

SEDFIELD TOWN COUNCIL

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

at 7pm

on

Monday 13th November 2023

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, John Finlayson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

The Chairman, Cllr Mel Carr, welcomed newly co-opted Cllr Peter Hinde to the Town Council.

1. Apologies:

Cllrs Kelly Dickerson and Catherine Hart.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Fireworks Working Group held Tuesday 3rd October 2023:

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

b. Minutes of the Special Personnel Committee meeting held Monday 9th October 2023:

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

c. Minutes of the Special Town Council Meeting: Co-option of Councillor held

Monday 9th October 2023:

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

d. Minutes of the Monthly meeting held Monday 9th October 2023:

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

e. Minutes of the P&R Committee held Monday 9th October 2023:

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

f. Minutes of the Environment Committee held Monday 9th October 2023:

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

g. Minutes of the Community Development Committee held Monday 9th October 2023:

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

h. Minutes of the Personnel Committee held Monday 16th October 2023:

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

i. Minutes of the Fireworks Working Group held Thursday 19th October 2023:

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

j. Minutes of the Finance Working Group held Thursday 21st September 2023:

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

k. Minutes of the Joint Town Council / Sedgefield in Bloom Group Meeting held Thursday 26th October 2023:

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

l. Minutes of the Estates Working Group meeting held Monday 30th October 2023:

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

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

4. Matters of Information:

4.1 Public Participation:

The Clerk has written to Mr Stephen Reed and Mr Gordon Elliott of DCC (with copies going to both local County Cllrs and CDALC) seeking clarification on comments made regarding a meeting between these Officers and local residents in relation to Section 106 monies. A response has now been received, see agenda item 7.3.

RESOLVED:

To receive the information and to close this matter.

4.2 Stockton Borough Council Planning Application:

The Clerk has submitted to Stockton Borough Council the Town Council's objections to planning application 23/0261/OUT and shared a copy with Wynyard Parish Council for information. Wynyard Parish Council have conveyed their thanks.

RESOLVED:

To receive the information and to close this matter.

4.3 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-2.

RESOLVED:

To receive the information and to close this matter.

4.4 Additional Planning Application:

No objections or comments were submitted by Cllrs to the Clerk regarding planning application DM/23/02842/VOC.

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 November 2023 plus events until May 2024. The Clerk reported an additional civic event on 9th February 2024 which will be a Mayor's Musical Night with entertainment by The Gastric Band in Sedgfield Parish Hall for which tickets will go on sale tomorrow.

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.

County Cllr Chris Lines had noted comments made during public participation at the previous

month's Monthly Meeting and reported that he is currently working with Ms Jane Bellis of the EDRC AAP in order to produce a Section 106 summary relating specifically to the Sedgefield Electoral Ward which can be shared publicly. The Clerk asked if the Town Council would also be able to share that report through its residents database and County Cllr Lines confirmed that would be welcomed as it would be a public document. County Cllr Lines hoped this summary would be issued very soon.

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.

7.3 Section 106 Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Section 106 Update Report. Accompanying this report was a letter sent from the Clerk to Messrs Stephen Reed and Gordon Elliott of DCC dated 26th October 2023 seeking clarification on several Section 106 matters following comments made during the previous month's Monthly Meeting Public Participation item. The point had been expressed that the Town Council would have hoped to have been informed that such a meeting was taking place and expected local County Cllrs to be informed. Specifically the letter requested clarification regarding the Section 106 allocations made and the correct person for liaison with regarding Section 106. The letter corrected the misconception that information was given by CDALC to Town and Parish Councils on as monthly basis for forward transmission to residents but confirmation that if such information was to be given to the Town Council by DCC then the Town

Council would be happy to share such providing there were contact details of a DCC Officer within for members of the public to contact with any subsequent questions. Within the letter clarification was sought as to the correct person with whom the Town Council should be liaising with regarding Section 106 as it had been the understanding this Officer was Ms Jane Bellis of the EDRC AAP. The Town Council had requested a copy of the minutes of the meeting between Messrs Reed and Elliott with local residents for information/context and also offered both the opportunity to attend a forthcoming Monthly Meeting to speak to Cllrs and the public for clarification purposes. Copies of this letter were also sent to both local County Cllrs representing the Sedgefield Electoral Ward, CDALC and Ms Jane Bellis of the EDRC AAP. Attached to the report was the response subsequently received from Mr Stephen Reed of DCC dated 27th October 2023 in which he explained why it was not appropriate for him to comment on what residents may or may not have said at their recent meeting and that minutes of such meetings were not taken as meeting with residents was a daily activity for DCC Officers. Mr Reed acknowledged that information was not issued on a monthly basis regarding Section 106 but hoped to share a latest update with CDALC very soon and it was not for DCC to dictate what a local council does with any such information it received on Section 106 matters. Mr Reed acknowledged that Ms Bellis of the EDRC AAP was keeping the Town Council updated on Section 106 matters.

Cllrs expressed disappointment with this matter but hoped that the update given earlier by County Cllr Lines suggested that information tailored to the Sedgefield Electoral Ward would be received soon which would allow a more open dialogue and transparency regarding Section 106 monies as well as identifying to whom members of the public will go to for any questions or issues they have regarding Section 106 matters.

RESOLVED:

With immediate effect all members of the public with enquiries relating to Section 106 monies be referred directly to Durham County Council's appointed Officer for Section 106 for the Sedgefield Electoral Ward [Note: This Officer to be identified on the Ward's Section 106 summary referenced earlier by County Cllr Chris Lines].

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 DM/23/02390/FPA The Old Smithy (email from Mr David Richards, DCC dated 27th October 2023):

Prior to the meeting the Clerk had circulated to all an email from Mr David Richards, of DCC dated 27th October 2023, in relation to The Old Smith planning application as numbered above. Mr Richards asked that if the recommendation was to refuse this planning application then would the Town Council be happy for that to be an officer delegated decision.

RESOLVED:

- i) Providing the recommendation is for this planning application to be refused then the Town Council is happy for this to be an officer delegated decision but if the recommendation is for the planning application to be accepted then the Town Council, as per its submitted comments, requests this application be called in for determination by Full Planning Committee.**
- ii) The Town Council requests a copy of the planning officer's report regarding this planning application as it would like to see the reasons for refusing/accepting.**

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/23/02670/AD – non-illuminated aluminium signage to north elevation, NETPark Plexus, Thomas Wright Way, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/23/02910/TPO – 2 no ash trees suffering from ash die back – fell due to close vicinity to outbuildings, telegraph pole and cable, Hill House, Embleton:

Cllrs did not have any objection to this application.

- 10.3 DM/23/02925/FPA – creation of a new spa complex and wellness facility, Hardwick Hall Hotel, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.4 DM/23/03133/TPO – T1 horse chestnut – to crown lift the tree to approx. gutter height of property and reduce crown back by around 20% up to 2m on south side. Soft growth pruning 75mm diameter, 3 Dunelm Court, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.5 DM/23/03134/TPO – T2 – lime, T3 – horse chestnut, T4 – lime – to crown lift the trees (3) to approx. gutter height and reduce crown back by around 20% up to around 2m on south side. All pruning of soft growth approx. 75mm in diameter, 2 Dunelm Court, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.6 DM/23/03135/TPO – T5 – sycamore – to crown lift the tree to approx. gutter height and reduce crown back by around 20% up to 2m on south side. Soft growth pruning 75mm in diameter, 1 Dunelm Court, Sedgefield:**
Cllrs did not have any objection to this application.
- 10.7 DM/23/03186/FPA – light aircraft hanger, Fishburn Airfield, Bishop Middleham:**
Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1 – 7 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/23/02968/FPA – proposed two storey dwelling to land to the rear of 5 West End, Sedgefield and associated parking and the felling of 3 no trees, land to the rear of 5 West End, Sedgefield. Cllr David Brown pointed out that neighbouring properties have not yet been notified by DCC of this planning application and it is likely that this will be contentious due to its location within the Conservation Area. Cllr Brown proposed the Town Council request this application be called in for determination by Full Planning Committee to ensure that members of the public have their opportunity to voice any concerns and objections.

DM/23/03379/PNS – prior notification for the installation of solar PV system comprised of 138 x 410W panels (total output 56.58 kW), Centre For Process Innovation, The Coxon Building, John Walker Road, Sedgefield

RESOLVED:

i) Cllrs to consider the above application and to forward any comments to the Clerk by

no later than 9am on Monday 20th November 2023.

ii) Planning application DM/23/02968/FPA be called in for determination by Full Planning Committee in order to allow members of the public the opportunity to voice any concerns and objections.

The Chair thanked everyone for attending and closed the meeting at 7.28pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER**
POLICY & RESOURCES of the Council
held following the **Monthly Meeting**
on
Monday 13th November 2023
in
Sedgefield Parish Hall.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Kelly Dickerson and Catherine Hart.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 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.

3.2 The Queen's Tree:

A Black Walnut tree has now been planted in the old cemetery at Beacon Lane as the Queen's Tree. Work is underway to obtain a boulder to which a commemorative

plaque can be displayed. It is possible this feature may not be installed until Spring 2024. As soon as the boulder and plaque are in place then this feature will be promoted. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 Specialist Lighting In Parish Hall:

The Council 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. The Clerk thanked Cllr Jasper for his assistance in this matter and confirmed that progress is now being made in getting this work scheduled. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 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 Assistant. The Clerk confirmed that half the identified staked headstones have now been laid flat. The Clerk will keep Cllrs updated on this matter via the next report to Council following completion of the 2023/24 annual headstone safety testing.

RESOLVED:

To receive the information and to close this matter.

3.5 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. Priority work relating to budget planning and community events has meant no further action has taken place in relation to this item.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 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 when a response is received.

RESOLVED:

To receive the information and to close this matter.

3.7 Letter to Ms Angela Barron:

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 and to close this matter.

3.8 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.

3.9 New Town Council Website:

No Cllrs forwarded any comments to the Clerk regarding the new Town Council website. The Personnel Committee will review this website in 12 months' time.

RESOLVED:

To receive the information and to close this matter.

3.10 Adoption of DCC Tree Policy:

A link to DCC's Tree Management Policy, with accompanying wording, has been added to the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.11 D Day 80:

The Clerk and Cllr Allan Blakemore will meet with Mr Michael King (St Edmund's Church) and Mr Neil O'Connor (Village Veterans) in early 2024. The Clerk to keep Cllrs updated on this matter via future Community Development & Engagement Committee meeting agendas.

RESOLVED:

To receive the information and to close this matter.

3.12 Summary of Current Status of Section 106 Funds Related To Developments In Sedgefield:

The Clerk has liaised with Ms Jane Bellis of the EDRC AAP and requested clarification on matters identified in the October 2023 P&R Committee meeting. The Clerk to write to Ms Bellis in late November 2023 to request a full updated summary for December 2023 to review progress in this matter.

See agenda item 7.2.

RESOLVED:

To receive the information.

3.13 Disposal of Obsolete Laptops:

This matter is now being actioned by the Clerk. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4. Public Participation:

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

County Cllr Chris Lines said everyone had the right to challenge DCC on Section 106 matters if they so wished, however, Section 106 agreements are ultimately made between a developer and the local planning authority meaning it is the local planning authority who decides how such is spent and that was reflected in Mr Reed's response to the Town Council's recent letter. County Cllr Lines said that considerable work had been undertaken by himself and fellow County Cllr Brown along with the Town Council and EDRC AAP to try to make the process of Section 106 monies more transparent in Sedgefield. County Cllr Lines said that the annual County wide Section 106 spreadsheet, referenced in Mr Reed's email discussed at the last meeting, can be a little misleading as it was simply a statement of fact, only giving a picture of the situation on the day of the spreadsheet's production and showing the amount of monies held in the "bank" at that time with no accompanying explanatory narrative. Additional confusion can be caused by the fact that when such monies are finally allocated, a project has to undertake the work, pay the costs and then claim back the Section 106 monies – until that is done, the money will still be with the county council and therefore listed on the spreadsheet. For this reason, and to try to greatly enhance the understanding of the actual position of available monies, County Cllr Lines and Ms Jane Bellis of the EDRC AAP were working on a Section 106 monies position statement specifically for the Sedgefield Electoral Ward which would provide the clarity needed, state whom is the contact point within DCC for any questions and then be promoted around the local community. County Cllr Lines hoped to have such a summary issued very soon.

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

5. Reports:

5.1 Butterwick Road Cemetery Expansion Project Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Project Update Report which confirmed a Special Town Council meeting had been scheduled to which The CDS Group had been invited to present a review of this project to date, confirm the current status and present the costings for completing this project.

RESOLVED:

Cllrs to attend a Special Town Council meeting on Monday 20th November 2023 at 6.30pm in Sedgefield Parish Hall.

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 9th October 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 9th October 2023 numbered 110677 to 110701. The Clerk circulated to all an updated list which also included cheques numbered 110702 to 110710.

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 November 2023:

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

RESOLVED:

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

6.3 Debtors List as at 2nd November 2023:

RESOLVED:

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

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

The Clerk circulated to all the Direct Debits and BACS list for 1st – 31st October 2023.

RESOLVED:

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

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

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

RESOLVED:

To receive this information.

6.6 Internal Audit 2023/24 Report by Town Clerk:

The Clerk circulated to all the Internal Audit 2023/24 report which confirmed the first programme of 2023/24 internal audit inspections had taken place on 26th September 2023 (Sedgefield Youth Club) and 18th-19th October 2023 (civic expenses, income and banking arrangements for 2023/24, members and officers expenses and allowances plus payroll system). The Clerk confirmed that findings reports have been received in relation to each audit and will be considered at the next Finance Working Group meeting and will then be presented to the December 2023 P&R Committee meeting.

RESOLVED:

To receive this information.

6.7 VAT Reclaim Update For Period 1st April 2023 – 30th September 2023 Report by Town Clerk:

The Clerk circulated to all the VAT Reclaim Update for period 1st April 2023 to 30th September 2023 and confirmed that since producing the report the reclaim had been received in full from HMRC.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Appointment of CDALC President (email from Ms Audrey Christie, CDALC dated 12th October 2023):

Prior to the meeting the Clerk had circulated to all an email from Ms Audrey Christie, CDALC dated 12th October 2023 regarding appointment of CDALC President. No suggested nominations were made for the CDLAC President vacancy.

RESOLVED:

To receive this information.

7.2 Section 106 Update – Sedgefield Town Council (email and attachment from Ms

Jane Bellis, EDRC AAP dated 25th October 2023):

Prior to the meeting the Clerk had circulated to all an email and attachment from Ms Jane Bellis, EDRC AAP dated 25th October 2023 regarding Section 106 Update. Cllrs noted the comments made by County Cllr Chris Lines in the earlier Monthly Meeting and agreed that the Town Council would wait to see the content of the Section 106 summary document that is to be made public before asking any further questions on this matter.

Cllr David Brown wished to highlight the Section 106 monies detailed on the bottom of the 2nd page which related to £8000 from the Wear Referrals development which was to be spent towards biodiversity in Hardwick Park. Cllr Brown said that he felt the residents of Bradbury had been badly let down when monies which could have benefitted their Parish had instead been given to Hardwick Park.

RESOLVED:

To receive this information.

7.3 Outside Impeccable Pig, Front Street, Sedgefield (emails from Mr James Sant, The Clancy Group dated 2nd November 2023 and Ms Stephanie Angus, Northern Powergrid dated 3rd November 2023):

Prior to the meeting the Clerk had circulated to all emails from the above regarding work required by Northern Powergrid outside The Impeccable Pig, Front Street, Sedgefield. This work would entail the suspension of parking bays outside The Impeccable Pig while work was undertaken but would not entail any physical impact upon the bays. The Clerk reported that Ms Angus had subsequently confirmed this work had been delayed slightly and was being rescheduled for early December. Cllrs agreed that this work should go ahead whenever Northern Powergrid requested it.

RESOLVED:

To receive this information.

The Chair, Cllr Allan Blakemore, 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 National Pay Award 2023/24 Recommendation by Chair of Personnel Committee and Town Clerk:

Prior to the meeting the Clerk had circulated to all a National Pay Award 2023/24 Recommendation by Chair of Personnel Committee and herself regarding the National Pay Award 2023/24. This was duly considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 7.56pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **NOVEMBER ENVIRONMENT** of
the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on
Monday 13th November 2023.

- Present** **Cllr. Stephen Winter (Chairman)**
Cllr. Mark Cant (Chairman) and
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, John Finlayson, Elizabeth
Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis
Wayman.
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Kelly Dickerson and Catherine Hart.

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 these matters.

RECOMMENDED:

To receive this information.

3.3 Potential Parson Sculpture:

Potential designs are now being drafted for consideration. Note: This is not a priority project for the Town Council. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.4 Trees in Ceddesfeld Hall Grounds Near South View:

A request for quotation has now been issued. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.5 Heritage 100:

DCC's Conservation Officer has confirmed the proposed start/finish post is acceptable as is the Town Council's suggested location. There isn't an issue with this location from the perspective of grass cutting. The post was installed on Friday 10th November 2023 meaning the walk is live, however, a more formal launch including community walk will take place at a date yet to be confirmed and will include local community groups and schools. Mr Young is now focusing upon the story to compliment this walk and will keep the Town Council updated on progress.

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. No members of the public were in attendance. The Chairman re-opened the meeting.

5. Reports:

5.1 Grass Cutting Tendering Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Grass Cutting Tendering Report reminding all that the current contract ends on 31st March 2024.

RECOMMENDED:

- i) **To receive the information in this report.**
- ii) **The Town Council's next grass cutting contract be awarded for a period of two years commencing on 1st April 2024.**
- iii) **Tenders to be collated and presented to a future P&R Committee meeting for determination.**

5.2 Annual Headstone Safety Testing Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing Report by herself and the Head Gardener & Cemetery Superintendent informing Cllrs of arrangements for the 2023/24 Headstone Safety Testing procedure. Headstone safety testing for 2023/24 will commence in late November/early December 2023 depending upon the weather and a detailed findings report will be presented to the February 2024 P&R Committee meeting.

RECOMMENDED:

To receive this information.

5.3 Northumbria In Bloom Competition 2024 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Northumbria in Bloom Competition 2024 Report. Cllrs noted the discussions which had taken place regarding this matter in the Joint Town Council and Sedgefield In Bloom Group's recent meeting and agreed the Town would not enter the 2024 Northumbria In Bloom competition but all would ensure the Town's floral features would look as stunning as ever in 2024 regardless.

RECOMMENDED:

- i) **To receive the information contained in this report and Sedgefield to not enter the 2024 Northumbria In Bloom competition.**
- ii) **Future invitations to enter Northumbria In Bloom to be considered when received.**

5.4 Trees in Old Beacon Lane Cemetery Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a report which detailed emergency action that had needed to be taken to fell two trees in Old Beacon Lane Cemetery

following strong winds the weekend of 21st/22nd October 2023. There had been associated damage to a nearby wall and a quotation is awaited for remedial work.

RECOMMENDED:

- i) **To receive this information.**
- ii) **The quotation for wall remedial work will be presented to a future P&R Committee meeting for consideration.**

5.5 Sedgefield In Bloom Group Watering Request 2024 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom group watering request 2024 report.

RECOMMENDED:

- i) **In 2024, the Town Council's gardening staff to undertake the watering of the Bloom Group's troughs outside the Social Club and hanging baskets as well as the Turnpike area.**
- ii) **This watering work to be undertaken at no cost to the Sedgefield In Bloom Group during 2024 in the spirit of working together.**

6. Correspondence:

6.1. Important Update On Planned Work In Your Area (letter from Mr Paul Davison, Northumbrian Water dated 13th October 2023)

Prior to the meeting the Clerk had circulated to all a letter from Mr Paul Davison of Northumbrian Water dated 13th October 2023 detailing update on planned work in our area.

Cllr David Brown pointed out an inaccuracy in the first paragraph of this letter which stated this work was to improve water quality in the River Skerne when in fact the Sedgefield sewage treatment works are nowhere near to the River Skerne but to the Shotton Beck and Billingham Beck. Cllr Brown had highlighted this inaccuracy to Northumbrian Water who had acknowledged their mistake.

RECOMMENDED:

To receive this information.

6.2 Sedgefield In Bloom (minutes of meeting held on 11th October 2023):

Prior to the meeting the Clerk had circulated to all the Sedgefield in Bloom minutes of meeting held on 11th October 2023.

RECOMMENDED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.06pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **NOVEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 13th November 2023**.

Present

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

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

Officer

Dr Jane Ayre (Town Clerk)

1. **Apologies:**

Cllrs Kelly Dickerson and Catherine Hart.

2. **Declaration of interest:**

None.

3. **Matters of Information:**

None.

4. **Public Participation:**

The Chairman, Cllr Mavis Wayman, closed the meeting for the public to give their views. No members of the public were in attendance. The Chairman re-opened the meeting.

5. **Reports:**

5.1 Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group:

Prior to the meeting the Clerk had circulated a Sedgefield Town Council's Annual Fireworks Display Update Report by Fireworks Working Group. This report detailed the background to the recent event on 27th October 2023, the key facts, feedback following the display and the events income and expenditure. Cllrs were pleased to

note that both Sedgefield Youth Club and 1st Sedgefield Scouts had raised valuable funds by supporting this event by selling refreshments.

Cllr Jenny Haworth expressed thanks to Town Council staff for all their work during and out of office hours to make this event a success. Cllr John Finlayson echoed Cllr Haworth's comment.

Cllr Stephen Winter reported that local resident Mr Paul Heasman had taken drone images of during the display and was happy to share these with the Town Council. The Clerk confirmed these had been received and thanks conveyed to Mr Heasman. These images will be used on the Town Council's website and in the Annual Report. Cllr Winter also reported that two attendees had expressed to him the view that they had not been able to see the fireworks clearly due to trees and questioned if the fireworks could be fired from another location. The Clerk to ensure this matter is considered during the 2024 display planning via discussions with the appointed fireworks provider, however, it was noted that the trees had held their leaves for far longer than in previous years which may have been a factor. No other complaints had been received regarding this matter.

RECOMMENDED:

- i) The Town Council's next fireworks display will take place on Friday 1st November 2024 (with the Mayor's Quiz being on Friday 25th October 2024). The display will include a Halloween Howler competition.**
- ii) The event to take place at Ceddesfeld Hall grounds.**
- iii) G2 Fireworks be re-appointed as next year's fireworks contractor with the display to last for the same time. Discussions to take place as to whether silent fireworks could be an option for this event. Discussions to take place to see if a tarpaulin within the firing zone could be used to help with display debris.**
- iv) The Finance Working Group to increase the allocation, as previously agreed by the Town Council during 2023/24, for the fireworks display when setting the 2024/25 budget.**
- v) TWS be re-appointed as next year's Stewarding Contractor, again with 8 stewards.**
- vi) Lunar Medical be re-appointed as next year's First Aid contractor providing the same level of cover as they have for the 2023 event.**
- vii) Sedgefield Youth Club and 1st Sedgefield Scouts be invited to provide refreshments at the 2024 event as a way of raising funds for their respective**

organisations.

viii) Ticket prices for the event will be considered in 2024.

vix) The Sedgefield Ploggers be asked if they would undertake a community plog the morning after the 2024 fireworks display.

x) The Fireworks Working Group to consider whether dogs should be permitted into the crowd area in 2024.

5.2 Remembrance Sunday Update by Town Clerk:

Prior to the meeting the Clerk had circulated a Remembrance Sunday Update Report to all Cllrs. Since the production of this report the Remembrance Sunday event had taken place and been a very successful, fitting commemoration on behalf of the Town. The Clerk reported there had been an excellent attendance at both the church service and the outdoor commemorations. The Clerk also confirmed that a young person had come forward to play The Last Post as part of the outdoor commemorations and given an excellent performance. A letter and small token of thanks will be issued on behalf of the Town Council for this.

RECOMMENDED:

To receive this information.

(Cllr Peter Hinde left the meeting)

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 said that further Cllr volunteers were required for this event between 3.30pm and 5.30pm.

RECOMMENDED:

i) To receive this information.

ii) Cllrs to consider if they could volunteer at this event between 3.30pm and 5.30pm.

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 14th September 2023):

Prior to the meeting the Clerk had circulated to all Sedgefield Neighbourhood Watch

minutes of meeting, held on 14th September 2023.

RECOMMENDED:

To receive this information.

The Chairman thanked everyone for attending and closed the meeting at 8.25pm.

APPROVED