

SEDGEFIELD TOWN COUNCIL



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

at 7pm

on

Monday 11th December 2023

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Stephen Winter.

2. Declaration of interest:

Cllr David Brown declared an interest in agenda item 10.4 as this related to a neighbour and requested to speak first about this before any Council debate. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 13th November 2023:

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

b. Minutes of the P&R Committee held Monday 13th November 2023:

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

c. Minutes of the Environment Committee held Monday 13th November 2023:

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

d. Minutes of the Community Development Committee held Monday 13th

November 2023:

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

e. Minutes of Finance Working Group held Thursday 16th November 2023:

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

f. Minutes of the Personnel Committee held Monday 20th November 2023:

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

g. Minutes of Special Town Council Meeting: Expansion of Butterwick Road Cemetery held Monday 20th November 2023:

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

h. Notes of Policy & Records Management Working Group held Tuesday 21st November 2023:

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

i. Minutes of the Estates Working Group meeting held Monday 27th November 2023:

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

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

4. Matters of Information:

4.1 Report From Durham County Councillor Chris Lines, Sedgefield Division:

The Clerk confirmed that since the last Monthly Meeting a "Summary Of The Current Status Of Section 106 Funds Relating To Developments In Sedgefield" had been produced by DCC which had been circulated to the public. Within this document was confirmation that any enquiries relating to Section 106 monies were to be directed to Ms Jane Bellis of the EDRC AAP.

RESOLVED:

To receive this information.

4.2 DM/23/02390/FPA – The Old Smithy, Sedgefield:

The Clerk has responded to DCC Planning Officer Mr David Richards stating that 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. However, if the recommendation is for the planning application to be accepted then the Town Council, as per its previously submitted comments, requests this application be called in for determination by Full Planning Committee. The Town Council has also requested a copy of the planning officer's report regarding this planning application

as it would like to see the reasons for refusing/accepting. Mr Richards has confirmed receipt of the Town Council's instruction. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.3 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-7.

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/23/03379/PNS (Centre For Process Innovation).

Objections were received in relation to planning application DM/23/02968/FPA (land to rear of 5 West End) and a letter of objection submitted to DCC Planning Officer with request this application be called in for determination by Full Planning Committee.

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 December 2023 plus events until April 2024.

RESOLVED:

To receive the information.

6. Public Participation:

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

Mrs Julia Bowles noted that Section 106 information produced by DCC is now in the public

domain but she questioned how wide this circulation was? Mrs Bowles noted that County Cllr Lines had expressed concern that DCC had met with residents without the Town Council knowing. Mrs Bowles said that no agreement is needed from anyone in order to allow residents to meet with DCC Officers and that she had done this lots of time over many years. Mrs Bowles noted that all questions regarding Section 106 monies were now to go directly to DCC. She asked why the Town Council had not consulted with the public on how such monies were to be spend in the Town? Mrs Bowles questioned why safe crossings had not been discussed as part of the Active Travel work being led by DCC. Mrs Bowles asked when the public would be informed about the remaining Terrace Hill money held by the Town Council? Mrs Bowles said, in her opinion, the Town Council and DCC did not work in partnership. She questioned why she should have to go to the local AAP for answers to questions regarding Section 106 monies when she wanted to talk to “the body on the ground”, i.e. the Town Council. Cllr Mel Carr reassured Mrs Bowles that the Town Council is very much concerned, as it always has been, regarding Section 106 monies. Cllr Mel Carr said the Town Council would respond to Mrs Bowles via letter as she had asked a number of questions.

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

7. Internal Reports:

7.1 Chairman’s Report:

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

RESOLVED:

To receive this information.

7.2 Mayor’s Report:

Prior to the meeting the Clerk had circulated to all a Mayor’s Report which provided details of the Mayor’s actions since the last Monthly Meeting as well as forthcoming plans.

RESOLVED:

To receive the information in the Mayor’s Report.

8. External Reports:

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

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division. Attached to this report were the minutes from the most recent Active Travel meeting for information.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Town and Country Planning Act 1990 – Planning Consultation (letter from Mr Mark Sandford, Durham County Council dated 17th November 2023):

Prior to the meeting the Clerk had circulated to all a letter from Mr Mark Sandford of DCC dated 17th December 2023 entitled Town and Country Planning Act 1990 – Planning Consultation. This letter detailed a planning application relating to The Beehive at Salters Lane, Fishburn. The Clerk confirmed this planning application was to be considered under agenda item 10.

RESOLVED:

To receive this information.

9.2 Final Recommendations County Durham (email from Local Government Boundary Commission for England dated 28th November 2023 and from CDALC dated 28th November 2023) [Note: all information issued to Cllrs electronically on 29th November 2023]:

Prior to the meeting the Clerk had circulated to all an email from the Local Government Boundary Commission For England dated 28th November 2023, along with similar from CDALC dated 28th November 2023, presenting the final recommendations for Durham County Council with the anticipation these will come into effect for the 2025 local council elections. It was noted that the Town Council's submitted recommendation that Bishop Middleham be incorporated into the existing Sedgefield Electoral Division had been accepted.

RESOLVED:

To receive this information.

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/23/02075/FPA – erection of 4m high acoustic earth bund, land South East of Station House, Station Cottages, Wynyard:

Cllrs did not have any objection to this application.

10.2 DM/23/02911/FPA – demolition of existing outbuildings and erection of annex, Orchard House, Preston le Skerne:

Cllrs did not have any objection to this application.

10.3 DM/23/02915/FPA – change of use of public house (use class Sui Generis) to retail (use class E), including demolition of garden room, lean-to canopy and an existing patio, erection of single storey side and rear extensions, installation of a new compound, façade treatment alterations car park alterations, access alterations and landscaping works, The Beehive, Salter’s Lane, Fishburn:

Cllrs objected to this application due to highways safety concerns as the nearby junction is already busy and this application will generate further significant volumes of traffic thereby increase the risks further of an accident.

10.4 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:

The Clerk confirmed that, as detailed in agenda item 4.4, Cllrs had already considered this application and as a result a letter of objection had been submitted to DCC Planners on the grounds of this proposal will considerably overshadow properties at 7 West End as well as those in Town Farm Court as the proposed dwelling is to be built on land which is significantly higher. The proposal is considered to be over-development of the site. The proposed dwelling will create additional parking problems in an area of the Town already over congested. There are associated highways risks due to increased traffic. There are no dedicated parking bays opposite 5 West End. This planning application contravenes Policy E3 in the formally adopted neighbourhood plan, The Sedgefield Plan, i.e. sub-division of existing gardens. The Town Council has requested this application be called in for determination by Full Planning Committee.

Cllr David Brown commented that several neighbours will be affected by this proposed application and they have employed the services of a planning consultant to represent them if this application is to go before Full Planning Committee. Cllr Brown proposed that in the event of such a Committee meeting being called then the Town Council representative should speak first using Policy E3 then the planning consultant thereafter.

10.5 DM/23/03197/AD – item 1 – externally illuminated aluminium fascia tray, item 2

– externally illuminated aluminium projecting sign, items 3 and 4 – non-illuminated wall mounted panel signs, Rectory Row, Sedgefield:

Cllrs did not have any objection to this application.

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

The Clerk confirmed that, as detailed in agenda item 4.4, Cllrs had already considered this application and did not have any objection to this application.

10.7 DM/23/03487/FPA – division to form 2 no separate units at no 60-62 Front Street, Sedgefield with no 60 becoming a barbers shop, 60-62 Front Street, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

- i) The comments on planning applications 1 – 7 above to be submitted to DCC Planners.**
- ii) If a Full Planning Committee is called to consider planning application DM/23/02968/FPA then Cllr Jenny Haworth will attend and speak on behalf of the Town Council (and in her absence Cllr Mel Carr).**

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 applications which needed to be considered by Cllrs:

DM/23/03467/AD – sign over shop entrance door and window with additional sign below window, 60-62 Front Street, Sedgefield

DM/23/03574/FPA – replacement of rear boundary fence/wall, 16 Saddler Drive, Sedgefield

DM/23/03626/FPA – two storey extensions to front and side of property and single storey extension to rear, loft conversion including dormer to rear, 50 Station Road, Sedgefield

RESOLVED:

Cllrs to consider the above planning applications and to forward any comments to the Clerk by no later than noon on Friday 15th December 2023.

The Chair thanked everyone for attending and closed the meeting at 7.22pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER**
POLICY & RESOURCES of the Council
held following the **Monthly Meeting**
on
Monday 11th December 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, Kelly Dickerson, John
 Finlayson, Elizabeth Flanagan, Peter Hinde, Dave Jasper, Julie Towler and
 Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Stephen Winter.

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. The commemorative plaque has been fitted to a boulder and both

installed near the tree. This feature will be promoted in the next edition of the Sedgefield Extra.

RESOLVED:

To receive the information and to close this matter.

3.3 Specialist Lighting In Parish Hall:

This work has now been completed.

RESOLVED:

To receive the information and to close this matter.

3.4 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.

3.5 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.

3.6 Disposal of Obsolete Laptops:

To date two laptops have been disposed of. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Outside Impeccable Pig:

Northern Powergrid's contractor, Clancy, commenced work on 4th December 2023. Whilst no definitive date has been given for a completion date it is hoped this will be concluded soon. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 National Pay Award 2023/24:

The staff uplifts and back pay in accordance with the 2023/24 national pay award were included in November 2023 salary payments.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Allan Blakemore, 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 Review of Council's Publication Scheme Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Council's Publication Scheme Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Scheme, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Publication Scheme to be adopted with immediate effect and reviewed in a further 12 months time.

5.2 Review of Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Council Compliments, Comments and Complaints Policy Recommendation Report by the Policy & Records

Management Working Group. A copy of the reviewed Policy, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Council Compliments, Comments and Complaints Policy to be adopted with immediate effect and reviewed in a further 12 months time.

5.3 Review of Social Media Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Social Media Policy Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Policy, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Social Media Policy to be adopted with immediate effect and reviewed in a further 12 months time.

5.4 Review of Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Councillor and Staff Working Protocol Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Protocol, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Councillor and Staff Working Protocol to be adopted with immediate effect and reviewed in a further 12 months time.

5.5 Review of Mayor's Handbook Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review Mayor's Handbook Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Handbook, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Mayor's Handbook to be adopted with immediate effect and reviewed again in March 2024 with future reviews then taking place annually in March to coincide with nearing the end of the civic year.

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 13th November 2023:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13th November 2023 numbered 110711 to 110729. The Clerk circulated to all an updated list which also included cheques numbered 110730 to 110737.

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 1st December 2023:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1st December 2023.

RESOLVED:

To receive the financial budget comparison as at 1st December 2023.

6.3 Debtors List as at 1st December 2023:

RESOLVED:

To receive the Debtors List as at 1st December 2023.

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

RESOLVED:

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

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

RESOLVED:

To receive this information.

- 6.6 Internal Audit 2023/24 Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an Internal Audit 2023/24 Report by the Finance Working Group which was accompanied by a series of internal audit findings reports relating to Gifts and Hospitality, Income Collecting and Banking (interim audit), Payroll Audit plus Members and Officers Allowances and Expenses. Cllrs were pleased to note that Full Assurance ratings had been obtained for all of these Town Council internal audits. Also, attached was an audit report relating to the governance arrangements for Sedgefield Youth Club (not the delivery of the youth club sessions). This had achieved a Moderate Assurance rating and work was already being undertaken by the Youth Club's Management Committee to implement the recommendations made in the hope that further internal audit towards the end of 2023/24 could lead to a higher assurance rating.

RESOLVED:

To receive this information.

- 6.7 Review of External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of External Grant Funding Policy & Procedures Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Policy & Procedures, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed External Grant Funding Policy & Procedures to be adopted with immediate effect and reviewed in a further 12 months time.

6.8 Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Corporate Risk Management Schedule Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Schedule, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Corporate Risk Management Schedule to be adopted with immediate effect and reviewed in a further 12 months time.

6.9 Review of Confidential Reporting Code Including Anti-Fraud and Corruption Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Confidential Reporting Code Including Anti-Fraud and Corruption Policy Recommendation Report by the Policy & Records Management Working Group. A copy of the reviewed Policy, including highlighted amendments, had been issued electronically to all Cllrs at the same time.

RESOLVED:

The reviewed Confidential Reporting Code Including Anti-Fraud and Corruption Policy to be adopted with immediate effect and reviewed in a further 12 months time.

7. Correspondence:

None.

The Chair, Cllr Allan Blakemsore, explained that due to the confidential nature of the following items these would be discussed under Exempt Information and 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 a way forward agreed.

8.2 Job Evaluation Outcome Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Job Evaluation Outcome Report by the Personnel Committee which was duly noted.

8.3 Quotation For Refurbishment Of Centre Of Turning Circle Recommendation by Estates Working Group:

Prior to the meeting the Clerk had circulated to all a Quotation For Refurbishment of Centre Of Turning Circle Recommendation Report by the Estates Working Group which was duly considered and a way forward agreed.

8.4 Quotation For InspectEDGE Recommendation by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Quotation For InspectEDGE Recommendation Report which was duly considered and a way forward agreed.

8.5 Quotation For Underground Utilities Survey Verbal Recommendation by Town Clerk:

The Clerk reported that following discussions at the Special Town Council meeting held on 20th November 2023 to progress the project to expand Butterwick Road Cemetery, The CDS Group had been working on completing the necessary documentation to re-submit plans to the Local Planning Authority as well as progress the specification work required for tender production. As part of this it was now necessary to conduct an underground utilities survey to investigate around the site access and lamp-posts. This matter was duly considered and a way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 7.42pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **DECEMBER ENVIRONMENT** of
the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on
Monday 11th December 2023.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr 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 these matters.

RECOMMENDED:

To receive this information.

3.3 Potential Parson Sculpture:

Potential designs have now been drafted and shared with those who attended the on-site meeting for their 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. A reminder has been issued. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.5 Grass Cutting Tendering:

Work is underway to seek tenders for the grass cutting contract for 2024/25 – 2025/26. Note: When received this will be presented to the February 2024 P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.6 Northumbria In Bloom:

The Clerk has informed Northumbria In Bloom that the Town will not be entering the 2024 competition but will continue to consider invitations on an annual basis.

RECOMMENDED:

To receive this information and to close this matter.

3.7 Trees In Old Beacon Lane Cemetery:

No quotation has yet been received regarding the wall remedial work. Note: When received this will be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.8 Sedgefield In Bloom Group Watering Request:

The Clerk has informed the Bloom Group that the Town Council's gardening staff will undertake watering in 2024 for the Group's troughs outside the Social Club, hanging baskets and Turnpike area and for which there will not be any charge. The Chair of the Bloom has expressed the Group's thanks to the Town Council.

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

5. Reports:

None.

6. Correspondence:

None.

The Chair thanked everyone for attending and closed the meeting at 7.43pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 11th December 2023**.

Present

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

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Stephen Winter.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Fireworks Display:

Letters appointing officials have been issued (including to Sedgefield Ploggers, Sedgefield Youth Club and Sedgefield Scouts). A save the date for Friday 1st November 2024 will feature in the next edition of the Sedgefield News. The Finance Working Group are considering event budget allocations as they prepare a recommended 2024/25 budget. The Fireworks Working Group will meet in July 2024 to start work on the next Display.

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. No

members of the public were in attendance. The Chairman re-opened the meeting.

5. Reports:

5.1 York Coach Trip Report by Town Clerk:

Prior to the meeting the Clerk had circulated a York Coach Trip Update Report to all Cllrs. Cllr Wayman confirmed this trip had been well organized and well received with lots of very positive verbal feedback being received by herself and Cllr Ann Carr who had attended the trip as the Town Council's representatives.

RECOMMENDED:

- i) To receive this information.**
- ii) The Town Council to run three coach trips in 2024.**

5.2 Snow Party Update by Town Clerk:

Prior to the meeting the Clerk had circulated a Snow Party Update Report to all Cllrs which detailed the background to this event, the key facts, feedback received regarding this event plus the event's income/expenditure. Since the production of this report the Clerk confirmed that a £50 donation has also been received from the fairground operator.

RECOMMENDED:

- i) To receive this information.**
- ii) The next Snow Party to be held on Saturday 30th November 2024.**
- iii) For 2024 an increased budget be allocated for this event.**

6. Correspondence:

6.1 Sedgefield Neighbourhood Watch (minutes of meeting held on 9th November 2023):

Prior to the meeting the Clerk had circulated to all Sedgefield Neighbourhood Watch minutes of meeting, held on 9th November 2023. Cllrs Mavis Wayman and Allan Blakemore reported that the Watch are looking for a new Chair and without one they could cease to continue. It was confirmed the Watch are actively promoting this fact and hope that someone will volunteer for this key role.

RECOMMENDED:

To receive this information.

6.2 Mediaeval Fayre (email from Mr John Robinson dated 29th November 2023):

Prior to the meeting the Clerk had circulated to all an email from Mr John Robinson of the SCA in which he was seeking the Town Council's permission to use the village greens for the next Mediaeval Fayre to be held on Saturday 18th May 2024.

RECOMMENDED:

The Town Council to give permission for the SCA to use the village greens for the 2024 Mediaeval Fayre on the basis that no fairground rides are set up before school drop off times on the Friday morning so as to avoid unnecessary congestion.

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

APPROVED