

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the  
**NOVEMBER MONTHLY MEETING**  
of the Council held at **7pm** on  
**Monday 10<sup>th</sup> November 2025**  
in  
**Sedgefield Parish Hall**

## MINUTES

Present	Cllr. Allan Blakemore (Chairman) and Cllrs. Ciaran Butterworth, Mark Cant, Helen Cunningham, John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp and Mavis Wayman
Officers	Dr Jane Ayre (Town Clerk)

### 1. Apologies:

Cllrs Mel Carr, Kelly Dickerson, Tony Stubbs and Julie Towler.

### 2. Declaration of interest:

None.

### 3. STC Minutes / Committee Reports:

#### a. Notes of Butterwick Road Cemetery Working Group held Tuesday 7<sup>th</sup> October 2025:

These were confirmed as a correct record. ( JA )

#### b. Notes of Fireworks Working Group meeting held Thursday 9<sup>th</sup> October 2025:

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

#### c. Minutes of the Monthly meeting held Monday 13<sup>th</sup> October 2025:

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

#### d. Minutes of the P&R committee held Monday 13<sup>th</sup> October 2025:

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

#### e. Minutes of the Environment committee held Monday 13<sup>th</sup> October 2025:

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

- f. Minutes of Community Development & Engagement committee held Monday 13<sup>th</sup> October 2025:**  
These were confirmed as a correct record. ( MW / PH )
- g. Minutes of Joint Sedgefield Town Council / Sedgefield in Bloom Group meeting held Thursday 16<sup>th</sup> October 2025:**  
These were confirmed as a correct record. ( DJ / PH )
- h. Minutes of Personnel Committee meeting held Monday 20<sup>th</sup> October 2025:**  
These were confirmed as a correct record. ( JF / MW )
- i. Minutes of the Fireworks Working Group meeting held Tuesday 28<sup>th</sup> October 2025:**  
With the inclusion of apologies for absence from Cllr Dave Jasper, these were confirmed as a correct record. ( PH / AB )
- j. Minutes of Policy & Records Management Working Group:**  
These were confirmed as a correct record. (AB / MW )
- j. Minutes of the Finance Working Group held Thursday 30<sup>th</sup> October 2025:**  
With the inclusion of apologies for absence from Cllr Dave Jasper, these were confirmed as a correct record. ( JH / PH )  
**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 although this may move into 2026/27 depending upon national and County level timeframes.

**RESOLVED:**

**To receive the information.**

##### **4.2 Anaerobic Digester Planning Hearing:**

A determination is now awaited from the Planning Inspectorate following a hearing on 27<sup>th</sup> August 2025. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.3 Planning application DM25/01625/FPA Land to East of Beacon Avenue:**

No further information has been received regarding this planning application. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4.4 Current Planning Applications:**

Comments on planning applications 1-5 were submitted to DCC Planners.

Further information regarding planning applications DM/25/02441/FPA (South Hallgate) and DM/25/02641/FPA (Mahon House) has been requested. No response has been received from DCC Planners as yet. The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated details of all meetings in November 2025 plus events until December 2025 plus civic events until February 2026.

**RESOLVED:**

**To receive the information.**

**6. Public Participation:**

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

County Cllr Chris Lines provided several updates to information in his latest report to be considered under agenda item 8.1. County Cllr Lines confirmed that as yet there is not update on DCC's Local Networks review, the mechanism by which people not only find out about the work of DCC but more importantly the mechanism for local engagement. County

Cllr Lines noted that at this moment in time DCC staff formerly working for AAPs and transitioned to the Local Networks are effectively prevented from proactively engaging with the community. Cllr Blakemore said that County Cllr Nicola Lyons, DCC's Portfolio Holder for this matter, will be attending the next CDALC Executive Committee meeting and has been asked to be prepared to take questions and give answers at that meeting. Cllr Blakemore said that when the new Unitary authority was created back in 2009 it was based upon the premise of AAPs for area delivery. County Cllr Lines said that as yet there was no determination from the Planning Inspector in relation to the proposed anaerobic digester at Spruceley Farm. County Cllr Lines gave an update on the current situation regarding local bus services. He said the North East Mayor, Ms Kim McGuiness, has also written to Arriva reflecting our local views which has been a very helpful intervention. County Cllr Lines said he has also met with NETPark's Management Team and they remain adamant they need the reinstatement of the bus connection to Darlington as their site and its ambitions continue to grow. County Cllr Lines concluded by saying a very productive Active Travel Group meeting had taken place earlier that day and was pleased his fellow Ward colleague County Cllr Ian Catchpole was also in attendance. The aim of this group is to continue to progress matters collaboratively. The Clerk said it would be useful to have a Deputy Town Council representative to support Cllr Mel Carr. It was agreed that Cllr Helen Cunningham would become the Deputy Town Council representative.

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

## **7. Internal Reports:**

### **7.1 Chairman's Report:**

The Clerk circulated copies of the report supplied by the Chairman, Cllr Mel Carr, detailing 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. Cllr Peter Hinde drew everyone's attention to the final two paragraphs of his report and urged fellow Cllrs to support his Mayoral events which are for the benefit of the community.

#### **RESOLVED:**

**To receive the information.**

**7.3 Shute House Planning Permission Report by Cllr Allan Blakemore:**

Prior to the meeting the Clerk had circulated to all a report regarding a potential planning application at Shute House adjoining Ceddesfeld Hall for a new roof on one of the single-storey annex buildings. Full details and explanation for this work was provided in the report along with images and confirmation there would be no cost implications for the Town Council in relation to this matter. Cllr Blakemore confirmed that as the owner of Ceddesfeld Hall the Town Council's permission for such work was required and that work would then be needed by the owners of Shute House plus the SCA Trustees in order to prepare and submit a planning application which would take into account the views of DCC's Conservation Officer.

**RESOLVED:**

- i) To support this potential planning application.**
- ii) The Clerk to inform the SCA Trustees of the Town Council's support, with copy to the owners of Shute House.**
- iii) The Town Council to consider this planning application further once published on DCC's weekly list.**

**8. External Reports:**

Cllr Allan Blakemore reminded all Cllrs that the purpose of reports from local County Cllrs was to give them the opportunity to keep the Town Council updated on their work and what is happening at DCC. It is recognized that some issues may be contentious and politically motivated which means the Town Council may not always agree with the views and content of such.

**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. Cllr Jenny Haworth said she would welcome the opportunity for discussion with County Cllr Catchpole regarding his report. Cllr Haworth said neither she nor the Town Council had seen a Section 106 report relating to the proposed

Sedgefield Regional sports & Youth Development Hub at Winterton but understood this had been promoted on Facebook. Cllr Haworth said it would be useful to know the status of this project and if it was an official DCC project. Cllr Myles Mantripp had seen Facebook posts and from those understood a Business Case was being considered by DCC. Cllr Peter Hinde said it was his understanding that DCC had rescinded the money they had previously allocated towards building an athletics track in Sedgefield. The Clerk said it was her understanding that the offer of a lease had been rescinded rather than any monies. It was agreed that a meeting between Town Cllrs and both local County Cllrs to find out more information about this sports proposal would be useful and for this meeting to also include how future Section 106 monies are to be managed by DCC.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to schedule a meeting in accordance with the Town Council's wishes.**

**9. Correspondence:**

None.

**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/25/02686/FPA – erection of 83 no dwellings and associated works, land to the North of Salvin Terrace, Fishburn:**

Cllrs objected to this planning application due to the impacts it would have upon the wider infrastructure in the electoral ward adding significant additional pressures to local schools, health providers and emergency services. There were also objections in relation to the loss of a greenfield site and the highway safety implications of the proposed access points to this new development near blind bends.

**10.2. DM/25/02736/FPA – the re-distribution of soils associated with NETPark Phase 3A, Land West of Lizards Farmhouse, Lizard Lane, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3. DM/25/02765/FPA – siting of new/replacement storage containers and hard standing for rangers equipment, Hardwick Country Park compound, Hardwick Park, Sedgefield:**

Cllrs did not have any objection to this application.

**10.4. DM/25/02789/FPA – removal of single storey double garage and addition of a two storey side-extension, single storey rear extension and single storey front extension, Maggies Well Cottage, Holdfdorth, Ferryhill:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-4 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 included the following planning applications within the Electoral Ward:

**DM/25/02915/FPA – retrospective application for the installation of an automated teller machine, Post Office, 7 Walden Terrace, Fishburn**

**DM/25/02916/AD – retrospective application for the installation of 1 illuminated logo panel and 1 illuminated top sign, Post Office, 7 Walden Terrace, Fishburn**

**DM/25/02928/FPA – installation of aluminum timber framed windows, Elstob Hall Farm, Great Stainton**

**DM/25/02930/LB – installation of aluminum and timber framed windows, Elstob Hall Farm, Great Stainton**

**DM/25/03122/TPO – T1 sycamore – fell, 52 Roast Calf Lane, Bishop Middleham**

**RESOLVED:**

**Cllrs to forward any comments/objections in relation to the above three planning applications to the Clerk by no later than 9am on Monday 17<sup>th</sup> November 2025.**

The Chair thanked everyone for attending and closed the meeting at 7.34pm.



# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the  
**NOVEMBER P&R MEETING** of the Council  
held following the Monthly meeting on  
**Monday 10<sup>th</sup> November 2025**  
in  
**Sedgefield Parish Hall**

## MINUTES

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

### 1. Apologies:

Cllrs Mel Carr, Kelly Dickerson, Tony Stubbs and Julie Towler.

### 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 this issue has been put 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 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. (Note: latest inspection due to take place on 29<sup>th</sup> October 2025 has been rescheduled to February 2026). Cllr Towler to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Reshaping Live Christmas Tree:**

This work has now been completed.

**RESOLVED:**

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

**3.5 Tree Works At Entrance To Butterwick Road Cemetery:**

The Clerk has informed the successful contractor and requested that work is scheduled as soon as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Hedging Works:**

The Clerk has informed the successful contractor and requested that work is scheduled as soon as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Butterwick Road Cemetery Expansion Update:**

See agenda item 5.1.

Note: All resolutions made at the October 2025 P&R Committee meeting have now been actioned.

**RESOLVED:**

**To receive the information.**

**3.8 Phase 2: Cemetery Expansion**

Work is underway to now obtain costings for the area to be paved within Butterwick Road allotments site. Works to make good the original cemetery entrance will be undertaken in Spring 2026 when the double gates revert back to being used only for pre-agreed large deliveries. In relation to the triangular area of land, a tree inspection findings report is to be considered at the next Estates Working Group meeting. Costings are being obtained for clearing the land.

The Clerk to keep Cllrs updated on these matters.

**RESOLVED:**

**To receive the information.**

**3.9 Parish Hall Grant Funding:**

The bar area redecoration is now underway and includes wood straining as well as painting. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 Request To Council For Public Statement:**

The Clerk has written to Mr Farrow to inform him that the Town Council is subject to the Equality Act 2010 and acts in accordance with that.

**RESOLVED:**

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

**3.11 Public Water Points – Butterwick Road Cemetery:**

This matter is now being progressed by CS2 Ltd in discussions with White Horse

Contractors. The Clerk to keep the Butterwick Road Cemetery Working Group updated on this matter.

**RESOLVED:**

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

**4. Public Participation:**

The Chair, Cllr Jenny Haworth, closed the meeting for the public to give views and comments.

With regards to discussions at the previous meeting relating to the EDCAT project to build an athletics track in Sedgefield, County Cllr Chris Lines confirmed that DCC have rescinded on the offer of a 2 year option of a 30 year lease on land at NETPark. In relation to the Section 106 monies that were associated with that project, the funds were initially allocated before the tract was intended to be located at NETPark. Therefore, it may be that EDCAT comes forward with an alternative site to use the Section 106 allocation. Other sports organisations in the Ward that were allocated Section 106 funds have also expressed concerns about the status of that money and are working hard to progress their projects. In County Cllr Lines' view, the Cabinet report that recommended rescinding the offer of a lease option is not clear about the impact on the allocation of Section 106 monies, other than that it will certainly not contribute to a track project on the NETPark site. County Cllr Lines stated that he suggested to DCC that the Council should write to EDCAT to ascertain its intentions, but does not know if that has been done. He added that since the original Cabinet decision in February 2025 to offer EDCAT an option on a lease, the organization has spent money in good faith to progress their project. EDCAT were now taking advice on this matter to recover monies spent in the interim. Mr Lines said that he supports the athletics track but does not hold, and never has, any position of control in EDCAT and did not know what their next move would be. Then speaking as a County Cllr, County Cllr Lines said he did not know any information above what the Town Council has received regarding the proposed Sedgefield Regional sports & Youth Development Hub at Winterton nor had he seen any plans or Business Case. County Cllr Lines had met the previous week with the NETPark Manager who had been unaware of this proposal which does appear to sit on some of the land in the South of the NETPark site. It is believed that half of the land in the Southern area of the NETPark site is still designated as open space and such would need to be changed. County Cllr Lines said that if a project to build a multi-sport facility in Sedgefield was proposed which had been through the right process, be able to prove its viability and the right location then he would support such for the benefit of Sedgefield, however, at this stage there was considerable more information and evidence required.

The Chairman thanked the public for their comments 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 Report which detailed the latest position regarding the Town Council's capital project and the remaining works to be undertaken. The next Butterwick Road Cemetery Working Group meeting is scheduled for Tuesday 2<sup>nd</sup> December 2025.

**RESOLVED:**

**To receive this information.**

**5.2 Cemetery Lodge Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an update report regarding the Cemetery Lodge. Cllrs were hopeful the Lodge would be re-let very soon. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive this information.**

**5.3 Code of Our Values, Behaviours and Conduct Recommendation Report by Personnel Committee:**

Prior to the meeting the Clerk had circulated to all a Code of Our Values, Behaviours and Conduct Recommendation Report by Personnel Committee and had issued electronically an updated Code with proposed amendments clearly shown.

**RESOLVED:**

**The reviewed Code of Our Values, Behaviours and Conduct to be adopted with immediate effect and reviewed in a further 24 months.**

**5.4 Town Council Website Analytics Annual Review Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Town Council Website

Analytics Annual Review Report by the Projects & Media Co-ordinator. The Clerk reminded all that responsibility for the Town Council's website rests with the Personnel Committee and they undertake an annual review based upon detailed analytics report being presented. The Personnel Committee felt it was important all Cllrs have an understanding of how the Town Council's website is used. Cllr Jenny Haworth, on behalf of the Committee, requested thanks be conveyed to the Projects & Media Co-ordinator for such an excellent report with high quality data and analysis being presented. She said it was extremely positive to see a 20% increase in the website's usage. All Cllrs were supportive of the intention to continue to improve the What's On page and the Parish Hall community usage page.

Cllr Helen Cunningham asked how the website could be used by the public for making the Town Council aware of problems/issues. The Clerk explained the contact form facility on the website where people can make any form of enquiry/report problem directly to the Clerk. The Clerk confirmed this is a very well used feature on the website and she received several enquiries/requests per week which are then duly actioned.

**RESOLVED:**

**To receive this information.**

**5.5 Six Month Lift Inspection Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Six Month Lift Inspection Update which confirmed the new lift had been inspected and complied with the requirements of LOLER. Several Cllrs said they would like to have training on the use of the lift.

**RESOLVED:**

**i) To receive this information.**

**ii) Cllrs who would like to receive training in the new lift to contact the Clerk so that an in-house training session can be organised.**

**5.6 Publication Scheme Recommendation Report by Policy & Records**

**Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Publication Scheme Recommendation Report and had issued electronically an updated Scheme with proposed amendments clearly shown.

**RESOLVED:**

**The reviewed Publication Scheme to be adopted with immediate effect and reviewed in a further 24 months.**

**5.7 Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Council Compliments, Comments and Complaints Policy Recommendation Report and had issued electronically an updated Policy with proposed amendments clearly shown.

**RESOLVED:**

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

**5.8 Social Media Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Social Media Policy Recommendation Report and had issued electronically an updated Policy with proposed amendments clearly shown.

**RESOLVED:**

- i) The reviewed Social Media Policy to be adopted with immediate effect and reviewed in a further 12 months.**
- ii) To not progress the idea of a Town Council Facebook page but to instead look at ways in which the residents database, managed by the Town Council, can be used more and promoted.**

**5.9 Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Councillor and Staff Working Protocol Recommendation Report and had issued electronically an updated Protocol with proposed amendments clearly shown. Cllr Jenny Haworth said this was a particularly important document, one which supported the Code of Conduct, and was particularly useful for new Cllrs as it explained the decision making and strategic steer role of Cllrs as well as the implementation role and day to day responsibilities of Town Council Officers.

**RESOLVED:**

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

**5.10 Information and Data Protection Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all an Information and Data Protection Policy Recommendation Report and had issued electronically an updated Policy with proposed amendments clearly shown. The Clerk advised that as work to fulfil Assertion 10 (to be considered under agenda item 8.3.) progressed then this Policy may need to be reviewed again slightly earlier than envisaged now.

**RESOLVED:**

**The reviewed Information and Data Protection Policy to be adopted with immediate effect and reviewed in a further 12 months.**

**5.11 Retention and Disposal Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Retention and Disposal Policy Recommendation Report and had issued electronically an updated Policy with proposed amendments clearly shown. The Clerk advised that as work to fulfil Assertion 10 (to be considered under agenda item 8.3) progressed then this Policy may need to be reviewed again slightly earlier than envisaged now.

**RESOLVED:**

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

**5.12 2025/26 Headstone Safety Testing Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a 2025/26 Headstone Safety Testing Update Report which informed Cllrs that, weather providing, this year's testing will start the week commencing 24<sup>th</sup> November 2025. The Clerk and interim Head Gardener & Cemetery Superintendent 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 13<sup>th</sup> October 2025:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 13<sup>th</sup> October 2025 numbered 111273 to 111290. The Clerk circulated to all an updated list which also included cheques numbered 111291 to 111297. 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 111273 to 111297.

**6.2 Financial Budget Comparison (as at 29<sup>th</sup> October 2025):**

The Clerk reminded all that the cemetery expansion is being funded by ring-fenced reserves. It is hoped the remaining retention monies will be released in November 2025. At that point the Clerk will take a financial update to the Finance Working Group showing how this is being recorded on the Town Council's financial system.

**RESOLVED:**

**To receive the Financial Budget Comparison as at 29<sup>th</sup> October 2025.**

**6.3 Debtors List as at 30<sup>th</sup> October 2025:**

**RESOLVED:**

**To receive the Debtors List as at 30<sup>th</sup> October 2025.**

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

**RESOLVED:**

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

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

Prior to the meeting the Clerk had circulated to all the bank reconciliations for

October 2025 plus October 2025 Imprest Account and October 2025 Public Sector Deposit Fund Reconciliation report. Evidence of the bank reconciliations was circulated at the meeting, however, the October 2025 Public Sector Deposit Fund reconciliation will be presented at the December 2025 meeting.

**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 position regarding spending on this capital project. The Clerk hoped that definitive information allowing the release of initial retention monies would be known soon so the Town Council had this clarification before 2026/27 budget setting preparatory works commenced.

**RESOLVED:**

**To receive this information.**

**6.7 Internal Audit 2025/26 – Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Internal Audit 2025/26 Update Report which was accompanied by terms of reference for those areas being inspected in October 2025. The Clerk confirmed that Findings Reports have now been received and will be considered by the Finance Working Group at their next meeting then presented to the December 2025 P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**6.8 Corporate Risk Management Schedule Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Corporate Risk Management Schedule Recommendation Report and had issued electronically an updated Schedule with proposed amendments clearly shown.

**RESOLVED:**

**The reviewed Corporate Risk Management Schedule to be adopted with**

**immediate effect and reviewed in a further 12 months.**

**6.9 External Grant Funding Policy & Procedures Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all an External Grant Funding Policy & Procedures Recommendation Report and had issued electronically an updated Policy & Procedures document with proposed amendments clearly shown.

**RESOLVED:**

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

**6.10 Confidential Reporting Code Including Anti-Fraud And Corruption Policy Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Confidential Reporting Code Including Anti-Fraud And Corruption Policy Recommendation Report and had issued an updated Policy with proposed amendments clearly shown.

**RESOLVED:**

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

**7. Correspondence:**

**7.1. SCA – Sedgefield Mediaeval Fayre – Saturday 16<sup>th</sup> May 2026 (letter and attachments from Ms Sarah Guest dated 14<sup>th</sup> October 2025):**

Prior to the meeting the Clerk had circulated to all a letter and attachments from Ms Sarah Guest regarding the SCA Sedgefield Mediaeval Fayre in which the SCA were seeking permission from the Town Council to use the village greens and Ceddesfeld Hall grounds on Saturday 16<sup>th</sup> May 2026. All Cllrs gave their full support to the SCA's request and wished them well with their event. Cllr Helen Cunningham asked about the implications of Martyn's Law upon this event and the Clerk confirmed the SCA were investigating this matter to ensure compliance.

**RESOLVED:**

**The Town Council to give the SCA permission to use the village greens and Ceddesfeld Hall grounds for the next Mediaeval Fayre on Saturday 16<sup>th</sup> May 2026.**

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 8.11pm.

**The Chair, Cllr Jenny Haworth, re-opened the meeting at 8.23pm.** 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 to all a Village Greens Update Report which was duly considered and way forward agreed.

**8.2 Grave Plots, Butterwick Road Cemetery Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Grave Plots, Butterwick Road Cemetery Update Report which was duly considered and information noted.

**8.3 Assertion 10 and Data Protection Audit Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Assertion 10 and Data Protection Audit Report which was duly considered and information noted.

The Chair thanked everyone for attending and closed the meeting at 8.41pm.



**SEDGEFIELD TOWN COUNCIL**  
**ENVIRONMENT**

Minutes of the proceedings of the **NOVEMBER**  
**ENVIRONMENT** of the **Council** held following the **P&R**



in the **Parish Hall**, Sedgefield, on  
**Monday 10<sup>th</sup> November 2025**

## **MINUTES**

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

**1. Apologies:**

Cllrs Mel Carr, Kelly Dickerson, Tony Stubbs and Julie Towler.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Ponds – Ceddesfeld Hall Grounds and Wykes Close:**

Information is now awaited from Ms Victoria Raitt, Senior Ecologist at DCC. Ms Raitt had contacted the Clerk to previous week and confirmed she was still working on this matter and hoped to get something to the Clerk in the coming weeks. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.2 Heritage Boards:**

Funding is not available for this project via DCC. This matter to be reconsidered when the Town Council's 2026/27 budget setting process commences. The Finance Working Group to keep Cllrs updated on this matter. The Clerk reported that at the latest Active Travel Group meeting held earlier that day it had been agreed to undertake work to review all historic walks in the electoral ward and to update, re-brand and publish walk documentation. This would include creation of QR codes. It is possible the Heritage Boards could feature as part of this work. The Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**3.3 Grass Cutting Tendering:**

Work is underway to commence this tendering process. Tenders will be collated and presented to a future P&R Committee meeting for determination.

**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. The public in attendance did not wish to make any comment. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Winterton and Butterwick Road Allotments Update Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Winterton and Butterwick Road Allotments Update Report by the Projects & Media Co-ordinator. This report detailed the latest situation at both allotment sites following the final inspection of the 2025.

**RECOMMENDED:**

**To receive the information.**

**5.2 Rats Near Ponds In Ceddesfeld Grounds/Wykes Close Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Rats Near Ponds In Ceddesfeld Grounds/Wykes Close Report. Since this report had been produced the Clerk confirmed DCC Pest Control Officers have attended the site and confirmed there is no need for any treatment plan nor evidence of any infestation. However, the Clerk has liaised with Livin who are going to be undertaken precautionary works to cut back shrubbery near their properties and request residents refrain from feeding the birds.

**RECOMMENDED:**

**To receive the information.**

**6. Correspondence:**

None.

The Chair thanked everyone for attending and closed the meeting at 8.17pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **NOVEMBER**  
**COMMUNITY DEVELOPMENT & ENGAGEMENT**  
**COMMITTEE** of the **Council** held following the  
**Environment Committee** in the **Parish Hall**, Sedgefield, on  
**Monday 10<sup>th</sup> November 2025**

### MINUTES

**Present** **Cllr. Mavis Wayman (Chairman) and**  
Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Helen Cunningham,  
John Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper and Myles Mantripp.

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

**1. Apologies:**

Cllrs Mel Carr, Kelly Dickerson, Tony Stubbs and Julie Towler.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Town Council Annual Fireworks Display:**

A debrief and recommendation report will be presented to the P&R Committee's December 2025 meeting.

**RECOMMENDED:**

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

**3.2 Banner:**

The Clerk has written to Mrs Rowsby giving the Town Council's permission for a St Edmund's Christmas Tree Festival banner to be displayed.

**RECOMMENDED:**

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

**3.3 Poppies:**

The Clerk has informed Mrs Dunn of the Town Council's permission for the WI to decorate their tree with poppies as part of this year's Remembrance commemorations.

**RECOMMENDED:**

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

**3.4 Poppies:**

The Clerk has informed Ms Briggs of the Town Council's permission for her group to decorate the bench near to the library with poppies as part of this year's Remembrance commemorations.

**RECOMMENDED:**

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

**4. Public Participation:**

The Chair, Cllr Mavis Wayman, closed the meeting for the public to give their views.

County Cllr Chris Lines thanked the Town Council for organising the Town's Remembrance Sunday commemorations which had been a wonderful coming together of so many residents of all ages. County Cllr Lines said he had been proud to be part of this event. Speaking as a resident, Mr Lines said a community plog would be organised to take place the morning after the Snow Party event.

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

**5. Reports:**

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

Prior to the meeting the Clerk had circulated a Snow Party Update Report. The Clerk confirmed that Santa tickets and glowsticks were now on-sale. Craft packs have been delivered to schools and dates/times are being organised for the Mayor to judge those. The Clerk is continuing to liaise closely with the Christmas lighting provider and our electrician to ensure everything is ready for the lights switch on at the conclusion of the Snow Party. The Clerk confirmed that an email update would be issued to all Cllrs very soon giving details of allocated roles and times.

**RECOMMENDED:**  
**To receive this information.**

**6. Correspondence:**

**6.1 Sedgefield Youth Club (minutes of AGM held 13<sup>th</sup> October 2025):**

Prior to the meeting the Clerk had circulated Sedgefield Youth Club minutes of AGM held 13<sup>th</sup> October 2025.

**RECOMMENDED:**  
**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.22pm.

APPROVED