



# SEDFIELD TOWN COUNCIL

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

at 7pm

on

**Monday 12<sup>th</sup> February 2024**

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,  
Mavis Wayman and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**2. Declaration of interest:**

Cllr David Brown declared an interest in item 10.1 which related to a business acquaintance.  
No other Cllrs made any declaration of interest.

**3. STC Minutes / Committee Reports:**

**a. Minutes of the Monthly meeting held Monday 15<sup>th</sup> January 2024:**

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

**b. Minutes of the P&R Committee held Monday 15<sup>th</sup> January 2024:**

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

**c. Minutes of the Environment Committee held Monday 15<sup>th</sup> January 2024:**

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

**d. Minutes of the Community Development Committee held Monday 15<sup>th</sup> January 2024:**

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

**e. Minutes of the Finance Working Group held Thursday 18<sup>th</sup> January 2024:**

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

**f. Minutes of the Personnel Committee held Monday 22<sup>nd</sup> January 2024:**

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

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

**4. Matters of Information:**

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

No further information has been received regarding this planning application. The Clerk has issued a request to Mr David Richards, DCC Planning Officer, for an update in relation to this planning application and explanation for the delay in relation to this application. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.2 Public Participation:**

A copy of the letter sent to Mrs Bowles by the Chair of the Council has been circulated to all Town Councillors for information.

**RESOLVED:**

**To receive the information and to close this matter.**

**4.3 2024/25 Meetings Calendar:**

The calendar of the Town Council's 2024/25 Committee meetings has now been shared through the resident's database, displayed in the noticeboards, shared through X and uploaded to the Town Council's website.

**RESOLVED:**

**To receive the information and to close this matter.**

**4.4 Planning application 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 has informed Mr David Richards, DCC Planning Officer, that providing the recommendation be for this planning application 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. The Clerk has requested a copy of the Planning Officer's report regarding this planning application as it would like to see the reasons for refusing/accepting. The Clerk has also requested that if there is any appeal relating to this application that the Town Council's submitted objections feature in any report produced as a result. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.5 Current Planning Applications:**

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-6.

**RESOLVED:**

**To receive the information and to close this matter.**

**4.6 Additional Planning Application:**

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DM/23/03727/FPA, DM/23/03519/FPA, DM/23/00058/FPA and DM/24/00019/LB.

**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 February 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.

Mr Alan Patterson noted that two County Cllrs were in attendance and wished to report a number of DCC related matters which he hoped they would be able to progress. Mr Patterson noted the planted tubs had been removed by DCC near to the pinch points on Durham Road, however, he expressed concerns at the temporary signage which had then been installed as this is regularly knocked over. He was also concerned about the road safety hazard this then posed, especially at night, as there are no kerb markings. He hoped that local County Cllrs could press for permanent signage to be displayed and questioned why such had not been installed at the same time as planters being removed? Mr Patterson then expressed concerns regarding recent flooding outside the former Turners Garage site, flooding which spanned the pavement and road. He also reported that on the opposite side of the road the pavement to the entrance of Pineridge Close is now at half width as it is covered in leaves from the Autumn which makes using this hazardous for those who have mobility issues. Finally, Mr Patterson asked when DCC would be reinstating the yellow lines next to the dropped kerb from the car park into the Parish Hall as this is now regularly blocked by inconsiderate parking.

County Cllr Chris Lines confirmed that he is already pressing DCC Officers for the reinstatement of line markings in the car park between the Parish Hall and Drs surgery, including markings next to the dropped kerb. He confirms that he and County Cllr David Brown have been persistently pushing this matter and hope to see work being undertaken soon. With regards to the pinch points on Durham Road, County Cllr Lines agreed that it would have been useful for all work to have been completed when the planters had been removed, however, it is DCC's intention to tarmac the site of the former planters and then to install permanent signage. With regards to flooding, County Cllr Lines said he would request DCC investigate this matter but did state the water tables are high at the moment due to the rainfall experienced over recent months and that instances such as this are being experienced all over the County. County Cllr Lines reported that DCC commenced their consultation on the Town Council's Section 106 funding application relating to the expansion of Butterwick Road Cemetery on 5<sup>th</sup> February 2024 and confirmed this will run for a period of 21 days. The consultations relating to the other two Section 106 funding applications have now concluded and he believed that they received positive feedback. It is hoped that further updates on this matter will be received soon. Finally, County Cllrs Lines and Brown have

hopefully identified some funding which would allow a speed matrix sign to be installed on Stockton Road leading into the Town. It is hoped that this proposed project will be presented to the next EDRC AAP Board Meeting and, if approved, there will be progress thereafter.

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 copies of Chairman's Report which detailed his work 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, 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.

Cllr Allan Blakemore commented that at the last EDRC AAP Board Meeting representatives from DCC Highways had been in attendance and concerns regarding the pinch points along Durham Road had been brought to their attention.

Cllr Peter Hinde noted the Sedgefield In Bloom Group have previously collected leaves from around the village and wondered if they could be approached to collect leaves from the area identified earlier during Public Participation? Cllr Mel Carr said the area of land concerned did belong to DCC and that this was a significant sized area which would be better being road swept. Cllr Mel Carr said this work would be far too big an expectation for a group of volunteers. Cllrs agreed. Cllr Mel Carr noted that

within the report from County Cllr Lines that he is continuing to press DCC Officers for the renewal of line markings in the DCC car park between the Parish Hall and Drs surgery. Cllr Mel Carr also noted the Town was still awaiting for DCC to remove the yellow lines which had been incorrectly placed outside Ceddesfeld Hall.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Main Modifications Consultation – County Durham Minerals and Waste Policies and Allocations Document (email from Spatial Policy, Durham County Council dated 26<sup>th</sup> January 2024 [Note: email issued to all Cllrs electronically on 29<sup>th</sup> January 2024]:**

Prior to the meeting the Clerk had circulated to all an email from Spatial Policy, Durham County Council dated 26<sup>th</sup> January 2024.

**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/23/03842/FPA – erection of an agricultural workers dwelling, land to the South East of The Whins, Stillington, Sedgefield:**

Cllrs said that on the basis an agricultural restriction is based upon this proposed property then there was no objection to this application.

**10.2 DM/24/00113/TPO – 1-1.5m crown reduction to 1 no Sycamore (T1) and up to 1m crown reduction to 1 no Sycamore (T2), 17 Millclose Walk, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/23/03739/FPA – single storey side and rear extensions, 45 Station Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1 – 3 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 applications which needed to be considered by Cllrs:

**DM/23/03559/FPA – single storey extension to courtyard area, adaptation and additions to external services plant and creation of landscaped, external seating area, Centre For Process Innovation, The Coxon Building, John Walker Road, Sedgefield**

**DM/24/00245/FPA – two storey rear extension, 48 Spring Lane, Sedgefield**

**DM/24/00248/PNA – prior notification for erection of agricultural building for storage of agricultural machinery, farming apparatus and fertilizer, Elstob Cottage Farm, Elstob Lane, Great Stinton**

**RESOLVED:**

**Cllrs to forward comments on the above planning applications to the Clerk by no later than 9am on Monday 19<sup>th</sup> February 2024.**

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

# SEDFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **FEBRUARY**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly Meeting**  
on  
**Monday 12<sup>th</sup> February 2024**  
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, Catherine Hart, Peter Hinde, Dave Jasper, Julie  
                                 Towler, Mavis Wayman and Stephen Winter

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**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 Terrace Hill Discussion:**

The Clerk and Head Gardener & Cemetery Superintendent met on-site in Ceddesfeld Grounds with Mr Martin Lowe of Historic England on 2<sup>nd</sup> 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.**

**3.3 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.**

**3.4 Refurbishment of Turning Circle Centre:**

The contractor has been informed of their successful quotation and requested to schedule this work as soon as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 InspectEDGE:**

An official order has been placed to purchase InspectEDGE. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Underground Utilities Survey:**

This survey was undertaken on 19<sup>th</sup> January 2024.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.7 2024/25 Budget and Precept:**

All precept documentation has been submitted to DCC and explanatory article has been uploaded to the Town Council's website as well as featured in the current edition of the Sedgefield Extra.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.8 Fees and Charges 2024/25:**

Fees and charges for 2024/25 are now being promoted.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.9 Medium Term Financial Plan:**

This is now on the Town Council's website.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.10 Royal Garden Parties 2024:**

Cllr Allan Blakemore's name has now been entered into the CDALC ballot.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.11 Section 106 Application Project – Community Active Travel and Road Safety Measures:**

The Clerk has informed DCC that the Town Council supports this Section 106 application.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.12 Section 106 Application Project – Sedgefield Winterton and Eden Drive Play Space Refurbishment:**

The Clerk has informed DCC that the Town Council supports this Section 106 application.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.13 CDALC Voting:**

The Clerk has submitted the Town Council's vote for the vacancy of CDALC President.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.14 Section 106 Application – Sedgefield Town Council Butterwick Road Cemetery Expansion:**

County Cllr Chris Lines had verbally reported during Public Participation at the earlier Monthly Meeting that DCC had commenced its consultation process on the Town Council's Section 106 application relating to the expansion of Butterwick Road Cemetery on 5<sup>th</sup> February 2024. 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. The members of public in attendance did not wish to speak. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Annual Headstone Safety Testing 2023/24 Findings Report by Town Clerk and Head Gardener & Cemetery Superintendent**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing 2023/24 Findings Report by herself and the Head Gardener & Cemetery Superintendent. It was noted that only one Category 1 headstone had been

identified at Butterwick Road Cemetery. If remedial work has not taken place by 28<sup>th</sup> March 2024 then this headstone will be laid flat in accordance with the Town Council's procedures.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk and Head Gardener & Cemetery Superintendent to provide the P&R Committee with an update report at their April 2024 meeting.**

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 15<sup>th</sup> January 2024:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 15<sup>th</sup> January 2024 numbered 110760 to 110770. The Clerk circulated to all an updated list which also included cheques numbered 110771 to 110777.

**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 1<sup>st</sup> February 2024:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1<sup>st</sup> February 2024.

**RESOLVED:**

**To receive the financial budget comparison as at 1<sup>st</sup> February 2024.**

**6.3 Debtors List as at 31<sup>st</sup> January 2024:**

**RESOLVED:**

**To receive the Debtors List as at 31<sup>st</sup> January 2024.**

**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> January 2024:**

**RESOLVED:**

**To receive Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> January 2024.**

- 6.5 January 2024 Bank Reconciliations Plus January 2024 Imprest Account and December 2023 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

**RESOLVED:**

**To receive this information.**

- 6.6 Funding Butterwick Road Cemetery Expansion Project Recommendation by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Funding Butterwick Road Cemetery Expansion Project Recommendation by the Finance Working Group which was duly considered.

Cllr Kelly Dickerson queried if the proposed access road to the new area of the cemetery was required and felt the project could be afforded with existing reserves if this element was not undertaken. Cllr Dickerson also felt that until specific tenders had been received it was too early for the Town Council to apply for any funding. Cllr Allan Blakemore replied the Town Council had already previously resolved to proceed with the Town Council's planning application which included the road access and that the Town Council now needed to ensure it had sufficient funds to complete this project without further delays as capacity was being depleted in the existing area of the cemetery. Cllr Blakemore confirmed that this matter had been considered at length by both the Butterwick Road Cemetery Working Group and the Finance Working Group in order to present the recommendation report now being discussed. Cllr Mark Cant said applying for funding was a process and the outcome of which was unknown so therefore it was important to proceed with the submission of an application. Cllr Jenny Haworth said the Finance Working Group had looked a number of different loan amounts and the amount now being recommended would ensure the full expansion project could go ahead. Cllr Haworth said the Full Council had previously resolved to proceed with the expansion project based upon the planning application which has been approved and the Town Council now needs the money to take forward this scheme whilst recognizing costings will be continuously scrutinized and reviewed throughout. As a Town Council there is

now a formal procedure that we must follow in order to apply for a Public Works Loan as the Town Council has got to maintain a certain level of reserves. The Clerk confirmed that the Town Council must maintain a General Fund Reserve which is equivalent to six months worth of the annual precept. Cllr Dave Jasper confirmed the Finance Working Group has also given careful consideration to the repayment terms of any loan to ensure they are affordable whilst also not delaying any debt legacy. Cllr John Finlayson confirmed the Town Council has previously resolved to proceed with the full expansion programme based upon the approved planning application which includes the access road. Cllr Allan Blakemore said that it was possible the Town Council may receive some Section 106 funding towards this project but it would not be sufficient and any such monies would need to be spent first and then reclaimed from DCC. Cllr Mel Carr also said the Town Council had resolved previously to proceed with the planning application to expand the cemetery with the inclusion of the access road and said that removing such now would result in a new planning application having to be submitted and more time delays and costs involved with just getting required approval. Cllr Mel Carr said that with the Town Council would be monitoring costs closely and where possible minor modifications could be made that would achieve potential cost savings. Cllr John Finlayson agreed and said that when tenders were received then the Town Council would be looking at options for any minor variations to ensure best value for money. Cllr Dickerson said she did not wish to delay the cemetery expansion but was concerned about costs. Cllr Jenny Haworth replied that costing work, which had been presented to Full Council at a Special Meeting in later 2023, had been collated through a proper and robust costing process and that as with such projects these would then become more precise as design work and tenders become more specifically detailed. Until tenders are returned then it is impossible to have the exact costs, however, in late 2023 the Town Council, through its appointed specialist consultants, received costs to enable the Town Council to plan to move our project forward. Cllr Haworth proposed this recommendation was moved as the Town Council needs to get funding in place in principle. Cllr Blakemore seconded this proposal. There were no further objections. Cllr David Brown reminded all that the Town Council's appointed specialist consultants have ensured the Town Council has followed an approved process and they remain an on-going part of this management of this project.

**RESOLVED:**

**Sedgefield Town Council to apply for a Public Works Loan for £200,000**

**(repayable over 10 years) to fund the expansion of Butterwick Road Cemetery and to use these funds alongside those in the Town Council's earmarked reserves to complete this project.**

**6.7 Internal Audit 2023/24 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Internal Audit 2023/24 Report which was accompanied by Terms of Reference for internal audit inspections scheduled for 28<sup>th</sup>-29<sup>th</sup> February 2024 relating to Creditors (Accounts Payable) system, Corporate Governance Arrangements for Sedgefield Town Council, Main Accounting system, Risk Management arrangements and Budgetary Control Systems. Also attached were Terms of Reference for a Review of a Capital Project (Procurement Procedures) internal audit which will be scheduled for March 2024. The Clerk and Finance Working Group to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Proposed Works To Extent of Sedgefield Village Green VG35 (email and attachments from Ms Helen Borthwick, Northern Powergrid dated 19<sup>th</sup> January 2024):**

Prior to the meeting the Clerk had circulated to all a Proposed Works To Extent of Sedgefield Village Green VG25 email and attachments from Ms Helen Borthwick of Northern Powergrid dated 19<sup>th</sup> January 2024. Cllrs confirmed they were happy with this proposed work to install a new cable.

**RESOLVED:**

**To receive this information.**

**7.2 Sedgefield Town Council (email from Ms Janice Stubbings dated 24<sup>th</sup> January 2024):**

Prior to the meeting the Clerk had circulated to all an email from Ms Janice Stubbings dated 24<sup>th</sup> January 2024 which had been received in response to the Town Council's offer to undertake work to trees near to South View. The

comments received from Ms Stubbings were noted. It was also noted that no definitive response had been given regarding the Town Council's offer to seek permissions from DCC if Ms Stubbings wanted to undertake additional works.

(Cllr Catherine Hart joined the meeting)

**RESOLVED:**

**The Clerk to write to Ms Stubbings to acknowledge her correspondence of 24<sup>th</sup> January 2024 and to give a 10 day timescale for confirmation of acceptance of the Town Council's offer otherwise the Town Council will proceed with its own treeworks.**

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 7.52pm.

**The Chair, Cllr Allan Blakemore, re-opened the meeting at 7.56pm.** The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information said that had any members of the public and/or press been in attendance they would have been asked to leave the meeting at this point (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

**8. Consideration of Reports Exempt from the Public:**

**8.1 Village Greens Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report which was duly considered and a way forward agreed.

**8.2 Grass Cutting 2024/25 and 2025/26 Contract Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Grass Cutting 2024/25 and 2025/26 Contract Report which detailed the findings from the recent tendering exercise undertaken by the Town Council. This report was considered and the grass cutting contract awarded.

**8.3 Remedial Electrical Work In Parish Hall Recommendation Report by Cllr Mel**



**Carr and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Remedial Electrical Work In Parish Hall Recommendation Report by herself and Cllr Mel Carr, as Chair of the Estates Working Group. This was duly considered and a way forward agreed.

**8.4 Annual Increment To Town Clerk Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Annual Increment To Town Clerk Report by the Personnel Committee which was noted.

**8.5 Future Mayor's Civic Balls Recommendation Report by Cllrs Mel Carr and Allan Blakemore and Town Clerk:**

Prior to the meeting the Clerk had circulated a Future Mayor's Civic Balls Recommendation Report by herself and Cllrs Mel Carr and Allan Blakemore. This was considered and it was resolved not to hold any further Mayor's Civic Balls Friday 1<sup>st</sup> March 2024.

The Chair thanked everyone for attending and closed the meeting at 8.26pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 12<sup>th</sup> February 2024**.

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

**1. Apologies:**

None.

**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 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.**

**4. Public Participation:**

The Chairman, Cllr Stephen Winter, closed the meeting for the public to give their views.

County Cllr Chris Lines reported that the consultation relating to the Town Council's Section 106 funding application to expand Butterwick Road Cemetery went live on 5<sup>th</sup> February 2024 and will run for a period of 21 days. He was hopeful that an outcome in relation to that application would follow soon after that and reassured all that he and fellow County Cllr David Brown continue to push for DCC's Section 106 Panel to meet as soon as possible. County Cllr Lines pointed out that if there were to be any changes to the Town Council's Butterwick Road Cemetery planning application these would need to be reported to DCC and would be likely to require a new Section 106 funding application to be submitted and for it to then work through that system.

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

**5. Reports:**

None.

**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 7.52pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 12<sup>th</sup> February 2024**.

### Present

**Cllr. Mavis Wayman (Chairman) and**

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

### Officer

Dr Jane Ayre (Town Clerk)

#### 1. **Apologies:**

None.

#### 2. **Declaration of interest:**

None.

#### 3. **Matters of Information:**

There were no matters of information.

#### 4. **Public Participation:**

The Chairman, Cllr Mavis Wayman, closed the meeting for the public to give their views. He members of public in attendance did not wish to speak. The Chairman re-opened the meeting.

#### 5. **Reports:**

None.

#### 6. **Correspondence:**

None.

The Chairman thanked everyone for attending and closed the meeting at 7.55pm.

APPROVED