

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the  
**SEPTEMBER MONTHLY MEETING**  
of the **Council** held at **7pm** on  
**Monday 8<sup>th</sup> September 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, Helen Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Tony Stubbs, Julie Towler and Mavis Wayman
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

1. **Apologies:**  
Cllrs Ann Carr, John Finlayson and Myles Mantripp.
2. **Declaration of interest:**  
None.
3. **STC Minutes / Committee Reports:**
  - a. **Minutes of Butterwick Road Cemetery Working Group held Tuesday 1<sup>st</sup> July 2025:**  
These were confirmed as a correct record. ( AB / M Carr )
  - b. **Minutes of Fireworks Working Group meeting held Tuesday 1<sup>st</sup> July 2025:**  
These were confirmed as a correct record. ( AB / DJ )
  - c. **Minutes of the Monthly meeting held Monday 14<sup>th</sup> July 2025:**  
These were confirmed as a correct record. ( M Cant / MW )
  - d. **Minutes of the P&R committee held Monday 14<sup>th</sup> July 2025:**  
These were confirmed as a correct record. ( JH / HC )
  - e. **Minutes of the Environment committee held Monday 14<sup>th</sup> July 2025:**  
These were confirmed as a correct record. ( M Cant / JH )
  - f. **Minutes of Community Development & Engagement committee held Monday 14<sup>th</sup> July 2025:**  
These were confirmed as a correct record. ( MW / JH )

**g. Minutes of Special Town Council meeting: Appointment of Co-opted Councillor held Monday 21<sup>st</sup> July 2025:**

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

**h. Minutes of the Finance Working Group meeting held Wednesday 23<sup>rd</sup> July 2025:**

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

**i. Notes of Butterwick Road Cemetery Working Group held Tuesday 29<sup>th</sup> July 2025:**

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

**j. Minutes of the Special P&R Committee meeting held Monday 11<sup>th</sup> August 2025:**

These were confirmed as a correct record. ( TS / HC )

**k. Minutes of Public Meeting held Monday 11<sup>th</sup> August 2025:**

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

**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. The Clerk has contacted Mr Stuart Carter of DCC to make him aware of this matter. Mr Carter has confirmed receipt and will be issuing a note to existing neighbourhood plan groups to advise on the review of the County Durham Plan and implications upon neighbourhood plans. The Clerk to keep Cllrs updated on this matter. 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:**

Mr Tony Stubbs has now been appointed as Co-opted Cllr.

**RESOLVED:**

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

**4.4 Anaerobic Digester Planning Hearing:**

Collaborative meetings and actions have continued in relation to this matter over July and August 2025 (notes and updates have been shared with all Cllrs throughout). The Planning Inspector's hearing for this application took place on 27<sup>th</sup> August 2025 with Cllr John Finlayson representing the Town Council. Cllrs Cunningham and Wayman had also attended to observe the hearing. Cllr Finlayson had circulated notes on the hearing to all Cllrs for information and a determination by the Inspector is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.5 Planning Committee – St Lukes Church, Sedgefield:**

Cllr Mel Carr had attended and spoken at the Planning Committee meeting on 17<sup>th</sup> July 2025 in relation to the conversion of St Lukes Church. Despite the Town Council's objections this planning application has been approved by DCC.

**RESOLVED:**

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

**4.6 Current Planning Applications:**

Comments on planning applications 1-3 were submitted to DCC Planners. Planning applications for August 2025 were issued to Cllrs with request for comments by 9am on 11<sup>th</sup> August 2025. No comments were received in relation to planning applications DM/25/01812/FPA (Sprucely Farm), DM/25/01893/FPA (Hardwick Hall Hotel) and DM/25/02037/FPA (land north of 24 Westfield Terrace, Bishop Middleham).

**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 September 2025 plus events until December 2025. The Clerk highlighted the Mayor of Sedgefield's list of fund-raising events which have now been scheduled and advised that the quiz on Saturday 25<sup>th</sup> October 2025 had been cancelled with the possibility of re-scheduling. Also, the Mayor's Ceilidh for Saturday 20<sup>th</sup> September 2025 is to be rescheduled to possibly a date in November 2025.

**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.

County Cllr Chris Lines reminded all that following the recent election outcome the transition from AAPs to Local Networks had been put on hold whilst a review took place. This review was being led by County Cllr Lyndsey Fox who had Cabinet responsibility for the Economy and Partnerships portfolio. However, this Cabinet position has recently been scrapped and it is unknown who will be taking on this role or the timetable for this review will be completed. County Cllr Lines reported that former AAP staff are now in a holding position and not able to do anything proactively to look for community projects. Even when the review into Local Networks has been completed there will be the time consuming task of determining the local governance arrangements, such as membership and identification of local aims/objectives, before such are in an actual position to be able to start funding projects. County Cllr Lines reminded all that in the intervening time each County Cllr still has their own neighbourhood budget. County Cllr Lines then reported he had spoken to DCC Planning Officers earlier that day who had confirmed they are awaiting the Planning Inspector's determination regarding the anaerobic digester at Sprucely Farm but there is no indication of when this is likely to be received and it could take as long as two months. Finally, County Cllr Lines referred everyone to his latest Monthly Report to be considered under agenda item 8.1. In this he had said that he and fellow Ward Cllr Ian Catchpole would be meeting with officials in September 2025 to discuss the bus services between Fishburn/Sedgefield/Newton Aycliffe and Darlington, however this meeting has been postponed until October 2025. County Cllrs Lines will continue to keep the Town Council updated and involved as required.

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 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.**

**7.3 Planning Application DM/25/01625/FPA Land to East of Beacon Avenue, Sedgefield Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an update report on the above planning application. This report was a reminder of all the work that has been undertaken by the Town Council since July 2025 to not only initially respond to this application but to raise awareness of the application within the community and surrounding area. The Clerk reported that Wynyard Parish Council have submitted an objection to this application and shared their response with the Town Council for information. No indication has been received whether Fishburn and Bishop Middleham Parish Councils will be submitting any objections to this application although a Bishop Middleham Parish Councillor had attended the collaborative meeting held over the summer and expressed verbal objections. The matter of appointing a planning consultant to prepare the Town Council's next more detailed letter of objection is to be considered on the P&R Committee's agenda later that evening. The Clerk thanked those Cllrs who had undertaken research work to explore further the material planning conditions upon which the Town Council's objections were based. These would be shared with the planning consultant and help to inform them of the local/specific site issues whilst they apply their planning expertise to policies etc. Cllr Jenny Haworth reported that through the research work she had undertaken with Cllr Myles Mantripp in relation to the ecology implications upon the site she had received the offer from Professor Fred Milton to give a presentation to the Town Council on the importance of Butterwick Road/Beacon Lane habitat for wild birds and species habitats. This presentation would also allow Cllrs, and any public in attendance, to have a better understanding of how ecology should be an important factor in planning application determination and knowing how to be able to put forward appropriate challenges when such is threatened/impacted. Cllrs agreed such a presentation would be extremely useful and it was agreed this should take place at the conclusion of the Monthly Meeting on Monday 13<sup>th</sup> October 2025.

**RESOLVED:**

- i) To receive the information.**
- ii) The Clerk and Cllr Jenny Haworth to liaise with Professor Fred Milton to arrange his presentation for Monday 13<sup>th</sup> October 2025 and to promote this through the residents database and invitations to local community groups such as the Woodland and Wildlife group of the Sedgefield Development Trust.**

**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.**

**9. Correspondence:**

**9.1 We Want Your Views On Proposed Ambitions, Objectives and Priorities for a New County Durham Plan (email from Council Plan Consultation, DCC dated 27<sup>th</sup> July 2025):**

Prior to the meeting the Clerk had circulated to all an email from Council Plan Consultation of DCC dated 27<sup>th</sup> July 2025 which sought views on the proposed ambitions, objectives and priorities for a new County Durham Plan. This had been issued to all Cllrs electronically over the summer so as to allow Cllrs to complete this as individual residents rather than send a Sedgefield Town Council corporate response before the deadline response date of 18<sup>th</sup> August 2025.

**RESOLVED:**

**To receive this information.**

**9.2 Proposed Article 4 Direction (email from Mr Michael Kelleher, DCC dated 12<sup>th</sup> August 2025) [Note: shared electronically with all Cllrs on 14<sup>th</sup> August 2025]:**

Prior to the meeting the Clerk had circulated to all an email from Mr Michael Kelleher, DCC dated 12<sup>th</sup> August 2025 which had been shared electronically with all Cllrs on 14<sup>th</sup> August 2025. It was agreed to note this information and for Cllrs to make their own submissions as residents rather than send a Sedgefield Town Council corporate response. The deadline for comments is 26<sup>th</sup> September 2025.

**RESOLVED:**

**To receive this information.**

**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/25/02123/FPA – re-tile south facing roof slope of host dwelling, 21 Front Street, Sedgefield:**

Cllrs did not have any objection to this application.

**10.2. DM/25/02274/FPA – two storey side extension, 89 The Meadows, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-2 above to be submitted to DCC Planners.**

The Clerk reported that as yet no list of planning applications had been received from DCC this week.

The Chair thanked everyone for attending and closed the meeting at 7.18pm.

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# SEDGEFIELD TOWN COUNCIL



## Minutes of the proceedings of the **SEPTEMBER P&R MEETING** of the **Council**

held following the Monthly meeting on

**Monday 8<sup>th</sup> September 2025**

in

**Sedgefield Parish Hall**

## MINUTES

### **Present**

**Cllr. Allan Blakemore (Chairman)**

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

Cllrs. Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, Peter Hinde, Dave Jasper, Tony Stubbs, Julie Towler and Mavis Wayman

### **Officers**

Dr Jane Ayre (Town Clerk)

### **1. Apologies:**

Cllrs Ann Carr, John Finlayson and Myles Mantripp.

### **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:**

Signage has now been designed, made and installed at Winterton Cemetery and the car park next to Winterton allotments.

**RESOLVED:**

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

**3.4 Internal Audit Inspections 2025/26:**

Cllr Julie Towler, as Chair of Sedgfield 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. The next internal audit of the Youth Club's finances and governance arrangements will take place on 29<sup>th</sup> October 2025.

**RESOLVED:**

**To receive the information.**

**3.5 Adverse Weather Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.6 Attendance Management Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.7 Change Management Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.8 DBS Disclosure Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.9 Leave of Absence Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.10 Recruitment and Selection Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.11 Staff Maternity, Adoption, Paternity and Shared Parental Leave Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.12 Staff Working Time Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.13 Parish Hall CCTV Policy:**

This revised and adopted policy is now displayed in the secure area of the Town Council's website.

**RESOLVED:**

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

**3.14 Sedgefield Town Council Annual Fireworks Display:**

Future updates to be brought to the Community Development & Engagement Committee, however, one additional issue is to be raised under agenda item 8.6.

**RESOLVED:**

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

**3.15 Butterwick Road Cemetery Expansion Valuation:**

A Special P&R Committee meeting was held on 11<sup>th</sup> August 2025 to approval the fourth valuation payment. Details of retention monies were also shared at that meeting. The only remaining aspect of our expansion project is the planting work which will take place in November 2025. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Reshaping Live Christmas Tree:**

The Clerk has informed the contractor of their successful quotation and requested this work be scheduled as soon as possible and by no later than the first week in November 2025. 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 views and comments.

County Cllr Lines said that in relation to comments made at the previous meeting regarding the planning application proposing large-scale housing development at land East of Beacon Avenue, he understood that Fishburn and Bishop Middleham Parish Councils were holding their regular meetings later this week and it was possible they would both be considering

then their actions in relation to whether or not to submit comments.

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

## **5. Reports:**

### **5.1 Butterwick Road Cemetery Expansion Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report. An on-site meeting is scheduled for 9<sup>th</sup> September 2025 in order to identify the remaining works required by the contractor and this will be reported back to the Butterwick Road Cemetery Working Group at their next meeting so that we work towards a date by which the new expansion area will be able to come into operational use. The report presented to Cllrs highlighted the current state of the mature hedging between the new and expanded areas, hedging which is now suffering from an afid disease in places which will eventually spread to the entire hedge. This matter was discussed and differing views were expressed where it was felt that if the entire hedge was removed this would make the cemetery look very large and stark with the alternative view that if the hedge was removed this would reduce maintenance time and costs. It was agreed that more investigations were required to find out the implications of removing the entire hedge (and necessary permits required) plus implications upon graves etc, to seek expert opinion as to whether certain sections of diseased hedge can be removed with others remaining etc. Once this is known this matter will be considered by the Butterwick Road Cemetery Working Group and recommendation brought back to future P&R Committee meeting. The Butterwick Road Cemetery Working Group to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

### **5.2 Cemetery Lodge Update Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all an update report by the Estates Working Group regarding the Cemetery Lodge. The Clerk reported good progress has been made at the Lodge and we are now awaiting confirmation of the date for interior re-decorating and new stair carpet being laid. As soon as this is completed then Dowens will be instructed to re-let the property. The Estates Working Group to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive this information.**

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 14<sup>th</sup> July 2025:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14<sup>th</sup> July 2025 numbered 111231 to 111238. The Clerk circulated to all an updated list which also included cheques numbered 111239 to 111244. The Clerk reported that cheque number 111232 should state an amount of £5016.71 as per the updated sheet just issued. Cllrs confirmed their support for the authorization of all cheques.

**RESOLVED:**

- i) All cheques and invoices were approved for payment.**
- ii) Cllrs Allan Blakemore and Dave Jasper plus the Town Clerk to duly sign the cheques numbered 111232 to 111244.**

**6.2 Financial Budget Comparison (as at 20<sup>th</sup> August 2025):**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 20<sup>th</sup> August 2025.**

**6.3 Debtors List as at 20<sup>th</sup> August 2025:**

**RESOLVED:**

**To receive the Debtors List as at 20<sup>th</sup> August 2025.**

**6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> July 2025:**

**RESOLVED:**

**To receive the Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> July 2025.**

**6.5 July (and August) 2025 Bank Reconciliations Plus July (and August) 2025 Imprest Account and July (and August) 2025 Public Sector Deposit Fund Reconciliation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all the bank reconciliations for July 2025 plus July 2025 Imprest Account and July 2025 Public Sector Deposit Fund Reconciliation report. At the meeting the Clerk circulated to all the bank reconciliations for August 2025 plus August 2025 Imprest Account and August 2025 Public Sector Deposit Fund.

**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 no documentation has yet been received in order to release the initial retention monies payment to the appointed contractor. The Clerk also confirmed that earlier that day she had submitted the Town Council's latest VAT reclaim in relation to this project covering the period 1<sup>st</sup> July 2025 to 31<sup>st</sup> August 2025. The Clerk to keep Cllrs updated on this matter and reminded all that the Finance Working Group continue to scrutinize this project.

**RESOLVED:**

**To receive this information.**

**6.7 Year End Accounts 2024/25 Exercise of Public Rights Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Year End Accounts 2024/25 Exercise of Public Rights Update report which confirmed this period had ended on Monday 14<sup>th</sup> July 2025. No enquiries were received from the public.

**RESOLVED:**

**To receive this information.**

**6.8 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. Since the production of this report the Clerk confirmed the new bar shutters have now been completed, keys issued to staff only and the shutters have been used for the first time by a hirer without any problems. With regards to the new flooring in the main hall, Cllr Mark Cant asked if the skirting board was also to be removed as part of that work as he did not believe they would be robust enough to be reused. The Clerk to investigate this matter and get a response to Cllr Cant. Cllrs to be kept informed of the progress with these grant funded projects.

**RESOLVED:**

**To receive this information.**

**6.9. Conclusion of 2024/25 Year End Accounts Report by Town Clerk:**

The Clerk circulated to all a Conclusion of 2024/25 Year End Accounts which confirmed the external audit on our accounts had successfully been completed. A notice for the conclusion was attached to the report and it was agreed this would be published from 9<sup>th</sup> September 2025.

**RESOLVED:**

**To note the successful conclusion of the Town Council's 2024/25 year end account and to publish a Conclusion of Audit notice with effect from 9<sup>th</sup> September 2025.**

**7. Correspondence:**

**7.1. STC Room Hire Enquiry (emails from Ms Lou Newbould, Franklin House Children's Nursery dated 3<sup>rd</sup> and 5<sup>th</sup> September 2025):**

The Clerk circulated to all copies of emails received from Ms Lou Newbould of Franklin House Children's Nursery dated 3<sup>rd</sup> and 5<sup>th</sup> September 2025 in which she was enquiring in the Parish Hall could be used as a meeting point in the event of a hire where adults and children were unable to re-enter the building. It was agreed that more background was needed to this matter but if possible the Town Council would like to help.

**RESOLVED:**

**The Clerk to liaise with Ms Newbould and then update the Chair and Cllr Cunningham to devise a procedure if practicable.**

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 7.47pm.

**The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.24.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).

(Cllr Peter Hinde left the meeting)

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

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

Prior to the meeting the Clerk had circulated to all a Village Greens Update Report

which was duly considered and way forward agreed.

**8.2. Local Government Services Pay Agreement 2025/26 Update by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Local Government Services Pay Agreement 2025/26 Update by the Personnel Committee which was duly noted.

**8.3 Appointing Planning Consultant Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a report regarding appointing a Planning Consultant to produce and submit on behalf of the Town Council a more detailed letter of objection to planning application proposing 176 dwellings on land to the East of Beacon Avenue, Sedgefield. This report was considered and way forward agreed.

**8.4 Tree Works At Entrance to Butterwick Road Cemetery Recommendation Report by Butterwick Road Cemetery Working Group:**

Prior to the meeting the Clerk had circulated to all a Tree Works at Entrance to Butterwick Road Cemetery Recommendation report which was accompanied by a quotation for the recommended works with the aim to deliver a solution that is both impactful and long-lasting. This was considered and a way forward agreed.

**8.5 Hedging Works Quotation Recommendation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Hedging Works Quotation Recommendation Report, the aim of which was to ensure those hedges which could not be cut by the Town Council's Gardener while lone-working could be undertaken by a contractor. This report was duly considered, and way forward agreed.

**8.6. Sedgefield Town Council Annual Fireworks Display Update Report by Town Clerk:**

The Clerk circulated a Sedgefield Town Council Annual Fireworks Display Update Report to all which was considered, and way forward agreed.

**8.7. Pest Control Verbal Recommendation by Town Clerk:**

The Clerk gave a verbal report on the problems of pest control at Butterwick Road and Winterton along with proposal that was duly considered, and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.40pm.





# SEDGEFIELD TOWN COUNCIL



## ENVIRONMENT

Minutes of the proceedings of the **SEPTEMBER**  
**ENVIRONMENT** of the **Council** held following the **P&R**  
in the **Parish Hall**, Sedgefield, on  
**Monday 8<sup>th</sup> September 2025**

## MINUTES

- Present** **Cllr. Mark Cant (Chairman) and**  
Cllrs. Allan Blakemore, Ciaran Butterworth, Mel Carr, Helen Cunningham, Kelly  
Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Tony Stubbs, Julie Towler  
and Mavis Wayman
- Officer** Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Ann Carr, John Finlayson and Myles Mantripp.

**2. Declaration of interest:**

Cllr Helen Cunningham declared an interest in item 5.1. as she lives near to one of the  
location. No other declarations of interest were made.

**3. Matters of Information:**

No Matters of Information.

**4. Public Participation:**

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

County Cllr Chris Lines noted that a recommendation was be considered later at this  
meeting which stemmed from the work of the Active Travel Group. This recommendation  
related to the potential for the angled road in the centre of the Town becoming a one way  
system thereby improving the flow of traffic and seeing a net addition of 6 parking spaces.  
This project would be subject to wide community consultation when appropriate but was  
work that could be completed at a cost of around £20,000. Whilst funding would need to be  
found for that, the cost of the works was considered to be reasonable in the context of  
highways works.

The Chairman thanked the public for their comment 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. This report detailed the outcome of a very successful on-site meeting held on 11<sup>th</sup> August 2025 which had been attended by Town Council representatives, DCC representatives and Livin representatives. It is now known that the smaller pond near Wykes Close is in the ownership of DCC. DCC representatives have requested members of their drainage team attend the smaller pond as it was completely dried up at the time of the on-site meeting and it was clear that pipes leading into the pond were broken/silted up. DCC's Senior Ecologist will keep the Town Council updated on this matter and will investigate all previous reports/studies undertaken in relation to this area of the Town in order to develop a recommendation as to improvements that can be made. The Clerk to keep Cllrs updated on this matter. It was agreed that once a plan for this work is known then a joint public statement between DCC and the Town Council will be prepared and issued. It was also agreed that once a recommendation for the area has been received then work could begin jointly between DCC and the Town Council to try to seek funding from the Local Network and County Cllrs.

#### **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 detailing the current situation to date. The Clerk confirmed that at this time no further information has been received regarding the potential for County Cllr funding to assist the replacement of the two existing Heritage Boards. Cllr Jenny Haworth asked how residents and visitors could access the leaflet which accompanies the Heritage Trail Walk. The Clerk confirmed there are physical copies of the childrens and adults Heritage Trail walks in the Town Council offices as well as copies on the Town Council's website. It was agreed that it would be useful to see if these could be digitized as part of the work of the Active Travel Group. The Clerk to keep Cllrs updated on this matter.

#### **RECOMMENDED:**

**To receive this information.**

### **5.3 Active Travel Proposal Report by Town Clerk and Cllr Mel Carr:**

Prior to the meeting the Clerk had circulated to all an Active Travel Proposal Report

which included a recommendation, as referenced earlier during Public Participation by County Cllr Chris Lines, whereby DCC Highways Officers would be supportive of the angled road in the centre of the Town becoming a one way (west to east) with one side becoming parking. A mock up of this had been produced and accompanied the report considered by Cllrs. It is recognized that extensive community consultation would be required and necessary funding found, however, Cllrs expressed their support for this proposal.

**RECOMMENDED:**

**To approve the recommendation and support the on-going work of the Active Travel Group.**

**5.4 Plant Cuttings Recommendation Report by Gardener:**

Prior to the meeting the Clerk had circulated to all a Plant Cuttings Recommendation Report by the Town Council's Gardener. Cllrs said they were delighted to support the Gardener's recommendation to trial ways in which we can make better use of some of our summer bedding stocks and perennials from Summer 2026 onwards. In addition, they were also pleased with the proposed training session with Bloom members to prune lavenders in the war memorial garden which, if successful, could prolong the plants lives and offer the potential for new growth from cutting. The Clerk was asked to convey Cllrs thanks to the Gardener for these initiatives .

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1. The County Council of Durham Footpath No. 16 Sedgefield Parish Public Path Diversion and Definitive Map and Statement Modification Order 2022 (letter from Ms Sharon Renwick plus attachments):**

Prior to the meeting the Clerk had circulated the above letter and attachments from Ms Sharon Renwick of DCC's Legal Section. Cllrs did not have any comments on this matter.

**RECOMMENDED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.05pm.

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **SEPTEMBER  
COMMUNITY DEVELOPMENT & ENGAGEMENT  
COMMITTEE** of the **Council** held following the  
**Environment Committee** in the **Parish Hall**, Sedgefield, on  
**Monday 8<sup>th</sup> September 2025**

## MINUTES

### Present

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

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, Jenny Haworth, Peter Hinde, Dave Jasper, Tony Stubbs and Julie Towler

### Officer

Dr Jane Ayre (Town Clerk)

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

Cllrs Ann Carr, John Finlayson and Myles Mantripp.

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

Cllr Julie Towler declared an interest in agenda item 6.2. No other declarations of interest were made.

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

No matters of information.

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

The Chair, Cllr Mavis Wayman, closed the meeting for the public to give their views. The member of the public in attendance did not have any comments to make. The Chair re-opened the meeting.

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

##### **5.1 Town Council Knaresborough and Wetherby Coach Trip Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Council Knaresborough and Wetherby Coach Trip Report. This has been a successful trip. The Clerk reported some lessons had been learnt and there was going to be a slight update to how emergency contact details are held/shared on the day of future such trips. Cllr

Helen Cunningham suggested ICE contact details would be appropriate and the Clerk confirmed this is to be considered. Thanks were expressed to Cllr Wayman for being the Town Council's representative on this trip.

**RECOMMENDED:**

**To receive this information.**

**5.2. Town Council York Coach Trip Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Town Council York Coach Trip Report and confirmed that tickets for this trip went on sale on 1<sup>st</sup> September 2025. Two coaches have been booked for this trip which will take place on Thursday 20<sup>th</sup> November 2025. The Clerk to bring a report on this trip back to Committee after the trip has taken place.

**RECOMMENDED:**

**To receive this information.**

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

Prior to the meeting the Clerk had circulated to all an update report by the Fireworks Working Group on the Annual Fireworks Display. The Clerk confirmed that discussions were underway with local primary schools in order to share publicity materials, materials that would start to be displayed from the end of the week onwards. Tickets will go on sale from 15<sup>th</sup> September 2025. The Clerk confirmed that since the production of this report she has been requested by Teesside Airport to make a formal submission to the Civil Aviation Authority regarding the Town Council's display. This submission has been made and the Clerk expressed her thanks to former Cllr Paul Heasman for his assistance. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive this information.**

**5.4 Remembrance Sunday Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Remembrance Sunday update report. The Clerk confirmed that she was meeting with Mr Michael King of St Edmund's Church on 11<sup>th</sup> September 2025 to finalise arrangements and this would include the potential use of the new entrance to the war memorial. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive this information.**

**5.5 Snow Party Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Snow Party Update report. The Clerk will continue to keep Cllrs updated on this event.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Barclays Van (email from Ms Abby Robinson, Barclays dated 26<sup>th</sup> July 2025):**

Prior to the meeting the Clerk had circulated to all an email from Ms Abby Robinson of Barclays Bank. The Clerk reminded Cllrs of the background to this matter and Ms Robinson's original enquiry in May 2025 then the Town Council's subsequent request for further information. This latest email provided that additional information and Cllrs felt it would be appropriate to suggest to Ms Robinson that Barclays could consider parking their vehicle on the surfaced area of village green outside the former Barclays bank building.

**RECOMMENDED:**

**i) To receive this information.**

**ii) The Clerk to suggest to Ms Robinson the location of the area outside the former Barclays building, surfaced village green owned by the Town Council, but request Ms Robinson inform the owners of Apex the business operating at the building now of the days/times the Barclays van will be in attendance.**

**iii) The Clerk to recommend Ms Robinson liaise with Sedgefield News to promote this facility.**

**iv) The Clerk to share through the residents database any publicity materials provided by Ms Robinson.**

**6.2 Guides Bench (email from Ms Julie Towler dated 28<sup>th</sup> July 2025):**

Prior to the meeting the Clerk had circulated to all an email from Ms Julie Towler of Sedgefield Guides requesting permission from the Town Council for the Guides to decorate their bench on the village green with poppies on the Tuesday before Remembrance Day and to be remove the following week.

**RECOMMENDED:**

**The Clerk to inform Ms Towler that the Town Council gives permission for the**

**Guides to decorate their bench on the village green as requested.**

**6.3 Sedgefield Youth Club (minutes of meeting held 21<sup>st</sup> July 2025)**

Prior to the meeting the Clerk had circulated to all minutes of the Sedgefield Youth Club minutes of meeting held 21<sup>st</sup> July 2025. Cllr Mark Cant expressed thanks to former Town Cllr Lines plus Cllrs Julie Towler and Kelly Dickerson for their work with the Youth Club. Cllr Dickerson reminded all Cllrs that the Youth Club's AGM is at 5.30pm on Monday 13<sup>th</sup> October 2025 and all are welcome to attend.

**RECOMMENDED:**

**To receive this information.**

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