With regard to large scale planning applications I have represented the Town Council to oppose the Three Corner Field (proposed 42 units which was refused and now in appeal), land South of Beacon Lane (proposed 150 units which was refused), Eden Drive (proposed 85 units which was refused and now in appeal), Eden Drive (proposed 230 units which was refused and now in appeal and revised Eden Drive application (300 units which was refused). We continue to monitor this situation carefully.

The comments received from the Parish Hall User Survey carried out in relation to the Parish Hall review are continuing to progress and some of the issues are starting to be addressed with more in the near future.

The Town Council's gardening staff Stephen Young and Roy Cairns, often working alongside Sedgefield in Bloom members, continue to keep Sedgefield looking at its best with the flower displays and weeding. We wish Roy all the best on retirement this year.

Other Committees and Working Groups all contribute to the running of the Council and I thank them for their enthusiasm and work with Sedgefield Day, the Firework Display, the Halloween Howler competition and the Snow Party are some of them.

I would like thank residents of Sedgefield, the Council staff and Councillors for their support over the past year.

2015 / 2016 Mayor's Report

Cllr. Gloria Wills



My year as Mayor of Sedgefield has been a truly memorable experience, one which I will remember for a long time to come. Sedgefield is such a special place and it has been an honour to be its representative at functions and events throughout the year both here and across the County.

I have been overwhelmed by the wealth of compliments I have received about our village, particularly the commitment to how our village looks, it's green space, it's beautiful floral displays, the community involvement and the inclusiveness it engenders. Our village is truly the jewel in the crown, and that is something I am extremely proud to be able to say.

I did not realise how time consuming this role would be and I could not have given that commitment without the support of my husband and consort Brian, my wonderful family, my many great friends, colleagues and businesses who have supported my fundraising events throughout that time.

I have been a 'singing' mayor, a 'rock and rolling' mayor, and a 'strictly' mayor, and culminated in the Mayor's Charity Ball which was a wonderful event and raised lots of money for my chosen charity Alzheimer's Society as well as local groups and organisations. A grand total of over £5000 was raised.

I would like to thank Jane Young for all her support over the last year in her role as the Mayor's Secretary.

Chair of Committee Reports:

Policy & Resources (P&R) Committee

Cllr Gloria Wills (Chair)

Once again this has been an extremely busy and productive year for this Committee.

The P&R Committee is responsible for the finance and governance of the Council. It's remit is to ensure that the Council meets its fiduciary duties in terms of expenditure, and that policies and procedures are in place to fulfil our legal obligations.

In line with our Standing Orders, and to ensure we are up to date with legislation we have reviewed our Standing Orders and Financial Scheme of Delegation and adopted a Corporate Risk Assessment and a Debt Management Policy.

Last year we introduced a new Committee with delegated powers, the Personnel Committee.

We have also created a number of working groups which are essentially there to allow focussed debate and discussion on defined aspects of the business of the Council.

In our first year as a new Council we were working within a budget set by our predecessors. It soon became clear that we needed to establish a dedicated working group, so in the latter part of 2014, we established a Finance Working Group.

It was very soon apparent that following the appointment of our new Internal Auditor, there were far more financial issues to review than first anticipated, and it was agreed that the Finance Working group continued to operate throughout 2015/16, reporting directly to the P&R Committee on a monthly basis.

We meet as and when required in accordance with our approved terms of reference. This allows quality time to debate and discuss all financial matters appertaining to the Council. The Committee has a monitoring role ensuring financial probity and giving assurance to both Council and the Responsible Financial Officer as well as the Internal Auditor, that all expenditure is being scrutinised and audited.

The Finance Working Group meet with the Internal Auditor to receive reports on assurances to comply with our legal obligations and regulations, in line with an agreed work programme. This gives the Council added assurance that proper controls are in place to safeguard the public purse.

The reports are then presented to Full Council in line with Standing Orders.

This has enabled better use of committee time and allowed more in depth debate on issues whilst allowing the monthly main committee meetings to be focussed and structured to make best use of Councillor's time. The introduction of working groups has given an opportunity to all Councillors with special areas of interest to get involved in

issues upon which they feel they can add value and expertise.

We have reviewed our policies and procedures and have continued to focus our efforts on budget control to ensure we achieve best value for the public from their precept. This year we increased the precept by 2.6%. This was mainly as a result of the impending loss of revenue from the Local Council Support Grant which is due to be removed within the next couple of years however we still managed to carry over a substantial surplus despite making huge investment in our assets and staffing. Some of this investment is highlighted in the Environment, and in the Personnel Committee Reports.

We are still working on our Asset Management Plan and Medium Term Financial Plan which will inform our future spending. However our priority has been to focus on the Parish Hall which is at the heart of our village.

I would like to thank our Auditor Gordon Fletcher for his work to date and to our RFO and Town Clerk, Dr Jane Ayre and our Financial Assistant Julia Rowsby for their commitment to this very important aspect of our work.

The progress we have made would not have been possible without the support and commitment of my Vice Chair, Cllr Mel Carr and fellow Councillors, and I would like to thank them personally for their contribution.

Community Development & Engagement Committee

Cllr Allan Blakemore (Chair)

Members of Sedgefield Town Council feel that the Community Spirit that we have in the village is important and make every effort to support and develop that feeling in any way they can. To this end Sedgefield Town Council works in conjunction with a number of groups and the schools to put on free activities and events.

Sedgefield day was unfortunately an extremely wet day and dampened many of the activities that we had planned. However it has to be said that the Sedgefield games still went ahead and all of those involved are to be congratulated for their spirit and tenacity particularly the dance group who were extremely wet at the end of their performance. Both of the primary schools were involved with the singing in Ceddesfeld grounds and performances by the hand bell ringers and other groups was well received. Sedgefield Community Association used the day to help promote their activities and hopefully increase their membership so there were also a number of displays within Ceddesfeld hall and grounds.

Our annual firework display took place on Halloween and incorporated the 'Halloween Howler' bringing people in fancy dress and entries into the pumpkin lantern competition.

This competition continues to be well supported and entries have steadily increased over the last five years. People who enter obviously spend hours making these lanterns as the standard of entries is extremely high.

We celebrated the switching on of the Christmas lights with the 'Snow Party'. This annual event was a joint effort between the Town Council and Sedgefield Community Association. In the Parish Hall we had Santa Claus a Bouncy Castle and face painting, Ceddesfeld Hall had a craft fair and there were other activities around the church turning circle. Again poor weather brought some of the groups into the Parish Hall but the event was well attended and many positive remarks have been received in support of holding this event again this year.

Our Community Development Officer Angela Simpson continues to support groups within the village and has assisted with numerous funding applications throughout the year. We are presently in the process of developing a Grant Funding Policy which will give guidance on how the Town Council can assist, constituted groups, with funding applications.

Environment Committee Report :

Cllr. Alf Walton (Chair)

Living in the countryside I have always had a interest in the environment and have enjoyed being Chairman of this committee with its challenges.

Trees are "growing" in Sedgefield and although they are attractive features they eventually present problems with overhanging branches interfering with buildings and traffic. Over the last year the Town Council has authorised many trimmings and crown lifts as a result of concerns of the public. I have overseen all of this work which has been carried out by an appointed contractor to a very high standard. The wood chip produced from this work has been utilised on the allotments. Work has already been commissioned to trees on Front Street and near to Winterton Cottages and this will take place very soon. Consideration is also being given to the state of other trees around the Town. A number of replacement trees obtained through grant funding have now been planted at the orchard at Winterton Cemetery.

The A177 junction has caused concern and is being monitored since its recent re-alignment work by Durham County Council.

Butterwick Road Cemetery is looking good due to the efforts of our Garden Supervisor Mr. Stephen Young and the extra grass cutting undertaken last year. The extra cutting did incur extra cost but has been worth it. Headstone Safety Testing continues to be undertaken on an annual basis with follow-up action being undertaken as necessary. The current burial area at the Cemetery is nearing capacity and plans are afoot to develop the new area behind the Garden of Remembrance.

The village and its centre is a pretty picture, thanks to the gardening staff with help from the Sedgefield In Bloom volunteers.

The flooding on Station Road field is still being addressed and there are ongoing discussions with residents and the County Council on the matter.

The highlight of my year and Stephen's has been the organising of a dedicated, self-contained building with kitchen, toilet, washing facilities and office area behind Cemetery Lodge for our gardening staff. Some further utilities installation work is now being scheduled.

2016 will present more challenges, we have improvements to enhance the village centre.

I would like to thank fellow Councillors and the public for their support with a special mention to Stephen and Roy.



Personnel Committee Report: Cllr Gloria Wills (Chair)

When we came to office as a newly elected Council in 2013 it was hard to believe that the Council did not have a Personnel Committee. This Committee has been extremely busy and proactive throughout the last two years and has become an essential part of our governance structure.

We have started from scratch with much of our work, from restructuring to succession planning, having been our priority over this time.

This last year we have consolidated and reviewed workloads and job descriptions to ensure that our staff were being used most effectively and efficiently whilst giving them opportunities for training and development. This is extremely important given that almost three quarters of our precept is employee related.

We also introduced the living wage, well in advance of the government directive to do so. We now have a caretaker in the Parish Hall, and are hoping to engage a new full time gardener.

Over the coming year our objective is to look at policy and in particular the development of a Staff Handbook .

I would like to express my personal thanks to the Vice-Chair of this Committee, Mel Carr for his support throughout the year, to our Town Clerk Dr Jane Ayre, and to all of our staff members for their commitment to this Council.

Community Chest: Cllr Vanessa Carmichael (Chair)

Sedgefield benefits from an extremely proactive and invaluable community and voluntary sector, who are mainly reliant on grants and fundraising opportunities to function. With this in mind the Council introduced the Community Chest , supported by a ring fenced amount of money each financial year, which allows local groups and organisations to access small donations.

The remit of this Committee is to award grants to good causes, local groups and organisations.

Organisations and individuals e.g. who bring some kind of benefit to Sedgefield and its community by running events;

Organisations or individuals who by their actions bring a benefit to the community in some way either directly or indirectly.

In 2015/16 the Community Chest has awarded over £450 in grants to an array of organisations (Sedgefield Bereavement Group, Sedgefield In Bloom, Sedgefield Sowers and Growers, Taste and See Group, Friends of St Edmund's, Sedgefield Village Games, Sedgefield WI and Great North Air Ambulance) and individuals who have participated in educational trips and then shared their experiences / learning with others upon their return to the Town.

If you feel your group or organisation would benefit from a small donation please submit your written request to the Town Clerk including details of what you are doing, why you are seeking financial assistance and how this is going to benefit Sedgefield and its community.

Sedgefield Extra Committee Report: Cllr Chris Lines (Chair)

Over the last year, we have been working hard to improve the content of the Sedgefield Extra, evolving its tone of voice and design, and ensuring a good level of consistency in all elements of its production. We have continued to use the Extra to report, from a town council perspective, on what has happened in Sedgefield, or what is in the pipeline. However, the publication also offers an opportunity for us to give residents a better insight into some of the work that goes on behind the scenes and isn't necessarily in the public eye. With that in mind, we have started to include updates from some of our working groups, which don't meet in public, but which undertake a lot of actions on behalf of the council, reporting back to the appropriate committees or full council as required. These updates have been included in a spirit of openness and transparency, but also to better showcase the kind of work that both councillors and council staff do, so that residents who may be interested in getting involved in the future have easy access to as much useful information as possible. The Town Council is always happy to receive feedback about the content and style of the Extra, so please get in touch if you would like to share any views on the publication.

Allotments - Cllr. Alf Walton : Allotments Champion

Once again, I take great pleasure in seeing the allotments blossom.

At Butterwick Allotment site there is 100 % take up of plots and they are in excellent condition with a wide variety of produce being grown. In Autumn 2015 a local farmer delivered 16 tons of good manure for a moderate cost which was shared between the plot holders. This was a very worthwhile activity. Also last year a skip was provided by the Town Council and allotment holders chipped in and filled it with unwanted materials tidying up the area. Over-hanging hedges and trees have been cut back to allow more light and to remove perches used by marauding wood pigeons. On a weekly basis I am continuing to monitor the rabbit population and at this moment in time I do not have any concerns about this matter but if this changes over the coming months the Town Council will take necessary action.

At Winterton Allotment plots are also looking good, but there is still a lot of room for improvement. Manure was also delivered and shared out at this site. At Winterton the Town Council provided two skips to allow allotment holders to dispose of their rubbish. Thanks go to the regular stalwarts who helped fill the skips. I also arranged for several tons of wood chip to be used for paths at this site. The shed at this site is now being used for potting up and storage. Finally, there are three plot holders who wish to half their plots which will result in some new plots becoming available to rent.

The Allotment Challenge 2015 was a great success with a high standard of plots. A presentation night was held in the form of a pie and pea supper at The Golden Lion and a good night was had by all as trophies and prizes were handed out. Looking at plot preparations the Allotment Challenge 2016 is expected to be of an even higher standard giving our Judge even more food for thought!

Finally, we need more Winterton allotment holders to join the Sowers and Growers Group. If you are interested please contact the Town Council for information about future meetings. I look forward to an even better year, good sowing and growing.



Cllr Alf Walton with some of the Allotment Challenge 2015 winners

Review of the Past Year : Dr Jane Ayre, Town Clerk

2015/16 has been yet another busy year for Sedgefield Town Council. As well as undertaking the work outlined earlier in this Report by the Chair of the Council, the Mayor and the various Committee Chairs, considerable time has been spent on progressing The Sedgefield Plan, responding to a wide range of planning applications ranging from small scale to large scale development plus continuing our on-going programme of reviewing and refining our internal operating systems relating to finance, IT and governance in conjunction with our new Internal Auditor.

The Town Council has continued to be extremely busy with over 5, 000 visitors coming through the doors and over 2,000 phone calls being made to our Council's Reception line alone. We take pride in being able to help people with their concerns and enquiries and in over 250 instances have progressed these with the responsible principal authority, Durham County Council. Thanks go to Julia Rowsby and Jane Young who are the Council's first point of contact for so many of these enquiries and requests.

The Parish Hall continues to be an extremely popular venue for many. In 2015/16 the Town Council started a major review of the Parish Hall and its facilities and the starting point was to undertake a consultation exercise with all Hall users. Thank you to everyone who participated. Your views are extremely important to us and have allowed us to identify the issues that we need to address and the priority order in which we do this. Overseeing this work has been Natalie Chowns-Smith and her role will continue in 2016/17 when we hope that you will start to see for yourselves these improvements in the Parish Hall. I'd like to thank Natalie for her work in this project and to Joyce Stephenson, Esther Harte, Les Parrish and Chris Dunn for their work in the day-to-day running of the Parish Hall.

During 2015/16 the Town has yet again looked stunning and this has been reflected in the numerous awards and accolades which have been received. Improvement works have continued at Butterwick Road Cemetery including the installation of a dedicated work facility for the Council's gardening staff. In addition a considerable amount of work has been undertaken, and will continue in 2016/17, in order to start to prepare the new area of this site for future interments. It is hoped that new Cemetery Rules and Regulations will be issued in the early part of 2016/17. Thanks go to our gardening staff Stephen Young and Roy Cairns as well as the dedicated volunteers in the Town who assist and support. I'd like to take this opportunity to wish Roy Cairns a very happy retirement as he prepares to leave the Town Council in April 2016.

2015/16 has been another successful year for the Town in terms of securing grant funding as well as hosting a varied programme of community events. Thanks go to Angela Simpson for her work in community development and engagement.

During 2015/16 the Town Council released to Sedgefield Squash Club their £22,500 allocation from the Terrace Hill money donated to the community. The deadline date for other Groups accessing their allocations has now been extended until 31st March 2017. Sedgefield Bowling Club, Sedgefield Out of School Fun Club and Sedgefield Harriers have all provided evidence showing they are making progress towards their respective projects.

Review of the Past Year : Events:

The Town Council has supported and worked with a number of local groups and organisations over the last 12 months including:

- Working with the Sedgefield 700+ to co-ordinate and deliver Sedgefield Day on 20th June 2015;
- Engaging with local primary schools delivering community workshops which linked to Sedgefield Day;
- Continuing to work closely with Sedgefield In Bloom to co-ordinate the Council's Northumbria In Bloom entry. 2015 was yet another hugely successful year for the Bloom winning Gold yet again.
- Tub planting with local schools to deliver a beautiful arrange of flowers on our village green;
- A popular fireworks display and Halloween Howler competition;
- A poignant and well attended Remembrance Day Service;
- A Snow Party now in its 10th year with ever growing popularity year on year;
- Working with the Rotary Club to provide the Christmas Tree and lights on the village green;
- A Christmas Carol Concert at St Edmund's Church which included, yet again, an amazing joint Sedgefield Primary and Hardwick Primary Choir;
- The annual Mayor's Charity Ball at the Hardwick Hall Hotel which was very well attended and included fund raising auction and tombola.

Successful funding applications submitted in 2015/16 included:

Self-watering tubs and winter gritting equipment	£12, 050
Sedgefield Day 2016	£5, 700
"Stepping Through Time" project in grounds of Ceddesfeld Hall	£3, 700
Trees for Winterton Orchard	£300

Funding remains both a necessity and a priority and the Town Council continues to apply for grants from a number of funders. In 2016/17 funding will be sought for the following projects:

- Refurbishment of the footpaths around the village greens in the Town;
- Sedgefield Day 2016;
- Outdoor fitness equipment

The P&R Committee met in January 2016 to consider the precept request for 2016/17. Through continued financial vigilance Sedgefield Town Council was able to keep its increase in precept to 2.6% on the 2015/16 Band D rating.

Copies of the Town Council's Accounts for 2015/16 are produced separately and are available to the public via the Town Council Offices and the website.

In accordance with legislation – it is now a statutory requirement to publish allowances received by members of the Town Council. The agreed allowance per month for Members of Sedgefield Town Council is £25.74.

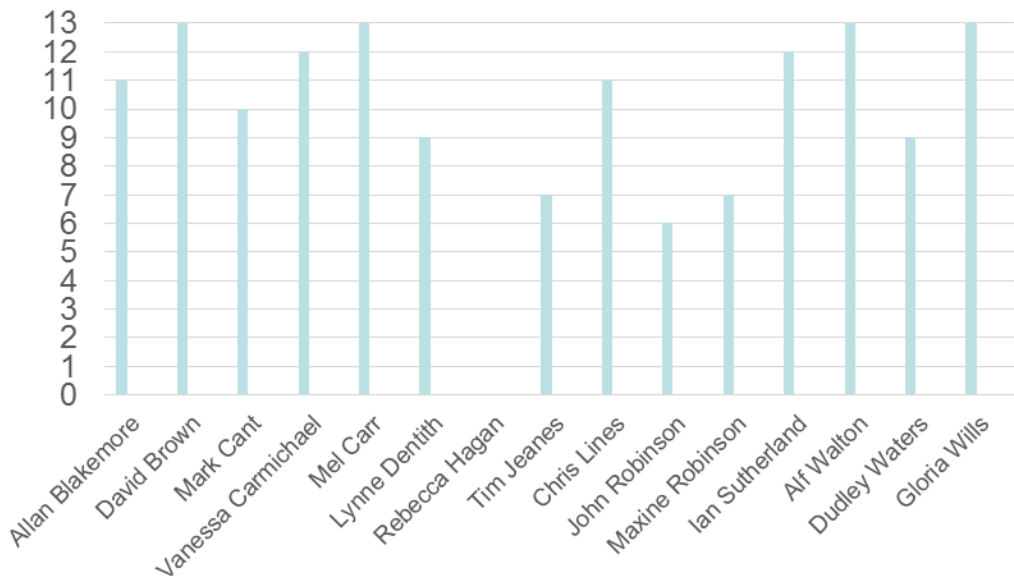
This was claimed over the past civic year by:-

Cllrs Mel Carr, Rebecca Hagan*, Tim Jeanes, Ian Sutherland and Dudley Waters.

* paid April 2015-February 2016 only due to disqualification

Councillor Attendance at Meetings

A request was made to publish the attendance record of Members of the Town Council in 2013/14. This request was agreed and below are the attendance figures for the Council's Monthly meetings, Annual General Meeting and Annual Town Meeting (Total 13) for 2015/16. These figures do not include attendance at Special meetings, Committee meetings, Working Group meetings or other meetings.



Note: Rebecca Hagan was automatically disqualified as a Councillor in February 2016 for non-attendance at meetings.

Contact Details

DURHAM COUNTY COUNCILLORS

Cllr Rachel Lumsdon 18 Glebe Close, Fishburn TS21 4DE

Tel 03000 268 739

Cllr John Robinson 28 White House Drive TS21 3BX

Tel 01740 620042

MEMBER OF PARLIAMENT

Phil Wilson MP 4 Beveridge Walkway, Newton Aycliffe DL5 4EE Tel: 01325 321603

SEDGEFIELD TOWN COUNCIL OFFICES

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Community Dev. Officer: Mrs Angela Simpson

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Project Worker

Ms Natalie Chowns-Smith

natalie@sedgefield.net

Gardening Supervisor

Mr Stephen Young

contact via 01740 621273

Parish Hall Caretaker

Mrs Joyce Stephenson

contact via 01740 621273