

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the
MAY MONTHLY MEETING
of the **Council** held following the AGM on
Monday 18th May 2026
in
Sedgefield Parish Hall

MINUTES

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

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

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

2. Declaration of interest:

Cllr Kelly Dickerson declared an interest in planning application DM/26/00824/FPA through friendship. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Notes of Policy & Records Management Working Group held Wednesday 15th April 2026:

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

b. Minutes of the Finance Working Group meeting held Monday 20th April 2026:

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

c. Minutes of Special Town Council Meeting To Consider Planning Application DM/26/00456/FPA land to West of A689 Junction/Stockton Road held Monday 20th April 2026:

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

d. Minutes of the Monthly meeting held Monday 20th April 2026:

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

e. Minutes of the P&R committee held Monday 20th April 2026:

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

f. Minutes of the Environment committee held Monday 20th April 2026:

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

g. Minutes of Community Development & Engagement committee held Monday 20th April 2026:

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

h. Minutes of Special Town Council Meeting To Approve 2025/26 Year End Accounts held Monday 27th April 2026:

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

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 2026/27 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 2026/27 based upon national and County level timeframes.

RESOLVED:

To receive the information.

4.2 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.

4.3 Banks Homes Planning Application DM/26/00456/FPA:

Planning Consultant Jo-Anne Garrick had prepared and submitted to DCC an official objection letter on behalf of the Town Council in relation to this planning application. A copy of this letter has been shared with all Town and local Ward County Cllrs. An information flier has been produced to raise public awareness of this planning application which has been circulated around the Town, promoted through Council communications channels and will be an insert in the next edition of the Sedgefield News. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.4 Report From County Cllr Chris Lines:

The Clerk has written to DCC County Cllr Nicola Lyons expressing the Town Council's concerns regarding Local Networks and asked what could be done to overcome those. The Clerk has also requested an update on the current situation regarding Local Networks. The Clerk has been notified that County Cllr Dawn Bellingham is in the process of becoming the new portfolio holder who will oversee the Networks. County Cllr Bellingham has confirmed receipt of the Town Council's correspondence and will provide a response in due course. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.5 Current Planning Applications:

Comments on planning applications 1-5 had been submitted to DCC Planners. No Cllr submitted any objections or comments regarding planning application DM/26/00756/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 May 2026 plus civic and town council events until June 2026. The Clerk highlighted that a Personnel Committee meeting had taken place earlier that day at 9.30am.

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. The member of the public present did not wish to speak. The Chairman re-opened the meeting.

7. Internal Reports:

7.1 Chairman's Report:

No report had been submitted.

7.2 Mayor's Report

Prior to the meeting the Clerk had circulated to all a report from the Mayor. Cllrs expressed their thanks to outgoing Mayor of Sedgefield, Cllr Peter Hinde. Cllr Hinde said he had enjoyed his time as Mayor and had been delighted to recently issue cheques to 16 local groups as was his intention to spread his funds across the community as far as possible rather than have a headline charity.

RESOLVED:

To receive the information.

7.3 Councillor Vacancy Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Vacancy Update Report which confirmed the Town Council was now undergoing a recruitment process to fill its current vacancy via co-option. The deadline for completed applications is noon on Friday 3rd July 2026.

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.

9. Correspondence:

- 9.1 Town and Country Planning (Development Management Procedure) (England) Order 2015 Notice Under Article 14 of Application For Planning Permission – Proposed installation of electric vehicle charging point on front of dwelling 31 West End, Sedgefield (letter from Ms Rebecca Robson, RR Town Planning dated 13th May 2026):**

Prior to the meeting the Clerk had the above correspondence to all. Cllrs noted this matter had been discussed at the previous month's meetings and was in accordance with the Town Council's decision.

RESOLVED:

To receive this information.

10. Current Planning Applications:

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

- 10.1 DM/25/03457/FPA – replace existing single storey utility room with two storey side extension, 1 Cherry Tree Drive, Sedgefield:**

Cllrs did not have any objection to this application.

- 10.2 DM/26/00824/FPA – proposed loft conversion, two storey extensions to front, side and rear demolition of existing garage, Park Close, West Park Lane, Sedgefield:**

Cllrs did not have any objection to this application.

- 10.3 DM/26/00929/TPO – Yew Tree (T33) – remove epicormic growth and sprouts from the base, crown lift to 3m, and 2.5m all round reduction, 21 Pasture Road, Sedgefield:**

Cllrs did not have any objection to this application.

- 10.4. DM/26/00988/FPA – application of render to front elevation and gable end, 4 Stockton Road, Sedgefield:**

Cllrs did not have any objection to this application.

- 10.5. DM/26/01080/FPA – erection of 3 no lighting columns for a car park, Sedgefield Hardwick Primary School, Sedgefield:**

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-5 to be submitted to DCC Planners.

The Clerk reported that DCC's latest list of planning applications had been published and circulated to all earlier that day. The following applications was within the Sedgefield Electoral Ward:

DM/26/01028/FPA – underground electricity cables and associated infrastructure associated with the consented solar farms (Durham County Council reference DM/26/01991/FPA and Stockton on Tees Borough Council reference 25/0245/VARY), A177 Durham Road between Fir Tree Holdings and Midway Garage, Thorpe Larches

DM/26/01166/FPA – erection of a general purpose agricultural storage building, Weterton House Farm, Sedgefield

DM/26/01212/FPA – installation of electric vehicle charging point to the front of dwelling, 31 West End, Sedgefield

RESOLVED:

Cllrs to forward any comments regarding this planning application to the Clerk by no later than 9am on Tuesday 26th May 2026.

The Chair thanked everyone for attending and closed the meeting at 7.32pm.

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the
MAY P&R MEETING of the **Council**
held following the Monthly meeting on
Monday 18th May 2026

in

Sedgefield Parish Hall

MINUTES

Present

Cllr. Jenny Haworth (Chair)

Cllr. John Finlayson (Vice Chair) and

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Kelly Dickerson, Peter Hinde, Dave Jasper, Myles Mantripp, Tony Stubbs, 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 2nd June 2023. A follow-up meeting has now taken place with DCC's Conservation Officer and Tree Officer(s) who recommend the Clerk now liaises with DCC's Head of Ecology in order that appropriate specifications and costings can be sought so a further Discussion Meeting can be scheduled with Town Cllrs. Until priority work relating to the expansion of Butterwick Road Cemetery has been completed this issue has been put on hold. Note: An update on the ponds in and near to Ceddesfeld Hall

grounds is to be considered on the Environment Committee's agenda. 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 has spoken to the contractor and active work is now underway to schedule these works. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 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 has spoken to the contractor and active work is now underway to schedule these works. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Phase 2: Cemetery Expansion:

Costings and work schedule have now been obtained and agreed for paving an area within Butterwick Road allotments site near to the container and to make good the original cemetery entrance so the double gates revert back to being used only for pre-agreed large deliveries. Work to the gates has been completed and remaining works has been requested as soon as possible. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 Community Events Working Group:

Cllrs Allan Blakemore, Helen Cunningham, Kelly Dickerson, John Finlayson, Peter Hinde, Myles Mantripp and Julie Towler have said they would like to be involved in

the new Working Group. The Clerk to schedule a meeting once current Town Council recruitment processes have concluded.

RESOLVED:

To receive the information.

3.6 PACT Meetings:

PACT meetings have now been scheduled in the Parish Hall and will be reviewed again in September 2026. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Sedgefield Youth Club Update:

The Clerk and Cllr Kelly Dickerson are due to meet with Mr Wayne Gibson of Spennymoor Youth & Community Association on 20th May 2026 and will bring a report to a subsequent P&R Committee meeting.

RESOLVED:

To receive the information.

3.8 Fixed Term Employees (Prevention of Less Favourable Treatment) Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.9 Industrial Action Personnel Committee Guidance:

This recently adopted guidance is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.10 Welfare Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.11 Disciplinary Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.12 Dismissal Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.13 Exit Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.14 Flexible Retirement Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.15 Grievance Policy:

This recently adopted policy is now on the staff and Councillors section of the website.

RESOLVED:

To receive the information and close this matter.

3.16 Assertion 10:

Training is now being sourced for Cllr Mavis Wayman.

RESOLVED:

To receive the information and close this matter.

3.17 Subject Access Request Policy:

This policy is now on the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.18 Personal Data Erasure Policy:

This policy is now on the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.19 Personal Data Breach Policy:

This policy is now on the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.20 Data Security and Bring Your Own Device Policy:

This policy is now on the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.21 Privacy Notice:

This notice is now on the Town Council's website.

RESOLVED:

To receive the information and close this matter.

3.22 Butterwick Road Cemetery Expansion Funding:

At this time there is no update or change to the project's funding situation. The Butterwick Road Cemetery Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.23 North East War Memorials:

The Town Council has now become a Friends of the North East War Memorials group and the Clerk has made the Chair of SDUSG aware of this.

RESOLVED:

To receive the information and close this matter.

3.24 Sir David Attenborough's 100th Birthday:

The Clerk is now liaising with the Sedgfield In Bloom Group to find out if they are happy to purchase and plant a suitable tree at Beacon Lane Cemetery then the Town Council would purchase an engraved plaque and boulder to be fitted to match that of the Queen's Tree. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.25 Replacement of Large Cemetery Hedge, Butterwick Road Cemetery:

The Town Council's chosen contractor has been informed of their successful quotation and requested to remove the hedge in one go in the latter part of 2026 as this is a prime nesting bird habitat. The replacement hedge will be Yew (*taxus baccata*) to match other hedging. The contractor has been asked for a likely timescale for this work. The work will be funded from the Butterwick Road Cemetery ring-fenced reserve and completed in 2026/27 with work overseen, via delegated powers, by the Butterwick Road Cemetery Working Group with progress reports brought back to the P&R Committee when appropriate.

RESOLVED:

To receive the information and close this matter.

3.26 Sedgfield Town Council Annual Fireworks Display:

The Town Council's approved article regarding this matter will be included in the

next edition of the Sedgefield Extra. Communications have been issued to the former display provider, stewards, first aid provider, Sedgefield Scouts and Sedgefield Youth Club regarding the Town Council's decision. Ways to potentially supplement the SCA's free family day, or other similar events, are now being explored and reports will be taken to the Finance Working Group in the first instance.

RESOLVED:

To receive the information and close this matter.

4. Public Participation:

The Chair, Cllr Jenny Haworth, closed the meeting for the public to give views and comments. The member of the public in attendance did not wish to speak. The Chair 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. The Clerk confirmed that since the production of this report all additional request on-site works have been completed, i.e. installation of public access water points, fixed bollards and cemetery noticeboards. Snagging relating to hedge planting and some grass seeding still needs to be resolved between CS2 Ltd and White Horse Contractors. CDS have now produced a burial map for the new expansion area and work is required to get this digitized and inputted into the Town Council's software package. The next meeting of the Butterwick Road Cemetery Working Group meeting is on 2nd June 2026.

RESOLVED:

To receive this information.

5.2 Six Monthly Lift Inspection Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated a Six Monthly Lift Inspection Update Report. It was noted the lift was fully compliant and the next inspection is due by 30th October 2026.

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 20th April 2026:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 20th April 2026 numbered 111419 to 111432. The Clerk circulated to all an updated list which also included cheques numbered 111433 to 111437. Cllrs confirmed their support for the authorization of all cheques.

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 111419 to 111437.**

6.2 Financial Budget Comparison (as at 11th May 2026):

RESOLVED:

To receive the Financial Budget Comparison as at 11th May 2026.

6.3 Debtors List as at 11th May 2026:

RESOLVED:

To receive the Debtors List as at 11th May 2026.

6.4 Direct Debits and Debit Card List for 1st – 30th April 2026:

RESOLVED:

To receive the Direct Debits and Debit Card List for 1st – 30th April 2026.

6.5 April 2026 Bank Reconciliations Plus April 2026 Imprest Account plus April 2026 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive this information.

6.6 2025/26 Year End Accounts Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2025/26 Year End Accounts Update Report which confirmed that all required information had now been

submitted to External Auditors Forvis Mazars as well as information uploaded to the Town Council's website. It is anticipated the External Auditor's work will commence in August 2026. The Town Council's Exercise of Public Rights dates will commence on 3rd June 2026 and run until 14th July 2026.

RESOLVED:

To receive this information.

7. Correspondence:

None.

At this point in the meeting the Chair, Cllr Jenny Haworth, explained that had any members of the public or press been present then they would have been asked to leave the meeting as, due to their confidential nature, the following item these would be discussed under Exempt Information in accordance with (Section 1 Sub-Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

8. Consideration of Reports Exempt from Public:

8.1 Personnel Update Report by Personnel Committee:

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

The Chair thanked everyone for attending and closed the meeting at 7.58pm.

SEDGEFIELD TOWN COUNCIL



ENVIRONMENT

Minutes of the proceedings of **MAY**
ENVIRONMENT of the **Council** held following the **P&R**
in the **Parish Hall**, Sedgefield, on
Monday 18th May 2026

MINUTES

Present **Cllr. Mark Cant (Chairman) and**
Cllr. Helen Cunningham (Vice Chairman)
Cllrs. Allan Blakemore, Ciaran Butterworth, Mel Carr, Kelly Dickerson, John
Finlayson, Jenny Haworth, Peter Hinde, Dave Jasper, Myles Mantripp, Tony
Stubbs, 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 Heritage Boards:

Funding is not available for this project via DCC. Whilst there is a slight possibility that funding may be secured through the Active Travel Group's work it has to be acknowledged that this would be at some point in the future and the Clerk expressed her concerns at the current state of the two heritage boards. Cllrs agreed this matter needed to be progressed by the Town Council via its own funding. The Clerk has obtained updated quotations for these boards (for like for like replacements as they link into the Town's Heritage Trail). It was agreed the Town Council needs to progress this matter rather than rely upon external support.

Cllr Peter Hinde expressed concern regarding the obsolete brown road sign near to the Barbers for the former Potteries. It was acknowledged this is a matter for DCC.

RECOMMENDED:

- i) The Finance Working Group to consider the latest Heritage Boards replacement quotation and to take a recommendation to the next P&R Committee meeting.
- ii) The Clerk to report the brown “Potteries” road sign near the Barbers Shop to local County Cllrs to ask if this can be removed.

3.2 Ponds In and Near Ceddesfeld Hall Grounds:

A meeting has now been scheduled for 4th June 2026 to consider the proposals received from DCC’s Senior Ecologist with the emphasis to look at costings and options for funding. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Mark Cant, did not close the meeting as there were no members of the public present.

5. Reports:

None.

6. Correspondence:

None.

The Chairman thanked everyone for attending and closed the meeting at 8.11pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **MAY**
COMMUNITY DEVELOPMENT & ENGAGEMENT
COMMITTEE of the **Council** held following the
Environment Committee in the **Parish Hall**, Sedgefield, on
Monday 18th May 2026

MINUTES

Present **Cllr. Dave Jasper (Chair)**
Cllr. Mavis Wayman (Vice Chair) and
Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen
Cunningham, Kelly Dickerson, John Finlayson, Jenny Haworth, Peter Hinde,
Myles Mantripp, Tony Stubbs and Julie Towler.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

None.

2. Declaration of interest:

None.

3. Matters of Information:

There were no Matters of Information.

4. Public Participation:

The Chairman, Cllr Dave Jasper, did not close the meeting as there were no members of the public present.

5. Reports:

None.

6. Correspondence:

6.1 Sedgefield Youth Club (minutes of meeting held on 27th April 2026):

Prior to the meeting the Clerk had circulated to all the minutes of Sedgefield Youth

Club's Management Committee meeting held on 27th April 2026. Cllr Kelly Dickerson reported that going forwards the Youth Club would be producing a financial breakdown for each type of event they hold so as to have a better understanding of costings and what type of events are most popular/sustainable.

RECOMMENDED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.13pm.

APPROVED