

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the
JUNE MONTHLY MEETING
of the **Council** held following the AGM on
Monday 8th June 2026
in
Sedgefield Parish Hall

MINUTES

Present	Cllr. Mel Carr (Chairman) Cllr. Allan Blakemore (Vice Chairman) and Cllrs. Ciaran Butterworth, Mark Cant, Helen Cunningham, John Finlayson, Peter Hinde, Dave Jasper, Tony Stubbs and Mavis Wayman
Officers	Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Kelly Dickerson, Jenny Haworth, Myles Mantripp and Julie Towler. The Clerk made all aware that County Cllr Ian Catchpole had also submitted his apologies for this meeting.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

- a. Minutes of Personnel Committee Meeting held Monday 18th May 2026:**
These were confirmed as a correct record. (AB / JF)
- b. Minutes of the Community Chest meeting held Monday 18th May 2026:**
These were confirmed as a correct record. (DJ / M Cant)
- c. Minutes of Annual General Meeting held Monday 18th May 2026:**
These were confirmed as a correct record. (DJ / HC)
- d. Minutes of the Monthly meeting held Monday 18th May 2026:**
These were confirmed as a correct record. (TS / M Cant)
- e. Minutes of the P&R committee held Monday 18th May 2026:**
These were confirmed as a correct record. (JF / HC)
- f. Minutes of the Environment committee held Monday 18th May 2026:**

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

g. Minutes of Community Development & Engagement committee held Monday 18th May 2026:

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

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 Report From County Cllr Chris Lines:

A response is awaited from County Cllr Dawn Bellingham in response to the Town Council's concerns regarding Local Networks. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.4 Councillor Vacancy:

The co-option vacancy has been advertised extensively with a closing date of non on 3rd July 2026 for completed applications. 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 applications DM/26/01028/FPA, DM/26/01991/FPA, DM/26/01166/FPA and DM/26/01212/FPA.

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 June 2026 plus civic and town council events until March 2027. The Clerk pointed out the date of the Mayor's Fashion Show will be 17th October 2026 and not 29th October 2026 as shown.

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.

Messers A and B expressed his concerns regarding the planning application relating to 2 Melgrove Way, Sedgfield. This application proposed what they considered to be over-development of what is already a four bedroomed property making the dwelling three storeys and more in keeping with a hotel type establishment. The extension will block light to neighbouring properties as a result of over-shadowing and impact upon privacy within dwellings and their gardens. There are no other properties at this location which have been extended as such. The public did not have any issues with the porch being proposed in this application but object to the other expansion works. This property will become out of character to the area. It was also noted that details of the structure were unknown from

studying the application. The public urged the Town Council to object to this application. Cllr Mel Carr confirmed this application was to be considered under agenda item 10.

County Cllr Chris Lines highlighted that his report to be considered later in the agenda included updates regarding the Local Networks. Since the report was produced he had attended a County Cllrs briefing regarding the Networks and had noted that one final element of the Networks governance is yet to be finalized, namely the Terms of Reference. County Cllr Lines said that when such are issued then he would be scrutinizing such in order to see what reassurance is being given as to how funds are to be shared across the entire Network boundaries. County Cllr Lines emphasized he had no issue with Newton Aycliffe receiving funding and will work constructively with all involved, but wanted reassurance that in all Local Networks no smaller settlements lost out unfairly to larger settlements. County Cllr Lines said he would continue to fight for the Sedgefield Ward. He concluded by stressing his frustrations that local Town and Parish Councils in each Local Network, along with community representatives, were not being given a say in the ultimate allocation of funding.

The Chairman thanked the public for their views 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. For 26th April 2026 the presentation was given to Mr Michael King and not Rev Martin King as stated in the report.

RESOLVED:

To receive this information.

7.2 Mayor's Report

Prior to the meeting the Clerk had circulated to all the first report from Mayor of Sedgefield, Cllr Ciaran Butterworth, which detailed her actions since the Town Council's AGM in May 2026.

RESOLVED:

To receive the information.

7.3 Draft Annual Town Meeting Minutes 2026 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all Draft Annual Town meeting

minutes 2026 and reminded all that whilst these will be displayed on the Town Council's website they will not be approved until the next Annual Town meeting in May 2027.

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. Cllr Mel Carr highlighted comments made in this report on pages 1 and 2 in relation to the new Local Networks.

RESOLVED:

To receive this information.

9. Correspondence:

9.1 Ceddesfeld Hall (email from Ms Pat Buckley-Atkins, SCA dated 26th May 2026):

Prior to the meeting the Clerk had shared an email from Ms Pat Buckley-Atkins, SCA regarding Ceddesfeld Hall and very early discussions taking place with DEAL exploring the potential for solar roof panels in order to assist with rising heating and electricity costs. Cllrs Allan Blakemore and Peter Hinde, who had been referenced in Ms Buckley Atkin's email, said this information had been provided to the Town Council as the owners of the Hall and that the SCA Trustees had not made any decision as yet but instead this matter was at the very early stages of being scoped in order to try to negate and control rising costs.

RESOLVED:

To receive this information.

9.2. Proposed Application By Northern Gas Networks (the applicant) For An Order Granting Development Consent For The East Coast Hydrogen Teesside Pipeline (letter from Ms Jessica Harper, Planning Inspectorate dated 29th May 2026 [emailed to all Cllrs]:

Prior to the meeting the Clerk had circulated the above correspondence electronically to all Cllrs. An invitation to a briefing meeting had also been received and issued to Cllrs as the Town Council was able send one representative. Cllr Tony Stubbs will attend on behalf of Sedgefield Town Council and keep the Town Council updated on this matter.

RESOLVED:

i) To receive this information.

ii) Cllr Tony Stubbs to keep the Town Council updated on this proposed application.

9.3. Consultation on Planning Applications DM/25/02441/FPA and DM/25/02641/FPA (email from Mr Ben MacFarlane, DCC dated 1st June 2026) [shared electronically with Cllrs on 3rd June 2026]:

Prior to the meeting the Clerk had circulated to all an email from Mr Ben MacFarlane, DCC Senior Planning Officer dated 1st June 2026 in which he was providing additional information requested by the Town Council in response to potential noise concerns relating to planning applications DM/25/02441/FPA (change of use of agricultural storage building to private kennels for personal use, South Hallgate, Aycliffe Lane, Mordon) and DM/25/02641/FPA (alteration of existing buildings, together with new build elements, in order to refurbish and extend existing accommodation for dog kennelling for charitable uses, Mahon House Kennels and Cattery, Mahon House, Gardmondsway Cllrs considered the information provided and agreed this answered previous questions and there were no objections to either of these planning applications.

RESOLVED:

The Clerk to inform Mr Ben MacFarlane of DCC that the Town Council does not have any objections to planning applications DM/25/02441/FPA and DM/25/02641/FPA.

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/26/00892/FPA – single storey rear extension and loft conversion, 19 Queens Drive, Sedgfield:

Cllrs did not have any objection to this application.

10.2 DM/26/01001/FPA – single storey front extension and rear dormer, 2 Melgrove Way, Sedgfield:

Cllrs objected to this application and wished to support the concerns of residents. This is considered to be over development of a residential property, out of character with other properties in this area thereby setting a dangerous precedent for future applications. This proposed works will have a detrimental impact upon light and

privacy at neighbouring properties. An extension of this size could also generate additional parking problems in a residential location. It was agreed this application should not be called in for consideration but remain as a Delegated Officer decision.

10.3 DM/26/01164/FPA – replacement of three front facing windows with similar Georgian design, 38 Rectory Row, Sedgefield:

Cllrs did not have any objection to this application.

10.4. DM/26/01284/FPA – two bay windows to front of dwelling, pitched roof over existing garage and covered entrance, 6 Hardwick Road, Sedgefield:

Cllrs did not have any objection to this application.

10.5. DM/26/01275/FPA – replacing a garden building, 38 The Meadows, 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, however, there were no applications from within the Sedgefield Ward.

The Chair thanked everyone for attending and closed the meeting at 7.20pm.

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the
JUNE P&R MEETING of the **Council**
held following the Monthly meeting on
Monday 8th June 2026

in

Sedgefield Parish Hall

MINUTES

Present

Cllr. John Finlayson (Chairman) and

Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen Cunningham, Peter Hinde, Dave Jasper, Tony Stubbs and Mavis Wayman

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Kelly Dickerson, Jenny Howarth, Myles Mantripp and Julie Towler.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Terrace Hill Discussion:

The Clerk and former 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. 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 been informed by our chosen contractor that this work has been scheduled to take place on 13th and 14th July 2026. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Phase 2: Cemetery Expansion:

Discussions are underway to schedule the remaining works at Butterwick Road allotments site, i.e. to lay paving slabs near to the container. 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 Sir David Attenborough's 100th Birthday:

Sedgefield In Bloom Group are happy to purchase and plant a suitable tree at Beacon Lane Cemetery with the Town Council purchasing an engraved plaque and boulder to be fitted to match that of the Queen's Tree. The Clerk has put the Chair of the Bloom Group in contact with Mr Rodger Lowe of Teesdale Heritage Trees in order to identify suitable species and location. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 2025/26 Year End Accounts Update:

Feedback is now awaited from the External Auditors.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr John Finnlayson, closed the meeting for the public to give views and comments.

Mr C, referring to the previous meeting, asked what was meant by Delegated Officer decision in relation to a planning application. The Clerk duly provided this explanation.

Mr A said he had submitted his objections to DCC's Planning Department but as yet not received a response and asked if this was usual. The Chairman explained the response will appear on DCC's Planning Portal and noted that to date five comments had been submitted in relation to the planning application for 2 Melgrove Way.

County Cllr Chris Lines explained that every comment submitted to Durham County Council, the Local Planning Authority, in relation to a planning application carries equal

weight so it was important that as many residents as possible submitted their comments.

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

5. Reports:

5.1 Sedgefield Youth Club Update Report by Cllr Kelly Dickerson and Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club Update Report by Cllr Kelly Dickerson and herself, attached to which was a Youth Club Business Plan produced by Cllr Dickerson. Cllr Helen Cunningham praised the Business Plan and its clear linkage to objectives. The Clerk had circulated around the room a poster which has been prepared by Cllr Dickerson promoting the Youth Club's summer holiday events. Thanks were expressed to Cllr Dickerson for all her work in relation to the Youth Club including her work in submitting a funding application to the County Councillor Small Grant Funding Application which had secured funding to go towards the Youth Club's planned summer trip. Sedgefield Youth Club's Management Committee to keep the Town Council updated on this matter and its work.

Cllr Allan Blakemore asked if it was possible the summer activities flyer could be included as an insert in the next edition of the Sedgefield News or appear as a small article.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to liaise between Sedgefield Development Trust and Cllr Dickerson regarding Cllr Blakemore's suggestion.**

5.2 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. This was duly noted by Cllrs. The Working Group to keep Cllrs updated on this capital project.

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 18th May 2026:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 18th May 2026 numbered 111438 to 111453. The Clerk circulated to all an updated list which also included cheques numbered 111454 to 111461. 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 111438 to 111461.**

6.2 Financial Budget Comparison (as at 27th May 2026):

RESOLVED:

To receive the Financial Budget Comparison as at 27th May 2026.

6.3 Debtors List as at 27th May 2026:

RESOLVED:

To receive the Debtors List as at 27th May 2026.

6.4 Direct Debits, BACS and Debit Card List for 1st – 31st May 2026:

RESOLVED:

To receive the Direct Debits. BACS and Debit Card List for 1st – 31st May 2026.

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

RESOLVED:

To receive this information.

6.6 Exercise of Public Rights Dates 2025/26 Year End Accounts Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights Dates 2025/26 Year End Accounts Update Report with a copy of the published notice. The Council's Exercise of Public Rights dates conclude on 14th July 2026.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.7. Butterwick Road Cemetery Expansion Funding Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Funding Report which was duly noted.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 DCC Local Networks Drop In Sessions (email from CDALC dated 26th May 2026):

Prior to the meeting the Clerk had circulated to all information from DCC, via CDALC, detailing drop-in sessions for the new Local Networks which replace the former Area Action Partnerships across County Durham. A session relating to the new Newton Aycliffe and Sedgfield Network will take place on Monday 15th June 2026 between 9.30am and 4.30pm. Neither the Clerk nor Cllr Allan Blakemore can attend, however, Cllrs Mel Carr, Dave Jasper, Helen Cunningham and Peter Hinde were able to attend and said they would report back their findings to the Clerk. It was noted that other Cllrs may also be able to attend as this would show a strong representation from the Town Council.

RESOLVED:

Attending Cllrs to provide written feedback to the Clerk.

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 7.40pm.

The Chairman, Cllr John Finlayson, re-opened the meeting at 7.47pm. 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 in 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 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 considered.

8.2. Heritage Boards Replacement Recommendation Report by Finance Working Group:

The Clerk circulated to all a Heritage Boards Replacement Recommendation Report from the Finance Working Group which was duly considered and way forward agreed.

8.3. Additional Transfer To Public Sector Deposit Fund Recommendation Report by Finance Working Group:

The Clerk circulated to all an Additional Transfer To Public Sector Deposit Fund Recommendation Report from the Finance Working Group which was duly considered.

The Chairman thanked everyone for attending and closed the meeting at 8.02pm.

SEDGEFIELD TOWN COUNCIL



ENVIRONMENT

Minutes of the proceedings of **JUNE**
ENVIRONMENT of the **Council** held following the **P&R**
in the **Parish Hall**, Sedgefield, on
Monday 8th June 2026

MINUTES

Present **Cllr. Mark Cant (Chairman) and**
Cllr. Helen Cunningham (Vice Chairman)
Cllrs. Allan Blakemore, Ciaran Butterworth, Mel Carr, John Finlayson, Peter
Hinde, Dave Jasper, Tony Stubbs and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Kelly Dickerson, Jenny Haworth, Myles Mantripp and Julie Towler.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Heritage Boards:

The Finance Working Group have considered this and a recommendation is to be made to the June 2026 P&R Committee meeting in order to resolve this matter. The Clerk has reported the matter of the brown "Potteries" sign to both local County Cllrs with request they liaise with DCC Highways. County Cllr Lines has confirmed he is doing such.

RECOMMENDED:

To receive the information and close this matter.

3.2 Ponds In and Near Ceddesfeld Hall Grounds:

The Clerk reported that a very positive meeting had been held earlier that day between Town Council representatives, DCC Officers, County Cllrs and Livin Officers with initial works having been identified to both ponds that would be approved by

ecologists. DCC Officers have gone away to now consider the options and costings for such works including potential SLA with the Town Council for future maintenance works on both ponds. When prepared a recommendation will be brought to P&R Committee. In the interim work will be undertaken, when appropriate, to develop update communications for the public.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, closed the meeting for public participation but the public present did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

None.

6. Correspondence:

None.

The Chairman thanked everyone for attending and closed the meeting at 7.42pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JUNE**
COMMUNITY DEVELOPMENT & ENGAGEMENT
COMMITTEE of the **Council** held following the
Environment Committee in the **Parish Hall**, Sedgefield, on
Monday 8th June 2026

MINUTES

Present **Cllr. Dave Jasper (Chair)**
Cllr. Mavis Wayman (Vice Chair) and
Cllrs. Allan Blakemore, Ciaran Butterworth, Mark Cant, Mel Carr, Helen
Cunningham, John Finlayson, Peter Hinde and Tony Stubbs.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs Kelly Dickerson, Jenny Haworth, Myles Mantripp and Julie Towler.

2. Declaration of interest:

None.

3. Matters of Information:

There were no Matters of Information.

4. Public Participation:

The Chairman, Cllr Dave Jasper, closed the meeting for members of the public to make comment.

County Cllr Chris Lines thanked the Town Council for sharing information (as attached to his recent County Councillor Report) regarding the Five Churches Tour and the Business Breakfast. With regards to the latter which is being hosted at NETPark, County Cllr Lines said this was a good way to find out about, and support, local businesses. The Clerk asked if County Cllr Lines could help the Town Council to facilitate a familiarisation visit to the NETPark site as discussions had been held previously with a member of DCC staff on-site

but it was believed they had now retired. County Cllr Lines said he would provide assistance.

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

5. Reports:

None.

6. Correspondence:

None.

The Chair thanked everyone for attending and closed the meeting at 7.46pm.

APPROVED