

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the  
**JULY MONTHLY MEETING**  
of the **Council** held at **7pm** on  
**Monday 14<sup>th</sup> July 2025**  
in  
**Sedgefield Parish Hall**

## MINUTES

<b>Present</b>	<b>Cllr. Mel Carr (Chairman)</b> <b>Cllr. Allan Blakemore (Vice Chairman) and</b> Cllrs. Ciaran Butterworth, Mark Cant, Ann Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler and Mavis Wayman
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**2. Declaration of interest:**

None.

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

**a. Minutes of Butterwick Road Cemetery Working Group held Tuesday 3<sup>rd</sup> June 2025:**

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

**b. Minutes of the Monthly meeting held Monday 16<sup>th</sup> June 2025:**

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

**c. Minutes of the P&R committee held Monday 16<sup>th</sup> June 2025:**

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

**d. Minutes of the Environment committee held Monday 16<sup>th</sup> June 2025:**

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

**e. Minutes of Community Development & Engagement committee held Monday 16<sup>th</sup> June 2025:**

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

**f. Minutes of the Estates Working Group meeting held Monday 23<sup>rd</sup> June 2025:**

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

**g. Minutes of the Finance Working Group meeting held Thursday 26<sup>th</sup> June 2025:**

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

**h. Minutes of the Personnel Committee meeting held Monday 30<sup>th</sup> June 2025:**

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

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

**4. Matters of Information:**

**4.1 The Sedgefield Plan:**

To not review The Sedgefield Plan at this time but to do so when there are any significant changes to the NPPF, and/or the County Durham Plan, which would impact upon Sedgefield or to consider this matter again at some point in 2025/26 if there have not been any changes at national or principal authority level, i.e. to ensure a watching brief is kept over the Town's neighbourhood plan. To review in 2025/26.

**RESOLVED:**

**To receive the information.**

**4.2 Public Participation:**

DCC's Conservation Officer continues to investigate the bins at the Black Lion and the clothes bin located outside the Premier Convenience Store. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.3 Cllr Co-option:**

Casual vacancy notices were published on 20<sup>th</sup> May 2025 and are displayed in the Council Offices, Town noticeboard and at the Parish Hall. Details have been shared through the residents database, the Council website and X account, via the Round Up and will feature in the next edition of the Sedgefield News. The closing date for applications was 12 noon on Monday 14<sup>th</sup> July 2025. Three applications have been received and a Special Town Council meeting will take place on the evening of Monday 21<sup>st</sup> July 2025 to consider applications and make an appointment.

**RESOLVED:**

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

#### **4.4 Draft Annual Town Meeting Minutes 2025:**

The draft minutes from the Annual Town Meeting held in May 2025 are now displayed on the Town Council's website. These minutes to be approved at the 2026 Annual Town Meeting.

#### **RESOLVED:**

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

#### **4.5 Notification of Planning Appeal – Proposed Anaerobic Digester Plant, Sprucely Farm:**

A further submission of objectives regarding this application was sent to the Planning Inspectorate. Official information is now awaited regarding the forthcoming Inspectorate's hearing but it is understood this is to take place on 27<sup>th</sup> August 2025. The next collaborative meeting, organized by County Cllr Chris Lines, is to take place on 17<sup>th</sup> July 2025 with the purpose of looking at how representations should be made at that hearing. The Clerk reiterated that at this time it is unknown in the Planning Inspector will grant the Town Council's request for interested parties to be allowed to speak. The Clerk to keep Cllrs updated on this matter electronically through the summer recess.

#### **RESOLVED:**

**To receive the information.**

#### **4.6 Current Planning Applications:**

Comments on planning applications 1-3 were submitted to DCC Planners.

No comments or objections were received from Cllrs in relation to planning applications DM/25/01041/CEU, DM/25/01099/FPA and DM/25/01522/TPO.

#### **RESOLVED:**

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

### **5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated details of all meetings in July 2025 plus events until December 2025. The Clerk highlighted the Mayor of Sedgefield's list of fund-raising events which have now been scheduled. An Afternoon Tea is also to be held in Ceddesfeld Hall on Wednesday 6 August for which invites to other Mayors, STC Cllrs and Residents Database have been issued. Due to staffing issues the Clerk reported that the Personnel Committee meeting on 21<sup>st</sup> July 2025 and the Estates Working Group on 28<sup>th</sup> July 2025 had been cancelled. The Finance Working Group's meeting on 23<sup>rd</sup> July 2025 will proceed with a much reduced agenda.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

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

Mrs Julia Bowles said that it was disappointing there was only a small number of people present for public participation in-light of the earlier drop-in session ran by DCC regarding the large scale housing application. Mrs Bowles said that she hoped this meant residents were going to attend the forthcoming public meeting arranged by the Town Council and also hoped the Town Council would continue to promote that meeting. Mrs Bowles said she did not feel like the public rallied like it used to.

The Chairman thanked the public for their comments and re-opened the meeting. The Clerk confirmed the Town Council would continue to promote the forthcoming public meeting.

**7. Internal Reports:**

**7.1 Chairman's Report:**

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting.

**RESOLVED:**

**To receive the information.**

**7.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a Mayor's Report which detailed the actions he had undertaken since the last Monthly Meeting.

**RESOLVED:**

**To receive the information.**

**8. External Reports:**

**8.1 Report From Durham County Councillor Chris Lines, Sedgefield Division:**

Prior to the meeting the Clerk had circulated to all a report from Durham County Councillor Chris Lines.

**RESOLVED:**

**To receive this information.**

**8.2 Report From Durham County Councillor Ian Catchpole, Sedgefield Division**

Prior to the meeting the Clerk had circulated to all a report from Durham County Councillor Ian Catchpole.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Start of Work on the New County Durham Plan – Call For Sites Now Open (email from Mr Michael Kelleher, DCC dated 30<sup>th</sup> June 2025):**

Prior to the meeting the Clerk had circulated to all an email from Mr Michael Kelleher of DCC dated 30<sup>th</sup> June 2025 which gave formal notification that DCC have commenced work on the preparation of a new County Durham Plan and landowners, developers, community groups and other stakeholders had the opportunity until 15<sup>th</sup> August 2025 to suggest sites across the County that could support future development.

**RESOLVED:**

**To receive this information.**

**9.2. Town and Country Planning Act 1990 (as amended) (letter from Mr Mike Rowson, DCC dated 10<sup>th</sup> July 2025):**

Prior to the meeting the Clerk had electronically circulated to all a letter from Mr Mike Rowson of DCC dated 10<sup>th</sup> July 2025 informing the Town Council that the planning application for the conversion of St Lukes Church, Sedgefield would be considered at the South West Durham Planning Committee meeting on Thursday 17<sup>th</sup> July 2025 at 1pm in the Council Chamber, County Hall. The Town Council had objected to this planning application previously and it was agreed that Cllr Mel Carr would attend the Committee meeting to speak on behalf of Sedgefield Town Council. Cllr Kelly Dickerson suggested there may be a land title discrepancy somewhere in this area as some residents at existing houses in Winterton park in the area identified in the St Lukes Church planning application so whilst this application may state parking is included within the proposed development there will be cars displaced from elsewhere exacerbating the parking problem in this location. Cllr Mel Carr noted these additional comments. Cllr Mel Carr to keep the Town Council updated on this matter.

**RESOLVED:**

**Cllr Mel Carr to speak on behalf of Sedgefield Town Council at the South West Durham Planning Committee meeting on 17<sup>th</sup> July 2025 in relation to the planning application for the conversion of St Lukes Church.**

## **10. Current Planning Applications:**

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered, and the following comments were made (Note: number refers to the number on the circulated list):

### **10.1 DM/25/00917/FPA – two storey rear extension with 2 x balconies, single storey side extension to adjoin converted garage to dwelling, Highland Farmhouse, Bishop Middleham:**

Cllrs did not have any objection to this application.

### **10.2. DM/25/01548/FPA – kitchen storage extension with covered canopy for outdoor seating and gift shop storage improvements, Visitor Centre, Hardwick Country Park, Sedgefield:**

Cllrs did not have any objection to this application.

### **10.3. DM/25/01625/FPA – erection of 176 no dwellings (Use Class C3) and associated access, infrastructure and landscaping, land to the East of Beacon Avenue, Sedgefield:**

The Clerk reported the Town Council had organized for DCC Planners to host a drop-in session for residents earlier that day in the Parish Hall. This has been well attended and allowed residents to ask questions, make comments and complete DCC's objections forms if they wished to do so. The Town Council is hosting a collaborative meeting on 21<sup>st</sup> July 2025 with both local County Cllrs, neighbouring Parish Councils, representatives from the Town's educational settings and hopefully a representation from the Skerne Medical group. The Town Council has organized a public meeting for the local community to be held in Sedgefield Parish Hall at 6pm on Monday 11<sup>th</sup> August 2025. It was agreed that an initial submission of objection should be made to DCC now with a further more detailed submission soon after 11<sup>th</sup> August 2025 when the views of other partners and the local community are known. Within the initial submission would be the request for this application to be called in for determination by Full Planning Committee. The initial submission objecting to this planning application will be based upon several grounds. There are significant safety concerns relating to both the entrance/exit points to this proposed development due to the unsuitability of the existing roads on both Beacon Avenue and Butterwick Roads, the latter being a part of the national cycle path. There will be significant risks to driver and pedestrian safety throughout the Town as a result of the significant additional increase in traffic this development will cause. The existing volume of school traffic, both vehicular and pedestrian, on Butterwick Road and the safety of pupils must be considered by Planning Officers. The proposed layout of this development will have significant detrimental impacts upon the landscape and environment. The landscaping impact of this development will be significant. The Town's Conservation Area is to protect the character of the Town. Is Sedgefield to become a new housing development where it loses its historical heritage? This proposal will have a

detrimental leisure and amenity impact. Beacon Lane has an abundance of flora, fauna and wildlife, all of which will be disturbed and even destroyed. This area and Butterwick Road are both used extensively by walkers and cyclists. The removal of this use will disrupt existing residents and take away important areas by changing the rural character of the Town to that of an urban landscape. Sedgefield, a Town with a historic village centre, has a significant parking problem. The proposed dwellings will bring a huge number of additional vehicles into the Town with no facilities for parking. The Town needs time for the existing new housing stocks to become embedded and means that at some point in the distant future when further development is possible that those housing stocks enhance the traditional village centre and link to the Town's history. This application is for predominantly 4 or 5 bedroomed housing suggesting the developer is looking at maximizing their income generation by targeting Sedgefield rather than providing housing where it is most needed. The proposed dwellings will create huge additional pressures on the Town's existing service capacities which are already struggling to cope, such services including, but not limited to, sewage and water pressure. The location of this development will see the Town expand beyond its boundary setting a dangerous precedent for urban spread in the future. This proposed development is in total contradiction to the local neighbourhood plan, The Sedgefield Plan, and has complete disregard to the Plan's Built Up Area Boundary, i.e. the areas where planning would be accepted in the Town. This development is also at odds with the County Durham Plan. Sedgefield has seen 25% growth in size in the last 10 year and to add this development on top of that when the Town is already struggling to cope with the impacts of that significant additional housing means the area cannot accommodate further. How can this level of expansion in the Town be justified when residents are struggling to get health/dentist appointments in the Town, get their children places in the local schools and have very limited access to public transport and services in the Town and an acute parking problem? This is over development of the Town. Health services and educational providers do not have capacity to deal with the extra demand the proposed housing will bring. It is not adequate to say that Section 106 monies will compensate for the development as Section 106 monies are received after building rather than putting in appropriate infrastructure first.

It was also agreed that whilst every effort possible would be made to provide DCC Planners with sufficient objections to refuse this planning application that the Town Council had to also be prepared that if such development was to be permitted then the Town needed to be ready with its demands for how Section 106 monies were to be used so as to realistically try to mitigate the impact of such development. Cllrs suggested themes relating to wide and open spaces in the Town, recreational areas for children etc. All Cllrs were asked to consider this and forward their ideas to the Clerk by no later than 4<sup>th</sup> August 2025 for potential inclusion in the more specific letter of objection and to link in to any suggestions made at the forthcoming collaborative

meeting.

**RESOLVED:**

**The comments on planning applications 1-3 above to be submitted to DCC Planners.**

The Clerk reported that DCC's latest list of planning applications had been published and circulated earlier that day and there were no applications from within the Sedgefield Electoral Ward.

The Chair thanked everyone for attending and closed the meeting at 7.39pm.

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# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the  
**JULY P&R MEETING** of the **Council**  
held following the Monthly meeting on  
**Monday 14<sup>th</sup> July 2025**

in

**Sedgefield Parish Hall**

## MINUTES

### **Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Jenny Haworth (Vice Chair) and**

Cllrs. Ciaran Butterworth, Mark Cant, Ann Carr, Mel Carr, Helen Cunningham,  
Kelly Dickerson, John Finlayson, Peter Hinde, Dave Jasper, Myles Mantripp,  
Julie Towler and Mavis Wayman

### **Officers**

Dr Jane Ayre (Town Clerk)

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

None.

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

None.

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

##### **3.1 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. Until priority work relating to the expansion of Butterwick Road Cemetery has been completed, has put any further work on this matter on hold. The Clerk to keep Cllrs updated on this matter.

### **RESOLVED:**

**To receive the information.**

### **3.2 Trees in Ceddesfeld Hall Grounds:**

The contractor has been informed of their awarded work and a date is now awaited for the scheduling of this work. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.3 Winterton Cemetery Update:**

The resolutions made at the Town Council's December 2024 meeting are yet to be progressed due to other priority work. However, the Clerk has obtained details of a potential sign maker and quotations for signage and installation have been requested. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.4 2024/25 Year End Account:**

The Town Council's notice for the Exercise of Public Rights was published on 2nd June 2025 with the dates commencing on 3<sup>rd</sup> June 2025. The Clerk confirmed the Rights period has ceased on 14<sup>th</sup> July 2025 with no requests received.

#### **RESOLVED:**

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

### **3.5 Internal Audit Inspections 2025/26:**

Cllr Julie Towler, as Chair of Sedgefield Youth Club's Management Committee to propose to the Youth Club's next Management Committee that a commitment is made during 2025/26 to work towards obtaining a Full Assurance rating.

Cllr Towler to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.6 Cemetery Lodge:**

A meeting is to take place between Ms Armatage of Dowens and members of the Estates Working Group at Cemetery Lodge on 16<sup>th</sup> July 2025. After this meeting it will be known if any work is required to the property prior to being re-let. The Estates Working Group to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7     Honorarium:**

The Gardener has now been informed of their Honorarium and this has been back dated to 6<sup>th</sup> May 2025 with payment being made in their latest salary payment. The Personnel Committee to now oversee this matter going forward.

**RESOLVED:**

**To receive the information.**

**4.     Public Participation:**

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

County Cllr Ian Catchpole referred to the planning application relating to land to the East of Beacon Avenue, Sedgfield and understood the right of access along Butterwick Road may not have been looked into.

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

**5.     Reports:**

**5.1     Butterwick Road Cemetery Expansion Update Report by Butterwick Road Cemetery Working Group**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report by the Butterwick Road Cemetery Working Group which detailed the progress on-site to date and the anticipated date of 18<sup>th</sup> July 2025 by which all works on-site, with the exception of planting, should be completed. Cllr John Finlayson said the on-site work was excellent and said anyone visiting the cemetery would see first hand the work. Cllr Allan Blakemore said that if any Cllrs were going to visit the site then to do so via the entrance near Cemetery Lodge to view the overgrown canopy of trees which would benefit from some pruning and overhaul, a matter that is being considered by the Butterwick Road Cemetery Working Group. The next valuation meeting is to take place on Friday 18<sup>th</sup> July 2025. The Clerk thanked Cllrs Blakemore and Finlayson for attending those meetings to represent the Town Council.

**RESOLVED:**

**To receive this information.**

**5.2 Estates Working Group Terms of Reference 2025/26:**

Prior to the meeting the Clerk had circulated to all the Estates Working Group's Terms of Reference for 2025/26.

**RESOLVED:**

**To receive this information.**

**5.3 Adverse Weather Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Adverse Weather Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Adverse Weather Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.4 Attendance Management Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all an Attendance Management Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Attendance Management Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.5 Change Management Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Change Management Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Adverse Weather Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.6 DBS Disclosure Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a DBS Disclosure Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed DBS Disclosure Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.7 Leave of Absence Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Leave of Absence Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Leave of Absence Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.8 Recruitment and Selection Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Recruitment and Selection Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Recruitment and Selection Policy to be adopted with immediate effect and reviewed in a further 12 months.**

**5.9 Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy to be adopted with immediate effect and reviewed in September 2026 to coincide with the effect of the Employment Rights Bill.**

**5.10 Staff Working Time Policy Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Staff Working Time Policy Recommendation Report by the Personnel Committee and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**The reviewed Staff Working Time Policy to be adopted with immediate effect and reviewed in a further 24 months.**

**5.11 Parish Hall CCTV Policy Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall CCTV Policy Recommendation Report by the Estates Working Group and had circulated a copy of the revised policy electronically.

**RESOLVED:**

**To adopt the Parish Hall CCTV Policy with immediate effect.**

**5.12 Sedgefield Town Council Annual Fireworks Display Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council Annual Fireworks Display Update Report by the Fireworks Working Group so as to commence work for this year's event on Friday 31<sup>st</sup> October 2025.

**RESOLVED:**

**i) The P&R Committee approve the Fireworks Working Group's recommendation that tickets are priced at £3.50 per adult and £2.50 per child (under 16 years), i.e. an increase of 50p per ticket from the 2024 display.**

**ii) The P&R Committee delegate responsibility for the delivery of the Town Council's 2025 fireworks display on Friday 31<sup>st</sup> October 2025 to the Fireworks Working Group with future reports regarding the planning/progress of this event being taken to the Community Development & Engagement Committee 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 16<sup>th</sup> June 2025:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 16<sup>th</sup> June 2025 numbered 111195 to 111204. The Clerk circulated to all an updated list which also included cheques numbered 111205 to 111210. Cllr Jenny Haworth requested further information regarding cheque number 111207 for work on the Parish Hall's sound system. The Clerk duly provided an explanation. Cllrs confirmed their support for the authorization of all cheques.

The Clerk confirmed that during the August 2025 summer recess period, an invoices for payment by cheques list would be circulated to all Cllrs electronically on Monday 4<sup>th</sup> August 2025 for comment so that cheques would be paid on Monday 11<sup>th</sup> August 2025.

**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 numbered.

**6.2 Financial Budget Comparison (as at 2<sup>nd</sup> July 2025):**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 2<sup>nd</sup> July 2025.**

**6.3 Debtors List as at 2<sup>nd</sup> July 2025:**

**RESOLVED:**

**To receive the Debtors List as at 2<sup>nd</sup> July 2025.**

**6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 30<sup>th</sup> June 2025:**

**RESOLVED:**

**To receive the Direct Debits and Debit Card List for 1<sup>st</sup> – 30<sup>th</sup> June 2025.**

**6.5 June 2025 Bank Reconciliations Plus June 2025 Imprest Account and May Plus June 2025 Public Sector Deposit Fund Report by Town Clerk:**

The Clerk circulated to all the bank reconciliations for June 2025 plus June 2025 Imprest Account and May 2025 Plus June 2025 Public Sector Deposit Fund report.

**RESOLVED:**

**To receive this information.**

**6.6 Butterwick Road Cemetery Expansion Funding Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Funding Update Report which detailed the current situation in relation to the funding of this capital project. Since the production of this report the Clerk confirmed that a VAT reclaim had been submitted to HMRC covering the period 1<sup>st</sup> April 2025 – 30<sup>th</sup> June 2025 with the reimbursement of such being received in full by the Town Council on 8<sup>th</sup> July 2025. Cllr Allan Blakemore expressed his thanks to Town Council staff for dealing with this matter so efficiently and effectively. Details regarding the project's third valuation had been shared with all Cllrs and was to be considered under agenda item 8.2. The Clerk reminded all that a Special P&R Committee meeting was to be held on 21<sup>st</sup> July 2025 in order to process the project's fourth valuation.

**RESOLVED:**

**To receive this information.**

**6.7 Parish Hall Grant Funding Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Grant Funding Update Report by the Projects & Media Co-ordinator. The Clerk confirmed the fitting of new bar shutters had needed to be rescheduled but should be completed soon. With regards to the fitting of the new lift and renewal of the wooden dance floor, Cllr Peter Hinde asked how long the main hall would be out of action. The Clerk confirmed that scheduling of the works would be done so as to minimize disruption. The Projects & Media Co-ordinator to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 CDALC AGM Preparations and Advance Notice of DCC Standards Committee Co-options (email from Ms Audrey Christie, CDALC dated 26<sup>th</sup> June 2025):**

Prior to the meeting the Clerk had circulated to all an email from Ms Audrey Christie of CDALC dated 26<sup>th</sup> June 2025 giving advance notice of the CDALC AGM on Saturday 25<sup>th</sup> October 2025 at Shildon Civic Hall at 10am. Whilst there is still the opportunity for CDALC members to submit motions for the AGM, the AGM will be slightly different this year as the transitions of AAPs to Local Networks has inadvertently impacted on CDALC's Executive Committee structure so the usual request for nominations for Executive members is to be postponed. Despite the position with nominations, the AGM will still need to determine the future composition of the structure of the Executive Committee, i.e. whether to sustain a mainly geographical area representation or one based on council size or a different model. CDALC will keep members updated and the decisions to be made at the forthcoming AGM. In addition, information was provided regarding the two vacancies on DCC's Standards Committee for Town/Parish Council representatives who wish to apply for consideration.

**RESOLVED:**

**i) To receive this information.**

**ii) Sedgefield Town Council does not have any motions which it wishes to submit to the forthcoming CDALC AGM.**

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 the 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 7.58pm.

**The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.27.pm.** The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information and requested the member of the public attendance 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 Public:**

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

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

**8.2. Butterwick Road Cemetery Expansion Valuation Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all the third Butterwick Road Cemetery Expansion Valuation Report which was duly considered and way forward agreed.

**8.3 Quotation For Reshaping Live Christmas Tree Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Quotation For Reshaping Live Christmas Tree Recommendation Report by the Estates Working Group which was duly considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.38pm.

# SEDFIELD TOWN COUNCIL



## ENVIRONMENT

Minutes of the proceedings of the **JULY**  
**ENVIRONMENT** of the **Council** held following the **P&R**  
in the **Parish Hall**, Sedgefield, on  
**Monday 14<sup>th</sup> July 2025**

## MINUTES

### Present

**Cllr. Mark Cant (Chairman)**

**Cllr. John Finlayson (Vice Chairman) and**

**Cllrs. Allan Blakemore, Ciaran Butterworth, Ann Carr, Mel Carr, Helen**

**Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles**

**Mantripp, Julie Towler and Mavis Wayman**

### Officer

**Dr Jane Ayre (Town Clerk)**

#### 1. Apologies:

None.

#### 2. Declaration of interest:

None.

#### 3. Matters of Information:

##### 3.1 Summer Bedding:

A letter of thanks has been sent from the Chair of the Council to the Chair of the Sedgefield In Bloom group thanking them for all their assistance with planting this year's summer bedding stocks and supporting the Town Council's Gardener.

#### RECOMMENDED:

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

#### 4. Public Participation:

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

County Cllr Chris Lines noted the Town Council's agendas referenced adverse weather and issues with the Town's ponds, both of which link into climate change. He reported that later this week a motion is being taken to DCC's Full Council relating to, and linking, climate change and children's social care. This motion includes a proposal to rescind DCC's declaration in 2019 of a climate emergency. County Cllr Lines said he was horrified by the

conflation of two important topics, and by this line in the motion and could not support the motion in its current form as he felt that even more urgent action was needed to tackle climate change and its impacts citing the three heatwaves that have already been experienced in the UK alone by mid-July.

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

## **5. Reports:**

### **5.1 Ponds In and Near Ceddesfeld Hall and Wykes Close Report by Estates**

#### **Working Group:**

Prior to the meeting the Clerk had circulated to all a Ponds In and Near Ceddesfeld Hall and Wykes Close Report by the Estates Working Group. Approaches have been made to both local County Cllrs proposing an on-site meeting so that this matter can be progressed collaboratively and include DCC's Ecology as it is imperative expert knowledge is sought to ensure no detrimental environmental impact. County Cllr Ian Catchpole is kindly liaising with Ecology Officers so that a meeting date can be set. The Town Council does not have any specific funding for this work so once it is known work is required then work can also commence on seeking grant funding and continuing to link in with County Cllrs and former AAP staff. Cllr Peter Hinde said that understandably members of the public were concerned about this matter and it was agreed an article regarding this would feature in the next edition of the Sedgefield Extra. It is hoped the initial on-site meeting can be scheduled very soon. The Clerk to keep Cllrs updated on this matter.

Cllr Mark Cant asked if it was possible to find out if there was any expertise in DCC which could be utilized to record the water levels in both ponds so that over time comparison information could be gathered to build up an understanding if climate change was having an impact. It was suggested this question be posted to DCC Ecology officers when the initial meeting takes place on-site.

Cllr John Finlayson commented that all new housing developments have retaining ponds within their designs and said that the maintenance of such could in time become an issue for local authorities. He suggested the Town Council seeks the views of Ecology officers on this matter. It was agreed to ask this question at the initial meeting on-site in Ceddesfeld grounds/Wykes Close.

#### **RECOMMENDED:**

**To receive this information.**

**5.2 Heritage Boards Update Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Heritage Boards Update Report by the Estates Working Group. This report detailed the quotations obtained for the replacement of the two existing Heritage Boards and approaches which have been made to both County Cllrs in order to try to obtain access to potential funding. Responses are now awaited and the Estates Working Group will keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive this information.**

**5.3 Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by the Projects & Media Co-ordinator which detailed the latest positions regarding vacant plots, Butterwick Road allotments gate, repayment of structures/frames deposits, taps and waiting list. The Clerk reported that due to current circumstances allotment inspections are now on-hold and correspondence has been sent to all allotment plots holders making them aware and asking for their co-operation and adherence to the Allotment Rules and Regulations at this time. It is hoped an inspection can take place at the end of the growing season, however, this cannot be guaranteed at this time.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1. Sedgefield In Bloom (minutes of meeting held on 25<sup>th</sup> June 2025):**

The Clerk circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting held on 25<sup>th</sup> June 2025.

**RECOMMENDED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.14pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JULY COMMUNITY  
DEVELOPMENT & ENGAGEMENT COMMITTEE** of the  
**Council** held following the **Environment Committee** in the  
**Parish Hall**, Sedgefield, on  
**Monday 14<sup>th</sup> July 2025**

## MINUTES

<b>Present</b>	<b>Cllr. Ann Carr (Chairman)</b> <b>Cllr Mavis Wayman (Vice Chairman) and</b> Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp and Julie Towler
<b>Officer</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Summer Coach Trip:**

Tickets for the summer coach trip to Knaresborough and Wetherby went on sale on sale from Tuesday 1<sup>st</sup> July 2025 and this trip is now sold out. A report regarding this trip will be brought to the September 2025 Committee meeting. Cllr Ann Carr said the former Mayor of Knaresborough had been in touch to offer a guided tour of the town to any coach trip attendees who wanted to participate.

**RECOMMENDED:**

**To receive the information.**

**3.2 Barclays Van:**

The Clerk has requested further information regarding this approach from Ms Abby Robinson. No response has been received. It was agreed to close this item and to reconsider if a response is received from Ms Robinson.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chair, Cllr Ann Carr, closed the meeting for the public to give their views.

County Cllr Chris Lines said he commended the Town Council for their recent clear and timely communications to the community on issues relating to the large-scale planning application East of Beacon Avenue as well as the anaerobic digester proposal. He said the Town Council had done a good job in working with others to raise community awareness, reflected by the very good attendance at the Durham County Council Planning Department's drop in session earlier that day in the Parish Hall.

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

**5. Reports:**

**5.1 Town Council Keswick Coach Trip Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Council Keswick Coach Trip Report which confirmed this trip had resulted in a small deficit. Cllr Ann Carr expressed disappointment that another local group had planned a trip to Keswick at a similar time and had offered cheaper tickets as a result of then having grant funding. The Clerk confirmed that the Town Council has ran its trip to Keswick for many years at the request of those regular attendees, as well as to York for the winter trip. Whilst the venue for the summer trip does change each year the Town Council ensures a venue is picked that does not conflict with other local group's trips, however, the Town Council cannot dictate that other groups to use this same approach. The Clerk confirmed that in future the Town Council's spring coach trip, like its summer coach trip, will only be for one coach. Cllr Mavis Wayman asked if her concerns regarding the lack of air conditioning on one of the coaches at the Keswick trip had been conveyed to the operator and if a response had been received. The Clerk confirmed the comments had been conveyed but no response had been received. Cllr Kelly Dickerson had noted the previous week that there had been traffic congestion outside the Parish Hall as people were getting on/off coaches and asked if there was a better pick up/drop off point. Cllr Wayman confirmed that had not been a Town Council trip but outside the Parish Hall is the most convenient and accessible point for attendees. The Clerk confirmed that disruption is kept to a minimum as trip attendees are required to arrive at the Parish Hal in advance of the coach arriving.

**RECOMMENDED:**

**To receive this information.**

**5.2. Tub Planting Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Tub Planting Update Report by the Projects & Media Co-ordinator. The Clerk confirmed this had been a very successful event and enjoyed by all who had attended. Cllrs were pleased to note that this year representatives from Sedgefield Community College had also participated.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

None.

(Cllr Peter Hinde left the meeting at this point).

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

# SEDGEFIELD TOWN COUNCIL

## Minutes of the proceedings of the **JULY SPECIAL MEETING TO APPOINT A COOPTED TOWN COUNCILLOR**

of the **Council** held at **6.30p.m.** on  
**Monday 21<sup>st</sup> July 2025**  
in

**Sedgefield Parish Hall**



### MINUTES

#### **Present**

**Cllr. Mel Carr (Chairman)**

**Cllr. Allan Blakemore (Vice Chairman) and**

Cllrs. Ciaran Butterworth, Mark Cant, Ann Carr, Helen Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Julie Towler and Mavis Wayman

#### **Officers**

Dr Jane Ayre (Town Clerk)

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

None.

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

None.

#### **3. Appointment of Co-opted Councillor**

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

Each candidate was individually welcomed to the meeting by Cllr Mel Carr. Each candidate was given the opportunity to introduce themselves, make any supporting statements in relation to their application and to answer any questions which Cllrs had. Prior to leaving the meeting all candidates were informed as to when they would be informed of the outcome of this recruitment process. Cllr Mel Carr confirmed that candidates would be notified by no later than close of Wednesday 23<sup>rd</sup> July 2025.



Cllrs considered in detail all the applications and it was agreed that the standard of applicants was very high with each having a skill set that would be enhance the Town Council. A vote by show of hands then took place.

**RESOLVED:**

- i) Mr Tony Stubbs be co-opted as Councillor.**
- ii) The Clerk to inform Mr Stubbs of their appointment and to make the necessary arrangements for him to join the Town Council as soon as possible upon completion of all necessary paperwork.**
- iii) The Clerk to inform the unsuccessful candidates and thank them for their interest, provide feedback, to make them aware of how any future Cllr vacancies would be advertised and explain that they would be welcome to apply to the Town Council again.**

The Chair thanked everyone for attending and close the meeting at 7.19pm.