

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 7th December 2015**.

Present

Cllr. Gloria Wills (Chairman)

Cllr. Mel Carr (Vice-Chairman) and

Cllrs. Allan Blakemore, David Brown, Lynne Dentith, Tim Jeanes, Ian Sutherland, Alf Walton and Dudley Waters

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Mark Cant, Vanessa Carmichael, Chris Lines, John Robinson, Maxine Robinson

2. Declaration of interest

None.

3. Matters of Information

3.1 Woodland, Old Durham Road:

A response is still awaited from DCC in response to the Clerk forwarding Mr Ean Parson's concerns in relation to this area. Investigations are on-going to locate a copy of the 5 year Management Plan for this locality. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 Epitaph Training:

Training for the Clerk and the Gardening Supervisor is to be scheduled for a time when outdoor work quietens down.

RESOLVED:

To receive this information.

3.3 Creating A Mayor's Charity:

Information has now been gathered from all Trustees and the on-line application form to the Charity Commission submitted. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.4 Breach of Confidentiality:

Cllrs Gloria Wills and Alf Walton plus the Clerk attended CDALC's Code of Conduct and Standards training at County Hall on 18th November 2015. Copies of the presentation have now been received and will be circulated to all Cllrs for information. The Clerk is to determine if any Cllrs wish this to be run as an in-house training session.

RESOLVED:

To receive this information.

3.5 Cheques for Approval:

A meeting took place between Cllrs Gloria Wills and Chris Lines, the Clerk and Mr Dominic Waugh of Fairhurst on Wednesday 25th November 2015 in relation to the current outstanding invoice (see agenda item 5.2).

The Town Council has forwarded to the Sedgefield In Bloom Group an invoice for watering costs in 2015.

Cllr Alf Walton has liaised with the Gardening Supervisor regarding the future purchase of herbicide.

RESOLVED:

To receive this information and to close this matter.

3.6 Station Road Playing Field:

The Clerk has written to Mr John Reed, Head of Technical Services at DCC, requesting a direct meeting with him and Town Councillors to progress the outstanding matters. As a result of this a meeting has now been scheduled to take place on Wednesday 13th January 2016 at 9am in the Council Offices between Mr

John Reed and the Estates Working Group. An update report following this meeting will be presented to a future P&R Committee meeting.

RESOLVED:

To receive this information.

3.7 Sedgefield Methodist Church – Assets of Community Value:

The Clerk has written to Sedgefield Methodist Church updating them on the Church's inclusion on DCC's Register of Assets of Community Value.

RESOLVED:

To receive this information and to close this matter.

3.8 Coach Static in Sedgefield:

The Clerk had written to Ms Helen Powell of Alfa Travel to convey the Council's decision regarding a static coach in the Town. Ms Powell had confirmed receipt of this correspondence.

RESOLVED:

To receive this information and to close this matter.

3.9 Proposed Relocation of Sedgefield Post Office:

The proposed relocation of Sedgefield Post Office was discussed at the Environment Committee meeting on 16th November 2015.

RESOLVED:

To receive this information and to close this matter.

3.10 Parish Hall and No Smoking Policy:

This matter was duly discussed by the Estates Working Group on 12th November 2015 and it was agreed that e-cigarettes were also subject to the No Smoking Policy in the Parish Hall. Appropriate signs have now been made and are displayed in the Parish Hall. The Clerk has also written to Mr Britton to make him aware of the outcome and thank him for his letter. Cllr Mel Carr reported that a member of the public had thanked him for the Town Council's speedy response to this matter.

RESOLVED:

To receive this information and to close this matter.

3.11 Title Deeds and Documentation at Meikles:

Discussions are underway with Mr Ean Parsons to identify an alternative option for the future storage of Title Deeds and Documentation. The Clerk to progress this via the Estates Working Group with an appropriate recommendation being presented to a future P&R Committee meeting.

RESOLVED:

To receive this information.

3.12 NALC Larger Councils Committee:

This matter had been discussed at the Environment Committee meeting held on 16th November 2015.

RESOLVED:

To receive this information and to close this matter.

3.13 A177/B1278 Junction:

The Clerk had circulated to all the proposed site plan for this work as provided by Mr Keith Jameson of DCC.

RESOLVED:

To receive this information and to close this matter.

3.14 Tenders – Estimate to reinstate part of the lane next to Sedgfield Cemetery:

Darnton & Young have been informed of their successful tender and requested to liaise with the Gardening Supervisor to schedule this work. The Clerk and Cllr Alf Walton reported that this work had commenced on Monday 7th December 2015 and it was possible that some additional fill material may be required now that digging investigation work has commenced. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4. Public Participation

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. There were no members of the public present. The meeting was then re-opened.

5. Reports

5.1 Internal Audit Report by Finance Working Group

Prior to the meeting the Clerk had circulated to all an Internal Audit Report by the Finance Working Group. This report and attachments detailed the findings of the first of Mr Gordon Fletcher's internal audit programmes for 2015/16. Cllrs were pleased with these reports and with the level of assurance assigned to the Town Council, something which has previously not been provided by an Internal Auditor. The Clerk wished to put on record her thanks to Mrs Julia Rowsby for her work in this process. Mr Fletcher's next Internal Audit support days are to take place in February 2016 and one of the areas of work he will audit will be the Parish Hall.

RESOLVED:

To receive this information.

5.2 Outstanding Fairhurst Invoice Report by Clerk

Prior to the meeting the Clerk had circulated to all an Outstanding Fairhurst Invoice Report to all for information. The Clerk confirmed that Mr Dominic Waugh had now provided the Town Council with additional supporting documentation as requested at the meeting on Wednesday 25th November 2015 and this was now being analysed with a view to some additional clarification being sought in order to resolve this matter. In the meantime Fairhurst have been given clear instruction that no further expenditure is to be incurred. Cllr Gloria Wills thanked Mr Waugh for his co-operation in this matter. The Clerk will keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.3 Future Bonfire Night Fireworks Display – Yes or No Report by Cllr Mark Cant

Prior to the meeting a Future Bonfire Night Fireworks Display – Yes or No Report by Cllr Mark Cant had been circulated to all for consideration.

Cllr Dudley Waters requested that if a vote was to be taken on this matter that this be recorded in the form of a named vote. It was agreed that if a vote was needed it would be recorded on this basis.

Cllr Alf Walton stated that the Town Council annual ring fences money to provide this display as a service to the Town. Cllr David Brown supported this and said it was important to have an organized event which is safe. Cllr Ian Sutherland also agreed with the views expressed and said it was important for the Town Council to give something back to the community it serves. Cllr Allan Blakemore also commented that the issue is not about money being lost as the Council annually ring fences money for this display and it is something which is provided for the public in community spirit.

It was agreed by all that annual Fireworks Display should continue and there was no need for a vote on this matter. Cllr Lynne Dentith said that it was important the Town Council review its arrangements for future ticket sales in order to minimize losses. The Clerk said the Fireworks Working Group had already highlighted that as part of next year's planning arrangements additional thought needed to go into this aspect of the event as the Post Office in its current guise would no longer be available as a ticket outlet.

RESOLVED:

The Town Council to continue to provide an annual Fireworks Display for the Town.

5.4 2016 Annual Fireworks Display Report by Community Development & Engagement Committee

Prior to the meeting the Clerk had circulated to all a 2016 Annual Fireworks Display Report by the Community Development & Engagement. Cllrs considered the recommendations contained within the Report.

RESOLVED:

- i) The Town Council to holds its 2016 Annual Fireworks Display on Friday 4th November 2015 in the grounds of Ceddesfeld Hall.**

- ii) **The Town Council to appoint G2 Fireworks as its Fireworks Display provider for this event.**
- iii) **The Town Council to appoint AES as its Stewarding Provider for this event.**
- iv) **The Town Council to appoint British Red Cross as its First Aid Provider for this event.**
- v) **The Clerk to set up a meeting in the New Year in order to discuss/investigate the composition of fireworks for next year's event and potential options for 'Lumiere' style lighting.**

5.5 Corporate Risk Management Schedule Report by Policy & Records Management Working Group

Prior to the meeting the Clerk had circulated to all a Corporate Risk Management Schedule Report by the Policy & Records Management Working Group which included a DRAFT Schedule as an appendix.

RESOLVED:

To adopt the new Corporate Risk Management Schedule with immediate effect.

Note: Reports related to information exempt from the public are considered under agenda item 8.

6. Financial Matters

6.1 Monthly Accounts: Income (as at 30th November 2015) / Expenditure (as at 30th November 2015 minus unapproved cheques after 9th November 2015)

RESOLVED:

The monthly accounts as had been circulated were approved.

6.2 Cheques for approval after 9th November 2015

Details of cheques for approval after 9th November 2015 – 26th November 2015 had been circulated to all Cllrs prior to the meeting. The Clerk circulated copies of cheques for approval from 2nd December 2015 – 7th December 2015.

RESOLVED:

All cheques were approved for payment and duly signed by Cllrs Wills, Carr and the Clerk at the close of the meeting.

6.3 Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocation and Request for Precept 2016/17 (letter from Mr Don McLure, DCC dated 17th November 2015)

Prior to the meeting the Clerk had circulated to all a letter from Mr Don McLure of DCC dated 17th November 2015 explaining Tax Base and Local Council Tax Reduction Scheme Grant allocations for 2016/17 as well as request Town and Parish Councils submit their precept requests for the next financial year by no later than 29th January 2016. The Clerk explained that in the Committee packs issued at the start of the month page 2 of Mr McLure's letter had been omitted, however, copies of this page had then been copied and posted out to all Cllrs. Cllr Gloria Wills pointed out to Cllrs that in subsequent financial years it is known the Grant allocation will reduce significantly. The Clerk informed Cllrs that the Finance Working Group are currently looking at the Council's budget for 2016/17 and will bring to the January 2016 P&R Committee meeting a proposal for the Council's precept for 2016/17.

RESOLVED:

- i) To receive this information.**
- ii) The Council to determine the 2016/17 precept request at the January 2016 P&R Committee meeting.**

7. Correspondence

7.1 NALC Benefits of Membership (email from Mr Steve Ragg, CDALC dated 9th November 2015)

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 9th November 2015 detailing NALC benefits of membership plus 2016/17 NALC affiliation fees plus CDALC affiliation fees for 2016/17. Cllr Gloria Wills questioned if NALC membership was required. The Clerk replied that in her opinion that NALC membership was necessary and through this came CDALC membership. Cllr Dudley Waters explained that it was not possible for a Council to be a member of one without being a member of the other.

RESOLVED:

To receive this information.

7.2 Devolution to Parish Councils? (email from Mr Steve Ragg, CDALC dated 17th November 2015)

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 17th November 2015 containing information from NALC regarding potential devolution to Parish Councils.

RESOLVED:

To receive this information.

7.3 Re: Amended Notice of Determination – Sedgefield Racecourse (email from Ms Helen Johnson, DCC dated 23rd November 2015)

Prior to the meeting the Clerk had circulated to all an email from Ms Helen Johnson of DCC dated 23rd November 2015. In this email Ms Johnson is responding to the Town Council's request for an assurance that due process was followed in the recent amendment to the notice of determination for Sedgefield Racecourse. Ms Johnson confirmed that due process had been followed with all interested parties.

RESOLVED:

To receive this information.

7.4 FW: Licensing Act 2003 – Applications Received – New Premises Licence (Manor House) (email from Mr Steve Ragg dated 23rd November 2015)

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 23rd November 2015 which detailed a request from the Manor House (1707) Ltd for a new Premises Licence. Cllrs considered this and did not have any objections to this licence request.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to inform Mr Steve Ragg that the Town Council has no objections to this licence application.**

7.5 Bulletin on National Developments and Meetings – 23rd November 2015 (email from Mr Steve Ragg dated 23rd November 2015)

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 23rd November 2015 for their information. Cllr Lynne Dentith asked about the Transparency Fund and the Clerk replied this was funding that was available for those Councils with an annual turnover of less than £25,000.

RESOLVED:

To receive this information.

7.6 Bulletin on National Developments and Meetings – 27th November 2015 (email from Mr Jonathan Owen, NALC dated 27th November 2015)

Prior to the meeting the Clerk had circulated to all copies of the NALC Bulletin on National Developments and Meetings dated 27th November 2015 for their information. Cllr Gloria Wills drew everyone's attention to page 3 section entitled "Sign the petition on a community right of appeal" which was publishing an on-line petition calling for the government to introduce a limited third party right of appeal by giving Parish Councils a right to appeal planning decisions to the Planning Inspectorate. Cllrs agreed it was important that this petition is signed and also agreed to this information being shared electronically with Cllrs not present at the meeting plus being circulated through the Residents Database.

RESOLVED:

- i) **To receive this information.**
- ii) **The Clerk to issue an update email to those Cllrs not present at the meeting.**
- iii) **The Clerk to issue an email via the Residents Database.**

Cllr Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and as such had any members of the press or public been in attendance at the meeting they would have been requested to leave the meeting (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960).

8. Consideration of Reports Exempt from Public:

The Chair thanked everyone for attending and closed the meeting at 8.43pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment Committee in the **Council Offices**, Sedgefield, on
Monday 7th December 2015.

Present **Cllr. Allan Blakemore (Chairman)**
Cllr. Lynne Dentith (Vice-Chairman) and
Cllrs. David Brown, Mel Carr, Tim Jeanes, Ian Sutherland, Alf Walton, Dudley Waters and Gloria Wills

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Mark Cant, Vanessa Carmichael, Chris Lines, John Robinson, Maxine Robinson

2. Declaration of interest

None.

3. Matters of Information

3.1 Presentation by Investing In Children:

Ms Ellie Seed of Investing In Children is yet to forward to the Clerk the EDRC AAP Youth Forum's Findings Report. The Clerk to circulate the Report to Cllrs when received and to schedule a Youth Working Group meeting thereafter.

RESOLVED:

To receive this information.

3.2 Draft Grant Funding Policy:

Cllr Allan Blakemore and the Community Development Officer to arrange to meet to progress this matter in the New Year. The Clerk to keep Cllrs informed on progress.

RESOLVED:

To receive this information.

3.3 Apple Orchard:

The Community Development Officer and Gardening Supervisor have submitted an application for the 6 replacement fruit trees at Winterton Orchard through the Tree Grant Scheme.

The Estates Working Group have been tasked to consider and draft a Town Council Tree Policy to be brought back to a future Environment Committee meeting.

The Clerk to keep Cllrs informed of progress.

RESOLVED:

To receive this information.

3.4 Grant Funding Update Report:

The Community Development Officer has been tasked to explore the feasibility of Lafarge being approached to fund footpath refurbishment work in the Town. Cllr Mel Carr is also assisting with this task. The Community Development Officer to keep Cllrs updated.

RESOLVED:

To receive this information.

3.5 Eden Drive Adult Gym Proposal:

The Community Development Officer has been asked to update her report and re-submit to a future CD&E Committee. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.6 Grant Funding Update Report:

The Clerk has written to Dr Lorraine O'Donnell of DCC accepting the Delivering Differently Grant Funding. The Clerk to keep Cllrs updated on the date of the Cost/Benefit Workshop.

RESOLVED:

To receive this information.

3.7 Fireworks Display:

A recommendations report from the CD&E Committee plus a report from Cllr Mark Cant had been included on the P&R Committee agenda for December 2015.

RESOLVED:

To receive this information and to close this matter.

3.8 Funding Training Event:

No Cllrs expressed an interest in attending this event.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chairman, Cllr Allan Blakemore closed the meeting for the public to give their views and comments. There were no members of the public present. The meeting was then re-opened.

5. Reports

5.1 Grants Funding Update Report by Community Development:

The Clerk circulated to all a Grants Funding Update Report by the Community Development Officer. The Clerk reported that in relation to the Warm Up North initiative confirmation had now been received from British Gas that the fund had now closed and it would not be possible to proceed with any work for Sedgefield Town Council. However, it is hoped that a similar fund may be set up in 2016 and that the Town Council could be one of the first to be targeted in order to obtain funding. The

Community Development Officer will monitor this situation and keep Cllrs updated via future reports.

RESOLVED:

- i) To receive this information.**
- ii) Any queries regarding this report to be sent to the Community Development Officer prior to the January 2015 CD&E meeting in order that answers can be reported at the meeting.**

5.2 Snow Party Update Report by Community Development Officer

The Clerk circulated to all a Snow Party Update Report by the Community Development Officer. The Clerk reported financial information relating to this event would be presented at a future CD&E meeting for information. Cllr Ian Sutherland pointed out that his grandson's name was stated incorrectly and should read Brodie not Brogan.

RESOLVED:

- i) To receive this information.**
- ii) Any queries regarding this report to be sent to the Community Development Officer prior to the January 2015 CD&E meeting in order that answers can be reported at the meeting.**
- iii) Financial information relating to this event to be presented at a future CD&E meeting.**

6. Correspondence

6.1 Invitation To A Celebration of Sedgefield Volunteers on Thursday 17th December 2015 (email from Sedgefield Village Games Team dated 24th November 2015)

Prior to the meeting the Clerk had circulated to all an invitation from the Sedgefield Village Games Team to a Celebration of Sedgefield Volunteers event on Thursday 17th December 2015. The Town Council were able to send two representatives.

RESOLVED:

- i) Cllrs Ian Sutherland and Gloria Wills to represent the Town Council at this event.**
- ii) The Clerk to notify Mr Ean Parsons and to clarify whether Cllr Wills was to attend as Mayor.**

The Chair thanked everyone for attending and closed the meeting at 9.06pm.