



SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **OCTOBER SPECIAL Meeting to adopt Co-opted Councillor** of the **Council** held at **6.15pm** in the Parish Hall, Sedgefield, on **Monday 9th October 2023**



MINUTES

Present **Cllr. Mel Carr (Chairman) and**
Cllrs. Ann Carr, Kelly Dickerson, Elizabeth Flanagan, Jenny Haworth, Dave Jasper and Julie Towler.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Allan Blakemore, David Brown, Mark Cant and Stephen Winter

2. Declaration of interest

None.

3. Appointment of Co-opted Councillor

Prior to the meeting the Clerk had circulated to all copies of the application form received from the local resident who wished to be considered for the casual vacancy on the Town Council. The Clerk confirmed this applicant met the criteria to become a co-opted Cllr. The Clerk also confirmed the applicant had been offered the opportunity to attend the meeting for a designated ten minute timeslot in order to introduce themselves to Councillors. The candidate had accepted this invitation.

The Chair, Cllr Mel Carr, welcomed the candidate to the meeting. The candidate was given the opportunity to introduce themselves, make any supporting statements in relation to their application, answer questions posed to them by Cllrs and to also ask questions themselves. Prior to leaving the candidate was told when they would be informed of the outcome of this recruitment process by Monday 16th October 2023.

RESOLVED:

- i) Mr Peter Hinde be co-opted as Councillor.**
- ii) The Clerk to inform Mr Hinde of their appointment and to make the necessary arrangements for them to join the Town Council as soon as possible upon completion of all necessary paperwork.**

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

APPROVED

SEDFIELD TOWN COUNCIL

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

at 7pm

on

Monday 9th October 2023

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, David Brown and Stephen Winter.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Fireworks Working Group held Thursday 7th September 2023:

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

b. Minutes of the Monthly meeting held Monday 11th September 2023:

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

c. Minutes of the P&R Committee held Monday 11th September 2023:

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

d. Minutes of the Environment Committee held Monday 11th September 2023:

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

- e. **Minutes of the Community Development Committee held Monday 11th September 2023:**
These were confirmed as a correct record. (AC / M Cant)
- f. **Minutes of the Personnel Committee held Monday 18th September 2023:**
These were confirmed as a correct record. (AC / JT)
- g. **Minutes of the Finance Working Group held Thursday 21st September 2023:**
These were confirmed as a correct record. (M Carr / DJ)
RESOLVED: To accept all of the minutes as above and recommendations contained therein.

4. Matters of Information:

4.1 Cllr Vacancy:

A Special Town Council meeting took place at 6.15pm on Monday 9th October 2023 to consider this matter.

RESOLVED:

To receive the information and to close this matter.

4.2 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-4.

RESOLVED:

To receive the information and to close this matter.

4.3 Additional Planning Application:

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DM/23/02586/TPO, DM/23/02598/FPA and DM/23/02629/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 October 2023 plus events until May 2024. The Clerk confirmed that since the production of this information the Mayor of Sedgefield, Cllr Dave Jasper, had organized to have a charity stall at Sedgefield Farmers Market on 3rd 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 Liz Mitchell asked if the Town Council had received any update from DCC regarding Section 106 monies. Cllr Mel Carr confirmed information had been received and would be considered under agenda items 5.1 and 7.3 of the P&R Committee's agenda.

Mrs Julia Bowles reported that 3 local residents had met recently with Mr Stephen Reed and Mr Gordon Elliott of DCC to discuss Section 106 monies. Mrs Bowles asked if Mr Reed and/or Mr Elliott, or indeed anyone from DCC, had informed the Town Council of this meeting. The Clerk replied that the Town Council were unaware of any such meeting and had not been informed by anyone from DCC. Mrs Bowles said that during that meeting residents had been given worrying information and told that all Section 106 monies had already been allocated. Mrs Bowles asked who would be informing the local community about this matter? Mrs Bowles said that Mr Reed and Mr Elliott had stated Sedgefield Town Council receives monthly data from CDALC regarding Section 106 monies and they are then expected to share this with residents. The Clerk said this was categorically incorrect. She explained that CDALC usually, on an annual basis, receive a template from DCC detailing the position on that day regarding Section 106 monies in the entire County, however, when previous such templates have been received and analysed by the Town Council it has been found the information is out of date or not always a true reflection of the actual position in Sedgefield. When this information is shared with the Town Council it is not with the instruction to share this with the public. Mrs Bowles noted that from the sports Section 106 monies Fishburn Football Club had been allocated £30,000 yet she noted Sedgefield Youth Football Club do not even have a pitch. Mrs Bowles said Mr Reed and Mr Elliott had both stated they would be happy to have a meeting with Sedgefield Town Council. Mrs Bowles said Section 106 monies figures needed to be made available to residents along with how such have been allocated and confirmation of what monies remain. Mrs Bowles said it was worrying that DCC have allocated hundreds of thousands of pounds of Section 106 monies without sharing such information with the Town Council and residents.

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

7. Internal Reports:

7.1 Chairman's Report:

The Clerk 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 the information in the Mayor's Report.

8. External Reports:

8.1 Report From Durham County Councilor Chris Lines, Sedgefield Division:

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

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Stockton Borough Council Planning Application 23/0261/OUT (email from Mr David Anderson, Clerk of Wynyard Parish Council dated 29th September 2023):

Prior to the meeting the Clerk had circulated to all an email from Mr David Anderson, Clerk of Wynyard Parish Council dated 29th September 2023 in which he detailed the objections of the Parish Council to planning application 23/0261/OUT and sought support from Sedgefield Town Council who would also be impacted by this application. The Clerk confirmed that no direct notification had been received from Stockton Borough Council regarding this application.

Cllrs considered the objections raised by Wynyard Parish Council and agreed with all, particularly that this large sale development has not been planned for and is

contrary to the Stockton Local Plan 2019 and the Wynyard Masterplan 2019. In addition, Cllrs also expressed concerns that such a development could have upon the already stretched medical and health facilities in Sedgefield as well as the lack of public transport links, as well as cycle route, between the Town and this proposed development.

RESOLVED:

Sedgefield Town Council to submit to Stockton Borough Council a letter of objection to planning application 23/0261/OUT in support of those objections raised by Wynyard Parish Council as well as concerns regarding implications upon medical and health facilities in Sedgefield and lack of public transport links.

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/23/02482/FPA – extensions and alterations to main house, conversion and extension to rear detached outbuilding to form annex, 36 North End, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/23/02697/PNT – prior notification for erection of 25m lattice mast including base station, 2.4m high palisade fencing, 6 no operator cabinets, no 2 dishes, 6 no antennas, 1 no electrical metre cabinet and ancillary development thereto, land East of telecommunication, Home Farm, Sedgefield:

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 APPLICATIONS:

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

DM/23/02842/VOC - variation of condition 2 (approved plans) pursuant to planning permission 7/2011/0410/DM for the demolition of farm buildings and erection of 13 detached dwellings to allow alterations to the layout and house types, to discharge

conditions 3 (materials), 4 (drainage), 5 (landscaping), 7 (tree protection), 8 (boundary treatments), 11 (carbon emissions), 12 (wheel washing) and to alter the wording of conditions 6 (tree works) and 14 (bat mitigation) – land to the rear of Elderberry Hall, Front Street, Fishburn

RESOLVED:

Cllrs to consider the above application and to forward any comments to the Clerk by no later than 9am on Monday 16th October 2023.

The Chair thanked everyone for attending and closed the meeting at 7.15pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER**
POLICY & RESOURCES of the Council
held following the **Monthly Meeting**
on
Monday 9th October 2023
in
Sedgefield Parish Hall.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, David Brown and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Active Travel Project:

The findings from this public consultation exercise have now been shared with all Cllrs for information. These will inform the future work of the Active Travel Project. Cllrs will be kept updated via County Cllrs Lines monthly report. The Clerk confirmed that the latest Active Travel Group meeting had taken place earlier that day.

RESOLVED:

To receive the information and to close this matter.

3.2 Hedge Cutting:

A quotation has been requested for all hedge cutting work prior to the 2023/24 hedge

cutting season so that this can be considered by P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.3 The Queen's Tree:

A Black Walnut tree has now been planted in the old cemetery at Beacon Lane as the Queen's Tree. Work is underway to obtain a boulder to which a commemorative plaque can be displayed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 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 another 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.

3.5 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.

3.6 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 has now taken place with DCC's Conservation Officer and Tree Officer(s) who recommend the Clerk now liaises with DCC's Head of Ecology 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.

3.7 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 awaited from Ms Bellis. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 Parish Hall User Forum:

Minutes from the recent Parish Hall Forum minutes have now been shared with the Hall's regular users.

Cllr John Finlayson to present a report to the next Estates Working Group meeting highlighting issues relating to the Hall for further consideration/discussion.

RESOLVED:

To receive the information and to close this matter.

3.9 Sedgefield Masjid:

The Town Council's response has now been issued to Mr Muhammad Rashiddin.

RESOLVED:

To receive the information and to close this matter.

3.10 Ceddesfeld Hall Signage Proposal:

Cllr Blakemore has fed back to Mr Tony Guest of the SCA that the Town Council is happy with the signage proposed providing the views of DCC's Conservation Officer are sought by the SCA.

RESOLVED:

To receive the information and to close this matter.

3.11 DCC Tax Base and LCTRS Grant Proposals:

The Clerk has submitted to DCC the agreed response from Sedgefield Town Council.

See agenda item 7.1 for CDALC's response to these proposals.

RESOLVED:

To receive the information and to close this matter.

3.12 Internal Audit:

The Finance Working Group will present the Internal Auditor's finding reports when received. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Letter to Ms Angela Barron:

The Clerk has written to Ms Angela Barron with the content of this response based upon the content of Cllr Blakemore's report and with guidance that all Section 106 monies queries be directed to DCC.

The Estates Working Group will investigate the state of the windows at the front of the Parish Hall and bring a recommendation to a future P&R Committee meeting if required.

RESOLVED:

To receive the information.

3.14 ASB Action Plan:

Ms Kate Ward of DCC is to contact the Town Council when she has scoped out a project to install a CCTV camera, new block paving, installation of bollards and a

heavy duty bin at the Youth Shelter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Parish Hall Stage Curtains:

The Clerk has written to the Sedgefield Players in accordance with the Town Council's wishes.

RESOLVED:

To receive the information and to close this matter.

3.16 Spennymoor Youth and Community Association – SLA 2023/24:

Cllr Mel Carr has signed the SLA on behalf of the Town Council and the Youth Association has counter signed.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Jenny Haworth, closed the meeting for the public to give their views.

Mrs Julia Bowles asked if there was any update on the appointment of a Co-opted Councillor. The Clerk confirmed that this matter had been considered at an earlier Special Town Council and it is hoped that an announcement can be made very soon once all necessary paperwork has been completed.

County Cllr Chris Lines noted that Section 106 updates were to be considered on this meeting's agenda. He said that any Section 106 allocations were provisional and subject to formal approval and meeting all stipulated criteria. County Cllr Lines said that none of the figures being presented in relation to the sports Section 106 monies would be a surprise as these have been reported fully since August 2021, and readily in the public domain, with applications having been accepted from East Durham Community Athletics Track, Sedgefield Cricket Club, Sedgefield Squash Club and Fishburn Football Club. County Cllr Lines added that no application was received from Sedgefield Youth Football Club. All sports groups who received Section 106 sports allocations are now working towards developing their projects, however, no money is handed over in advance, but groups incur costs then reclaim those

back from the Section 106 monies allocated. With regards to the community Section 106 monies, County Cllr Lines reminded all that DCC are minded to support the three capital projects which featured in the recent public consultation exercise. The outcome of the public consultation will go live on the consultations page of DCC's website from Tuesday 10th October 2023. At this stage no provisional allocations have been identified or made towards these three projects, this will be for determination by the Section 106 Panel when it meets in late 2023. County Cllr Lines said he and County Cllr David Brown had continued to engage with Sedgefield Town Council throughout this process and ensured this information was put into the public domain.

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

5. Reports:

5.1 Section 106 Monies – Sedgefield Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Section 106 Monies – Sedgefield Update Report. For the benefit of members of the public in attendance whose comments during Public Participation in the earlier Monthly Meeting related to this matter, the Clerk read out this report in full. Since the production of this report the Clerk confirmed that earlier that afternoon she had received the findings of the recent public consultation held by DCC during July and August 2023 in relation to community Section 106 monies. Whilst this information will go live on DCC's consultation page of its website from Tuesday 10th October 2023, the Clerk had been given permission to share this confidentially that afternoon with Town Councillors and this had been done electronically.

RESOLVED:

To receive this information.

5.2 Six Monthly Lift Inspection Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Update Report confirming the Parish Hall's lift successfully complied with the appropriate Regulations. The next inspection will be in March 2024.

RESOLVED:

To receive this information.

5.3 New Sedgefield Town Council Website Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a New Sedgefield Town Council Website Update Report by the Personnel Committee. Cllrs expressed their delight with the new website and expressed their thanks to the Projects & Media Co-ordinator for all her work on this new website.

RESOLVED:

- i) **To receive this information.**
- ii) **All Cllrs to take the time to view the new website (www.sedgefieldtowncouncil.gov.uk) and forward to the Clerk any comments by no later than 31st October 2023.**
- iii) **The Personnel Committee will undertake an annual review of the website every October to ensure that it remains fit for purpose.**

5.4 Review of Recruitment & Selection Policy Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Recruitment & Selection Policy Recommendation Report by the Personnel Committee. The Clerk had also issued electronically to all prior to the meeting a copy of the Policy to which that report referred.

RESOLVED:

The reviewed Recruitment & Selection Policy to be adopted with immediate effect and reviewed in a further 24 months time.

5.5 Review of Code of Our Values, Behaviours and Conduct Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Policy Recommendation Report by the Personnel Committee. The Clerk had also issued electronically to all prior to the meeting a copy of the Policy to which that report referred. Cllr John Finlayson said this was an excellent document and urged all Cllrs to read this and work in accordance with it, particularly Section 3.

RESOLVED:

The reviewed Code of Our Values, Behaviours and Conduct to be adopted with immediate effect and reviewed in a further 24 months time.

5.6 Adoption of Durham County Council's Tree Policy Recommendation Report by Estates Working Group:

Prior to the meeting the Clerk had circulated to all an Adoption of Durham County Council's Tree Policy Recommendation Report by the Estates Working Group.

RESOLVED:

- i) Sedgefield Town Council adopts Durham County Council's Tree Management Policy and refers to this when considering all future tree related enquiries from the public.**
- ii) Sedgefield Town Council will continue to undertake its scheduled programme of review of trees on its land.**
- iii) A link to DCC's Tree Management Policy be placed on the Town Council's new website.**

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 11th September 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11th September 2023 numbered 110651 to 110675.

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 29th September 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 29th September 2023.

The Clerk confirmed that the Town Council's second instalment of precept had now been received from DCC and this would feature on the next month's financial budget comparison. The Clerk also hoped to be able to submit a VAT reclaim for the period 1st April 2023 – 30th September 2023 during October 2023.

RESOLVED:

To receive the financial budget comparison as at 29th September 2023.

6.3 Debtors List as at 29th September 2023:

RESOLVED:

To receive the Debtors List as at 29th September 2023.

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

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

RESOLVED:

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

6.5 September 2023 Bank Reconciliations Plus September 2023 Imprest Account and August 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

The Clerk circulated to all the September 2023 and August 2023 bank reconciliations which related to this report.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Local Council Tax Reduction Scheme – Proposals To Reduce Grants To Parish/Town Councils (copy letter from CDALC dated 15th September 2023):

Prior to the meeting the Clerk had circulated to all a Local Council Tax Reduction Scheme – Proposals To Reduce Grants To Parish/Town Councils copy letter received from CDALC dated 15th September 2023. The Clerk confirmed this was the response submitted by CDALC's Executive in relation to current DCC consultations and reminded all that the Town Council's comments on this matter had been previously agreed.

RESOLVED:

To receive this information.

(Cllr Catherine Hart joined the meeting at this point)

7.2 D-Day 80 6th June 2024 (email and attachment from CDALC dated 29th September 2023):

Prior to the meeting the Clerk had circulated to all an email and attachment from CDALC dated 29th September 2023 regarding national plans for beacon lightings to mark the 80th anniversary of the D-Day landings on 6th June 2024. The Clerk confirmed that no beacon lighting would take place in Sedgefield but would liaise with Cllr Allan Blakemore, Chair of the Sedgefield 700+ Group, to determine if there was a desire to hold a commemorative event, possibly an ecumenical church service, in the Town.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to liaise with Cllr Blakemore.**

7.3 Summary of Current Status of Section 106 Funds Related To Developments In Sedgefield (information from Ms Jane Bellis, EDRC AAP received 29th September 2023):

Prior to the meeting the Clerk had circulated to all a Summary of Current Status of Section 106 Fund Related To Developments In Sedgefield (information supplied by Ms Jane Bellis, EDRC AAP received on 29th September 2023). The Clerk reminded all Cllrs that, as stated in the report considered under agenda item 5.1, this summary had been provided instead of a Freedom of Information request being submitted.

Cllr Mark Cant noted the figures stated within the summary do not total the £2,386,639 being sought by the Town Council. It was agreed that clarification should be sought on this matter. Cllrs Jenny Haworth and Kelly Dickerson questioned how the Section 106 allocations for education and health had been invested for the benefit of the community and requested further details as to how such funds have been spent and the number of additional educational places generated. It was agreed that these additional clarifications be sought so the summary document could be updated accordingly.

Cllr Haworth proposed that the Town Council request from Ms Bellis a further update in December 2023 so the Town Council could see how this matter was progressing

as allocations moved from provisional to actual. Cllrs agreed this would be extremely useful.

RESOLVED:

- i) **The Clerk to write to Ms Bellis of EDRC AAP to seek clarification on the matters identified by the Town Council when considering the summary provided in September 2023.**
- ii) **The Clerk to write to Ms Bellis in late November 2023 to request a full updated summary for December 2023 to review progress.**

7.4 Notice of Determination – Hardwick Hall Hotel and Hardwick Festival, Sedgefield (email and attachment from Ms Yvonne Raine, DCC dated 5th October 2023):

Prior to the meeting the Clerk had circulated to all an email and attachment from Ms Yvonne Raine of DCC dated 5th October 2023 giving the notice of determination regarding Hardwick Hall Hotel and Hardwick Festival's recently approved licence variations.

RESOLVED:

To receive this information.

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 7.51pm.

The Chair, Cllr Jenny Haworth, re-opened the meeting at 8.24pm. 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 the 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 Butterwick Road Cemetery Expansion Costings Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Costings Update Report which was duly considered.

8.3 Disposal of Obsolete Laptops Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Disposal of Obsolete Laptops Recommendation by the Finance Working Group which was duly considered.

The Chair thanked everyone for attending and closed the meeting at 8.45pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the
Council held following the **P&R** in the **Parish Hall**, Sedgefield, on
Monday 9th October 2023.

- Present** **Cllr. Mark Cant (Chairman) and**
Cllrs. Ann Carr, Mel Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan,
Catherine Hart, Jenny Haworth, Dave Jasper, Julie Towler and Mavis Wayman.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Allan Blakemore, David Brown and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 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.

3.2 Pest Control Issues Near Ceddesfeld Pond:

No further information has been heard yet regarding confirmation of water voles. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.3 Village Green – North End:

The Clerk has written to Mr Lee in accordance with the Town Council's wishes. The gardening staff have been instructed to schedule weedkilling work in this area. The Estates Working Group will review the status of tarmacked areas of village green at their next meeting and, if necessary, bring recommendation to a future P&R Committee meeting.

RECOMMENDED:

To receive this information and to close this matter.

3.4 Paths and Grounds – Sedgefield Squash Club:

The Clerk has written to Mrs Sheila Peden giving the Town Council's permission for the Squash Club to undertake some maintenance work around their building to prevent dirt and mud from the path being trodden into the club.

RECOMMENDED:

To receive this information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views.

County Cllr Chris Lines notes that the issue of the Heritage 100 walk in Sedgefield was to be discussed later in this agenda. He confirmed that the funding for this walk had been dealt with but funding still remains to be found for the story telling aspect of the walk. County Cllr Lines confirmed that he will be sourcing this funding.

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

5. Reports:

5.1 Potential Parson Sculpture Report by Cllr Mel Carr and Town Clerk:

Prior to the meeting the Clerk had circulated to all a Potential Parson Sculpture Report which detailed the outcome of an on-site brainstorming meeting held on 27th September 2023. The Clerk confirmed that when designs have been received this matter will be considered further but this is not a priority project for the Town Council. The Clerk and Cllr Mel Carr to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

5.2 Trees in Ceddesfeld Hall Grounds Near South View Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Trees in Ceddesfeld Hall Grounds Near South View Update Report. Attached to this report was the advice received from Mr John Alderson, DCC's Tree Officer following an on-site visit on 25th July 2023. The Clerk confirmed that she had made Mrs Stubbings aware that advice had now been received and was due to be considered. Cllrs duly considered this matter. It was agreed that no work was required to T4 and T5. It was also noted that whilst no work was recommended to T1 the Town Council would seek a quote for this work but then make the residents aware that it would be up to them to under any such work at their own cost. It was agreed that quotations be sought for work to T2, T3 and T6. This matter to be considered further under the P&R Committee agenda once quotations had been received.

RECOMMENDED:

The Clerk to seek quotations for recommended work to T2, T3 and T6 along with potential work to be undertaken by others to T1 then put this matter on the a future P&R Committee meeting agenda.

6. Correspondence:

6.1. 1340 Durham County Council Woodland Management Plan Consultation (email and attachments from Ms Erica Spencer, RDI Associates Ltd) [Note: information issued electronically to all Cllrs 25th September 2022]

Prior to the meeting the Clerk had circulated to all a 1340 Durham County Council Woodland Management Plan Consultation in email and attachments from Ms Erica Spencer, RDI Associated Ltd. Cllrs did not have any comments on this matter.

RECOMMENDED:

To receive this information.

6.2 Heritage 100 Installation Date and Story (email and attachment from Mr Keiron Young, Walk and Talk Trust dated 3rd October 2023):

Prior to the meeting the Clerk had circulated to all electronically an email and attachment from Mr Keiron Young of the Walk and Talk Trust dated 3rd October 2023

relating to the Heritage 100 walk for Sedgefield. Mr Young confirmed the walk is very near to going live but needed the Town Council's permission for the installation of a 5ft Oak starting post somewhere on the central village green area. Mr Young confirmed this post would be the responsibility of the Trust to maintain. Mr Young also confirmed that work is ongoing to produce the accompanying story for the walk. Whilst in his email Mr Young was seeking financial support, or suggestions, from the Town Council it was noted that County Cllr Chris Lines had earlier said that he would be sourcing the funding for the story.

Cllrs agreed the starting post should be located behind one of the seats on the Turning Circle, preferably nearest to the lychgate. It was agreed that this would be subject to approval by DCC's Conservation Officer and the views of the Head Gardener & Cemetery Superintendent from a grass cutting perspective.

It was also noted that Mr Young was requesting names of people whom the story teller could meet with as he commences his research. It was agreed to suggest Mrs Norma Neale and Mrs Alison Hodgson of the Local History Society as well as recommend contact be made with the local library.

RECOMMENDED:

- i) The Clerk to seek the views from DCC's Conservation Officer regarding the proposed location for the Oak starting point on the village green and duly then inform Mr Young.**
- ii) The Clerk to seek the views of the Town Council's Head Gardener & Cemetery Superintendent regarding the proposed location for the Oak starting point.**
 - i) Depending upon the outcome of i) and ii) the Clerk to grant permission to Mr Young.**
 - ii) The Clerk to forward to Mr Young names of potential sources of help for researching a story to accompany this Heritage 100 Walk.**

The Chair thanked everyone for attending and closed the meeting at 8.12pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 9th October 2023.**

Present

**Cllr. Mavis Wayman (Chairman) and
Cllr. Ann Carr (Vice-Chairman)**

Cllrs. 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 Allan Blakemore, David Brown and Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sedgefield Youth Club:

An internal audit of Sedgefield Youth Club took place on 26th September 2023. The subsequent findings report will be presented to the Finance Working Group for consideration and then to the P&R Committee with any recommendations.

See agenda item 6.1. for latest Youth Club Management Committee minutes.

RECOMMENDED:

To receive the information and to close this matter.

3.2 Guide Bench:

The Clerk has given permission to the Guides for them to decorate their bench on the village green as part of this year's Remembrance Day commemorations.

RECOMMENDED:

To receive the information and to close this matter.

3.3 Christmas Tree Festival:

The Clerk has given permission for St Edmund's Christmas Tree Festival to display their promotional banner around the war memorial fencing from 20th November 2023.

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.

County Cllr Chris Lines said that with regards to the Heritage 100 walk in Sedgefield discussed in the previous Environment Committee meeting, there would be lots of promotional work undertaken to make this as high profile as possible to help promote not only the walk but to encourage people to visit the Town and its surrounding area. With regards to comments made by members of the public during the earlier Monthly Meeting, County Cllr Lines said he had not been aware that a meeting had taken place between local residents and Mr Stephen Reed and Mr Gordon Elliott of DCC but he would be investigating this matter. County Cllr Lines reminded all that the recent public consultation relating to the Section 106 monies community pot did provide people with the opportunity to suggest future projects should there be any other funding available, i.e. not necessarily just future Section 106 monies. The Section 106 monies in question are for capital projects which by their nature are large-scale and take time to prepare, deliver and achieve. It is important that momentum is now maintained as ultimately developers could ask for this money to be returned to them. County Cllr Lines said it was good that the Town Council had asked for an update on all Section 106 matters, including for Sports projects. He reminded all that only a limited number of sport clubs came forward with projects as the majority did not have a capital project to pursue. County Cllr Lines said under 4% of the sports Section 106 monies had been given to a project in Fishburn. County Cllr Lines explained that Ms Jane Bellis of the EDRC AAP is the lead officer in administering and leading the Section 106 monies in Sedgefield. Mr Stephen Reed is DCC's strategic level officer who oversees Section 106 monies across the whole of County Durham. County Cllr Lines concluded by stating that the process for allocating Section 106 monies might not be ideal but what has been done in Sedgefield has been achieved via a collaborative approach. Ultimately it is DCC's decision as to how they allocate such monies but through the collective work

undertaken in our Electoral Ward there is a strong evidence base to present to the Section 106 Panel regarding the community pot.

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

5. Reports:

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

Prior to the meeting the Clerk had circulated a Town Council Annual Fireworks Display Update Report. The Clerk thanked those Cllrs who had volunteered to assist with this event since the issuing of this report, Cllr Mark Cant also volunteered to assist. The Clerk confirmed that roles and responsibilities would be assigned to all nearer the time. The Clerk confirmed that ticket sales are going well. The Fireworks Working Group continue to oversee the delivery of this event.

RECOMMENDED:

To receive this information.

5.2 Remembrance Sunday Update by Town Clerk:

Prior to the meeting the Clerk had circulated a Remembrance Sunday Update Report to all Cllrs. The Clerk reminded all Cllrs that they are warmly welcome to attend this event either in church or at the war memorial.

RECOMMENDED:

To receive this information.

5.3 Snow Party Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report detailing the programme for this year's event on Saturday 2nd December 2023 and the work undertaken to date and considerable work still required. The Clerk appealed for more Cllr volunteers to assist with this event. Cllrs Mark Cant, Kelly Dickerson, Jenny Haworth and Mavis Wayman volunteered. A further update will be brought to the November 2023 Community Development & Engagement Committee meeting.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Sedgefield Youth Club Management Committee (minutes of meeting held 11th September 2023):

Prior to the meeting the Clerk had circulated to all Sedgefield Youth Club Management Committee (minutes of meeting held 11th September 2023).

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.23pm.

APPROVED