

SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **DECEMBER
SPECIAL Meeting** of the **Council** held at
6.15 p.m. in the **Council Offices**, Sedgefield, on
Monday 4th December 2017.

MINUTES

Present **Cllr. Mel Carr (Chairman)**
 Cllr. Gloria Wills (Vice-Chairman) and
 Cllrs. David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Alda
 Hummelinck, Chris Lines and Alf Walton

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Joanne Elliott, Leo McCormack, Julie Towler and Mavis Wayman.

2. Declaration of interest

None.

3. Appointment of Co-opted Councillor

Prior to the meeting the Clerk had circulated to all the nominations forms which had been submitted by two individuals who wished to be considered for the casual vacancy currently available on the Town Council. Both applications were then considered in detail and it was agreed that it was very encouraging to a choice of applicant with varying skills which they could potentially bring to the Town Council.

Cllr Mark Cant proposed that Mrs Fiona Warrand be co-opted to join the Council. Cllr Gloria Wills seconded this proposal. This was then unanimously agreed by Cllrs.

RESOLVED:

- i) Mrs Fiona Warrand be Co-opted as Councillor.**
- ii) The Clerk to inform Mrs Fiona Warrand of her appointment and to make the necessary arrangements for her to commence attending Committee meetings in January 2018.**

- iii) If the chosen candidate declines the offer of appointment the Clerk to then liaise with DCC's Democratic Services.**
- iv) The Clerk to inform the unsuccessful candidate and to thank them for their interest.**

The Chair thanked everyone for attending and closed the meeting at 6.22pm.

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **DECEMBER**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
4th December 2017.

Present **Cllr. Mel Carr (Chairman)**
Cllr. Gloria Wills (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann
Carr, Alda Hummelinck, Chris Lines and Alf Walton.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Joanne Elliott, Leo McCormack, Julie Towler and Mavis Wayman.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of Special Town Council Meeting held Monday 13th November 2017

These were confirmed as a correct record. (GW / AH)

b. Minutes of the Monthly meeting held Monday 13th November 2017

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

c. Minutes of the P&R committee held Monday 13th November 2017

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

**d. Minutes of Butterwick Road Cemetery Working Group Meeting held Wednesday
15th November 2017**

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

**e. Minutes of Policy & Records Management Working Group Meeting held
Wednesday 15th November 2017**

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

f. Minutes of Personnel Committee Meeting held Monday 20th November 2017

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

g. Minutes of Youth Working Group Meeting held Monday 20th November 2017

These were confirmed as a correct record. (CL / AH)

h. Minutes of the Community Development & Engagement committee meeting held Monday 20th November 2017

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

i. Minutes of the Environment committee meeting held Monday 20th November 2017

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

j. Minutes of Finance Working Group Meeting held Wednesday 22nd November 2017

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

RESOLVED: To accept all of the minutes as above and recommendations contained therein.

4. Matters of Information

4.1 Planning Application – NETPark:

The Clerk has written to Mr Stuart Timmiss of DCC making him aware of the outstanding request for information from Mr Colin Harding. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.2 External Report from DCC Members:

County Cllr Robinson has asked for a letter detailing what requests for information are still outstanding. The Clerk has now written such a letter and a response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.3 Letter from County Cllr Robinson:

The Clerk has written to Ms Helen Lynch of DCC asking for an update on the exact status of the application to register Station Road Playing field as village green. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.4 Councillor Co-option Report:

The closing date for return of completed application forms for the Council's casual vacancy was Friday 24th November 2017. A Special Town Council meeting was held at 6.15pm on 4th December 2017 to consider this matter.

RESOLVED:

To receive this information and to close this matter.

4.5 Dates of Meetings:

Information regarding the dates of December 2017 and January 2018 Council Committee meetings have been disseminated through the residents database as well as on Twitter.

RESOLVED:

To receive this information and to close this matter.

4.6 Meeting Organised by County Cllr John Robinson:

Cllr Chris Lines has confirmed that the meeting which had been scheduled to take place on 22nd November 2017 had been cancelled. Cllr Lines understood this meeting was to be re-scheduled to 7th December 2017, however, as yet no exact details or agenda have been received. Cllr Lines to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.7 Crime and Anti-social Behaviour:

The Clerk has written to Mr Kevin Gilmore in accordance with the Council's wishes.

RESOLVED:

To receive this information and to close this matter.

4.8 The Sedgefield Plan:

The Clerk informed Mr Stuart Carter of DCC of the Town Council's decision to proceed with Regulation 14 statutory consultation without withdrawing The Sedgefield Plan. A response was subsequently received from Mr Carter and discussed at the Environment Committee meeting on 20th November 2017.

See agenda item 10.1.

RESOLVED:

To receive this information.

4.9 Sedgefield Squash Club Planning Application:

The Clerk has scheduled an on-site meeting at Sedgefield Squash Club for 2.30pm on 11th December 2017 between DCC Officers and STC Cllrs. Ms Hilary Sperring has arranged for representatives of the Squash Club to attend. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.10 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers all comments made by Cllrs in relation to applications 1-8.

Additional planning applications circulated were discussed at the Environment Committee meeting on Monday 20th November 2017.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of the meetings taking place in December 2017 had been circulated prior to the meeting along with events scheduled for December 2017 – February 2018. The Clerk reported that the date of the Personnel Committee had changed from 7th December 2017 to 15th December 2017 remaining at a 9am start. The Clerk reminded Cllrs that dates for the January 2018 Committee meetings would be one week later due to New Year's Day falling on the first Monday of the month, i.e. the Monthly and P&R meetings will take place on 15th January 2018 and Community Development & Engagement and Environment meetings will take place on 22nd January 2018.

RESOLVED:

To receive this information.

6. Public Participation

The Chairman closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles asked if there had been any progress regarding her suggestion that the Town Council holds quarterly meetings with the public. Mrs Bowles also suggested that it would be helpful for Working Group minutes to appear on the Council's website and she did not believe there was much information on this site. The Clerk reported that full minutes from the Council's Monthly and all Committee meetings, barring Personnel, appear on the website and these include details of the work of each Working Group whose role is to only undertake investigation and then report back to their respective Committee. Cllr Mel Carr added that the meeting suggestion would be discussed later on the agenda.

Cllr Mel Carr, Chair, thanked the member of the public for their comments and re-opened the meeting.

7. Internal Reports

7.1 Chairman's Report

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed the actions he had undertaken since the last Monthly Meeting. Further to this report the Chair reported he had attended on behalf of the Mayor the Christmas tree activity judging at both Hardwick and Sedgfield Primary Schools as part of the build up to the Snow Party. The Chair reported that he had enjoyed this role and had been very impressed by the creative designs made by the children.

RESOLVED:

To receive this information.

7.2 Mayor's Report

The Mayor, Cllr David Brown, reported that since the last Monthly Meeting he had undertaken the following:

- 17th November 2017 – attended the WI coffee morning;
- 24th November 2017 – attended the Durham County Council Chairman's Civic Dinner;
- 28th November 2017 – attended the official opening of The Pickled Parson;
- 30th November 2017 – attended the WI pie and peas event at Sedgfield Cricket Club;

- 2nd December 2017 – attended the Town Council's Snow Party.

RESOLVED:

To receive this information.

8. External Reports

None.

9. Correspondence

None

10. The Sedgefield Plan

10.1 The Sedgefield Plan Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all Sedgefield Plan Update Report which was accompanied by a copy of the email sent from the Clerk to Mr Stuart Carter of DCC, copying in Ms Clare Cuskin also of DCC, on 22nd November 2017. The Clerk reported that as yet she has not received any response from Mr Carter, however, earlier that day she had contacted him again and he had confirmed receipt of the email and that he was working on a response. The Clerk to keep Cllrs updated on this matter.

Cllr Wills said that it was important the Town Council proceeds with working towards a public meeting. Available dates in the Parish Hall were either 12th or 19th January 2018. It was agreed that Friday 19th January 2018 from 7pm – 9pm would allow appropriate time for such a meeting to be organized and advertised. Cllr David Brown asked if local businesses would feature in this event. Cllr Wills replied that such businesses would feature in the Regulation 14 statutory consultation phase.

RESOLVED:

- i) The Clerk to keep Cllrs updated following receipt of any response from Mr Stuart Carter of DCC.**
- ii) A public meeting be organized for Friday 19th January 2017 from 7pm – 9pm in Sedgefield Parish Hall.**
- iii) The Clerk and Cllr Chris Lines to prepare an article for inclusion in the next edition of The Sedgefield News informing people about this public meeting.**
- iv) The Clerk to contact the Chair of the SVAG to determine if they would be happy to assist in spreading the word about the public meeting.**

v) Cllrs Wills, Hummelinck, Walton, Blakemore, Mel Carr, Towler and Lines to arrange to meet in December 2017/early January 2018 in order to prepare the structure and format of the public meeting. The Clerk to issue a reminder email to all Cllrs who had volunteered to be involved.

11. Current Planning Applications

The Clerk reported that since the Town Council's last Monthly Meeting in November 2017 no planning applications for within the Parish of Sedgefield had been published by DCC.

RESOLVED:

To receive this information.

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

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 4th December 2017**.

Present **Cllr. Gloria Wills (Chairman)**
Cllr. Mel Carr (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Alda Hummelinck,
Chris Lines and Alf Walton

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Joanne Elliott, Leo McCormack, Julie Towler and Mavis Wayman.

2. Declaration of interest

None.

3. Matters of Information

3.1 Creating a Mayor's Charity:

The Charity Commission have now responded to the Town Council's application to create a Mayor's Charity. Further work is now required on the constitution and a new application form needs to be submitted. This matter was discussed at the recent Finance Working Group meeting and it was agreed this be considered in the New Year and a recommendation report be produced for a future P&R Committee meeting.

RESOLVED:

To receive this information.

3.2 Station Road Playing Field:

The Clerk has written to NWL requesting they proceed with the offer made to County Cllr John Robinson in September 2015, stating they would make and pay for

boreholes in Station Road Playing field and also conduct a dye test to find out where the drains go and how they flow in order to determine if there are any other blockages exacerbating the problem in either the drains themselves or the culverts. A further reminder letter has been issued. A response is still awaited. Note: Following the October 2017 P&R Committee meeting a letter has been sent to Mr John Reed of DCC accepting his offer of vertidrainning the field with funding being provided by County Cllr Robinson's Neighbourhood Budget. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information and to close this matter in relation to NWL but to keep monitoring this situation in respect of the forthcoming vertidrainning.

3.3 Treeworks in Ceddesfeld Hall:

Further investigation work is now underway following receipt of additional costings. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Zurich Insurance Renewal:

The Finance Working Group are now considering quotations received from Came & Company plus Zurich Municipal. A recommendation will be brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Grass Cutting 2018/19:

A competitive tendering exercise for the Council's grass cutting contract in 2018/19 and 2019/2020 is now underway with the closing date for quotations as Friday 5th January 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Hardwick Hall Hotel – Premises Licence Variation:

The Clerk has informed Ms Helen Johnson and Ms Yvonne Raine of DCC that the Town Council does not have any objections to the variation being sought in relation to the premises licence for Hardwick Live but would request future events are scheduled so as not to clash with Sedgefield Show. The Clerk has also reminded these DCC Officers of item 4a in the Entertainment Noise Control Action Plan and requested that such information is provided to the Town Council. Ms Helen Johnson has confirmed receipt of the Town Council's correspondence. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Sedgefield Town Council Corporate Plan:

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20th September 2017. A report will be brought to a future P&R Committee meeting for consideration. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Draft Revised Charter between DCC and Local Councils in County Durham:

The Clerk has informed Mr Steve Ragg of CDALC that the Town Council is supportive of this Charter but would like further information as to what training will underpin this Charter to ensure that all relevant Officers are aware of it and will work in accordance with it, how the Charter will be disseminated down through the County Council and across the Town/Parish Sector and the protocol for future review of the Charter. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Ceddesfeld Hall Lease:

The Town Council's solicitor has now finalised all the new lease documentation and copies have been given to the SCA. The Estates Working Group have received initial costings from BHP Law for the cost of registering the freehold of Ceddesfeld Hall and

grounds and will now seek a comparable quotation from Anthony Walters & Co Solicitors. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Purchase of land from Durham County Council:

Further to the Clerk giving official notification to Mr Andrew Savage of DCC and Mr Anthony Walters of Anthony Walters Solicitors that the Town Council now wishes to proceed with the purchase of land in the vicinity of Butterwick Road Cemetery, initial feedback has now been received from Mr Walters and a meeting has been scheduled for 12th December 2017. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Quality Award:

The Clerk has discussed the matter of draft minutes being placed on Council websites and this matter was put onto the agenda of the Larger Councils Forum meeting on 23rd November 2017. Cllrs Wills and Blakemore attended this meeting and reported that no other Councils had suggested two options, to either watermark minutes clearly as DRAFT or to amend the dates of Council meetings so as to ensure the 4 week timescale is complied with. It was agreed that moving Council meeting dates was not appropriate as the public clearly know the dates of such meetings and Cllrs did not want to cause unnecessary confusion. Cllrs agreed that clearly watermarking minutes as "DRAFT and Subject to Change" would be appropriate. The Clerk was asked to liaise with Mr Steve Ragg of CDALC and NALC to determine if such action was only required for Monthly minutes or all Committee minutes. The Clerk to report back to the Policy & Records Management Working Group in the first instance so that an appropriate recommendation can be brought forward to a future P&R Committee meeting.

With the exception of Cllr Alda Hummelinck, no Councillor profiles have been submitted to the Clerk. Note: The deadline date for such profiles was 30th October 2017. The Clerk to keep Cllrs updated on this matter. Cllr Chris Lines suggested that in the first instance any previous Cllr introduction articles from The Sedgefield Extra be

used.

RESOLVED:

To receive this information.

3.12 General Data Protection Regulations Training:

This matter will be discussed further through the Policy & Records Management Working Group with a future update/recommendation report being brought to a P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Allotment Rules & Regulations:

These have now been updated and displayed on the website.

RESOLVED:

To receive this information and to close this matter.

3.14 Cemetery Rules & Regulations:

These have now been updated and displayed on the website with a paper copy at the Gardeners portacabin and receptions areas.

RESOLVED:

To receive this information and to close this matter.

3.15 Fletcher Room:

Following the Snow Party the Projects & Media Co-ordinator will review the state of cups etc in the original Parish Hall kitchen and liaise with the Clerk to purchase accordingly. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 Revised Proposals for New Constituency Boundaries:

No Cllrs have forwarded any comments to the Clerk therefore no draft letter has been

prepared.

RESOLVED:

To receive this information and to close this matter.

3.17 Monthly Accounts:

The queries raised by Cllr Gloria Wills were discussed and resolved at the Finance Working Group meeting on 22nd November 2017.

RESOLVED:

To receive this information and to close this matter.

3.18 Medium Term Financial Plan:

This has now been updated and displayed on the Council's website with copies also circulated to Town Council staff.

RESOLVED:

To receive this information and to close this matter.

3.19 VAT Reclaim:

The Council's first VAT reclaim of 2017/18 cannot be submitted until all reconciliation work undertaken and VAT training completed with Edge. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.20 Premises Licence – Sedgefield Cricket Club:

The Clerk forwarded to Ms Carol Graham of DCC the Council's comments regarding this application.

RESOLVED:

To receive this information and to close this matter.

3.21 Premises Licence Variation – The Manor House:

This matter was discussed at the Environment Committee held on 20th November

2017.

RESOLVED:

To receive this information and to close this matter.

3.22 Parish Hall Boiler:

The Clerk has informed JLP of their successful quotation and issued a purchase order number plus requested this work be undertaken as quickly as possible. The unsuccessful contractor has also been informed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.23 Festive Lighting:

The Clerk has informed Mr George Smith and Blanchere of their successful quotations and issued purchase order numbers as well as requesting this work be undertaken as a matter of priority. 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. The public present did not have any comments to make. The Chairman re-opened the meeting.

5. Reports

5.1 Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group

Prior to the meeting the Clerk had circulated to all a Review of Corporate Risk Management Schedule Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

i) To receive this information.

- ii) To adopt the revised 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 Cheques for approval after 13th November 2017:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109078 – 109094. The Clerk circulated a further list showing additional cheque numbers 109095 – 109103.

Cllr Alf Walton queried the lock at Cemetery Lodge. The Clerk replied that the tenants had reported that it was not possible to lock the front door lock and secure the property. The Clerk had requested this work be undertaken under her emergency powers.

Cllr Gloria Wills queried the latest invoice from BHP Law in relation to the Ceddesfeld Hall lease. The Clerk replied that this was for the production of the finalized documentation following signature by all parties plus copies of the SCA and revised Deed of Surrender. The Clerk also reported that this final invoice had been significantly reduced following a challenge by the Clerk as a result of not only the length of time to produce this finalized documentation but the number of errors relating to the Deed of Surrender in numerous versions. Cllr Mel Carr confirmed the Clerk had discussed these actions with him.

RESOLVED:

- i) All cheques were approved for payment.**
- ii) Cllrs Mel Carr and Wills plus the Town Clerk to duly sign the cheques.**

6.2 Monthly Accounts: Income (as at 29th November 2017) / Expenditure (as at 29th November 2017 minus unapproved cheques after 13th November 2017):

The Clerk reported that the anomalies which had been identified by Cllr Wills at the last meeting relating to the income information had been considered at the last Finance Working Group and work is on-going with Edge to resolve these matters. Cllr Wills reported that with these anomalies aside which significantly distort the

Council's income, that the Council's budget is on-target despite a slightly lower level of income than expected.

RESOLVED:

The monthly accounts as had been circulated were approved.

6.3 Debtors List as at 29th November 2017:

RESOLVED:

To receive the Debtors list as of 29th November 2017.

6.4 October 2017 Bank Reconciliations Report by Town Clerk:

RESOLVED:

The October 2017 Bank Reconciliations as circulated were approved.

6.5 Edge Financial Software Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Edge Financial Software Update Report. The Clerk confirmed that Imprest Account reconciliation work has now taken place and will be circulated to all later in this meeting. VAT training had not taken place and the Clerk is liaising with Edge to reschedule this in order to hopefully submit a VAT Reclaim for the period 1st April 2017 – 30th November 2017 prior to the Christmas break period.

Cllr Allan Blakemore expressed his concerns about the length of time this process was taking and suggested that if there were any further delays caused by Edge that these be logged and considered by the P&R Committee. Cllrs agreed.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to keep Cllrs updated on this matter.**

6.6 Town Council's Imprest Account Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Town Council's Imprest Account Recommendation Report by the Finance Working Group.

RESOLVED:

To redirect the BT direct debits to the Council's main current account and when this has been achieved to close the Imprest Account down.

6.7 Review of Fees and Charges for 2018/19 Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Fees and Charges for 2018/19 Recommendation Report by the Finance Working Group.

RESOLVED:

- i) The price of a pack of dog bags to remain at 60p per pack for 2018/19.**
- ii) For 2018/19 allotment charges will be £40 per full plot and £30 per half plot. Letters to be issued to all allotment holders in January 2018.**
- iii) For 2018/19 photocopying charges will be as follows:
To regular groups – 8p per page black and white copying and 10p per page colour copying. Letters to be issued to regular groups in January 2018.
To private individuals – 15p per page black and white and 20p per page colour copying
(Note: these charges are for single sided copies. Double sided copies would be charged at double the rate)**
- iv) For 2018/19 Parish Hall hire charges will increase by 2% (and rounded up to the nearest £). Letter to be issued to Parish Hall users and website updated.**
- v) For 2018/19 cemetery fees will increase by 2%. Website and cemetery noticeboard to be updated.**

6.8 Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocations and Request for Precept 2018/19 (letter from Mr John Hewitt, Corporate Director of Resources, DCC dated 15th November 2017):

Prior to the meeting the Clerk had circulated to all a letter from Mr John Hewitt, Corporate Director of Resources for DCC dated 15th November 2017 entitled as above. The Clerk reported that the Finance Working Group are due to meet on 18th December 2017 in order to finalise the preparation of a proposed 2018/19 budget and 2018/19 precept request. These recommendations will be presented to the January 2018 P&R Committee in order that the Town Council can submit its precept

request to DCC by their deadline date of 26th January 2018.

RESOLVED:

To receive this information.

6.9 Internal Audit Report – Risk Management Arrangements

Prior to the meeting the Clerk had circulated to all the latest Internal Audit Report for the Council's Risk Management Arrangements which had been produced by Mr Gordon Fletcher, the Council's Internal Auditor. This report had been presented by Mr Fletcher at the recent Finance Working Group meeting on 22nd November 2017 and a Substantial Assurance given.

RESOLVED:

To receive this information.

6.10 Internal Audit Report – Accounts Payable

Prior to the meeting the Clerk had circulated to all the latest Internal Audit Report for the Council's Accounts Payable which had been produced by Mr Gordon Fletcher, the Council's Internal Auditor. This report had been presented by Mr Fletcher at the recent Finance Working Group meeting on 22nd November 2017 and a Full Assurance given.

RESOLVED:

To receive this information.

6.11 Internal Audit Report – Allotments 2017/18

Prior to the meeting the Clerk had circulated to all the latest Internal Audit Report for the Council's Allotments System in 2017/18 which had been produced by Mr Gordon Fletcher, the Council's Internal Auditor. This report had been presented by Mr Fletcher at the recent Finance Working Group meeting on 22nd November 2017 and a Full Assurance given.

RESOLVED:

To receive this information.

6.12 Internal Audit Report – Income Collection and Banking

Prior to the meeting the Clerk had circulated to all the latest Internal Audit Report for the Council's Income Collection and Banking which had been produced by Mr Gordon Fletcher, the Council's Internal Auditor. This report had been presented by Mr Fletcher at the recent Finance Working Group meeting on 22nd November 2017 and a Full Assurance given.

RESOLVED:

To receive this information.

6.13 Internal Audit Report – Payroll Audit

Prior to the meeting the Clerk had circulated to all the latest Internal Audit Report for the Council's Payroll Arrangements which had been produced by Mr Gordon Fletcher, the Council's Internal Auditor. This report had been presented by Mr Fletcher at the recent Finance Working Group meeting on 22nd November 2017 and a Full Assurance given.

Cllr Gloria Wills congratulated the Town Clerk and Financial Assistant/Receptionist on the excellent progress which has been made in all areas of financial management as reflected by the latest internal audit findings. Other Cllrs echoed this.

RESOLVED:

To receive this information.

6.14 Imprest Account Bank Reconciliations April – October 2017 Report by Town Clerk:

The Clerk circulated to all an Imprest Account Bank Reconciliations April – October 2017 Report which was accompanied by actual reconciliations shown on a monthly basis.

RESOLVED:

The April - October 2017 Bank Reconciliations as circulated were approved.

6.15 Notification of External Auditor Appointments for the 2017-18 Financial Year (email from Smaller Authorities Audit Appointments dated 20th November 2017):

The Clerk circulated to all an email from the Smaller Authorities Audit Appointments dated 20th November 2017 entitled as above. It was noted that Mazars LLP have been appointed as External Auditor for the Cleveland and County Durham Local Training Partnership area. The email also contained details regarding the Annual Return process and the scales of audit fees.

RESOLVED:

- i) To receive this information.**
- ii) The Finance Working Group to consider this information in more detail and to keep Cllrs updated on this matter.**

7. Correspondence:

7.1 Buckingham Palace Royal Garden Party 2018 (email from Mr Steve Ragg, CDALC dated 28th November 2017):

The Clerk circulated to all copies of a Buckingham Palace Royal Garden Party 2018 email from Mr Steve Ragg of CDALC dated 28th November 2017. Any nominations from Sedgefield Town Council will need to be forwarded to Mr Ragg by no later than 21st January 2018.

RESOLVED:

Cllrs to consider this email and discuss at the January 2018 P&R Committee meeting.

7.2 Police Reports – Sedgefield Town Council (email from Ms Sweety Sahani, Office of the Police Crime and Victims’ Commissioner dated 4th December 2017):

The Clerk circulated to all copies of an email from Ms Sweety Sahani, Principal Private Secretary to Mr Ron Hogg, Durham’s Police Crime and Victims’ Commissioner dated 4th December 2017. The Clerk explained that this email was in response to recent letters which the Town Council has sent to Mr Ron Hogg regarding the withdrawal of Police attendance and reports at Monthly Meetings.

RESOLVED:

Cllrs to consider this email and inform the Clerk if they wish for this matter to be put onto the January 2018 Monthly Meeting agenda for discussion.

Cllr Gloria Wills explained that due to the confidential nature of the following items these would need to be discussed under Exempt Information and that members of the public and press would need to be asked to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960. Cllrs agreed that as all Committee meetings were taking place in one evening that these items should be deferred until the end of the Community Development & Engagement Committee meeting so as not to inconvenience the public in attendance.

RESOLVED:

Exempt items from the P&R Committee agenda to be deferred until the conclusion of the Community Development & Engagement Committee meeting.

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

Following the closure of the Community Development & Engagement Committee meeting, the P&R Chair re-opened the meeting to consider Exempt Items:

8. Consideration of Reports Exempt from Public:

8.1 Purchasing DCC Personnel Policies Recommendation Report By Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Purchasing DCC Personnel Policies Recommendation Report by the Personnel Committee.

8.2 Town Council Offices Heating Recommendation Report By Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Town Council Offices Heating Recommendation Report by the Finance Working Group.

The Chair thanked everyone for attending and closed the meeting at 8.55pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **DECEMBER ENVIRONMENT** of the **Council** held following the Policy & Resources committee in the **Council Offices**, Sedgefield, on **Monday 4th December 2017**.

- Present** **Cllr. Alf Walton (Chairman)**
 Cllr. Mark Cant (Vice-Chairman) and
 Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Alda Hummelinck, Chris Lines and Gloria Wills
- Officer** Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Joanne Elliott, Leo McCormack, Julie Towler and Mavis Wayman.

2. Declaration of interest

None.

3. Matters of Information

3.1 Tractor Maintenance Report:

The Head Gardener & Cemetery Superintendent is preparing a maintenance schedule for all other gardening equipment. The Finance Working Group and Head Gardener & Cemetery Superintendent to commence discussions in relation to potentially trading in existing tractors and purchasing a new medium sized machine. The Head Gardener & Cemetery Superintendent and Cllr Alf Walton have started to investigate potential options. Cllr Walton and Head Gardener & Cemetery Superintendent to bring to a future Committee meeting their recommendation for future tractor servicing to take place on-site rather than the current system of off-site. The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.2 Hardwick Hall Hotel:

The Town Council to continue to respond to noise complaints from the public in relation to Hardwick Hall Hotel. Cllrs to monitor this situation.

RESOLVED:

To receive this information.

3.3 St Edmund's Green:

The Clerk has referred Mrs Thompson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thompson as well as give an update to the Town Council. The Clerk has also written to Mrs Thompson making her aware of the Council's actions. No further information has been received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 The Crosshills:

The Estates Working Group is yet to commence work on considering a programme for enhancement of the central village green area. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Durham Constabulary:

The Clerk has written to Mr Ron Hogg, Police & Crime Commissioner, in accordance with the Council's instructions. A response has now been received and was circulated under the earlier P&R Committee agenda.

Cllrs Wills and Blakemore raised the matter of Police no longer attending Town/Parish Council meetings at the Larger Councils Forum meeting on 23rd November 2017.

RESOLVED:

To receive this information and to close this matter.

3.6 Location of Stones/Boulders:

A specification is being drawn up and quotations will then be sought. The Estates Working Group to consider this matter upon receipt of quotations and then bring a recommendation back to a future Environment Committee meeting.

RESOLVED:

To receive this information.

3.7 Street Lighting Energy Reduction Project:

The Clerk has reported concerns regarding the lack of lighting between Homebryth and White House Drive to DCC for investigation. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 2018 Mediaeval Fayre:

The Clerk has confirmed the Town Council's agreement for the Fayre to use the village greens on Saturday 19th May 2018. The Clerk has asked if the Fayre also want to use the greens on Friday 18th May 2018 and if so that no show rides are allowed to set up prior to 9am so as not to interfere with access to school. A response is now awaited from Mr Robinson. The Clerk to keep Cllrs updated on this matter.

The Clerk has also asked Mr Robinson to liaise directly with Mr Roger Clubley regarding potential use of the Farmers Market display boards on the bus shelter.

RESOLVED:

To receive this information.

3.9 RoSPA Inspection:

The Clerk is liaising with Mr Barrie Alderson of DCC who has confirmed that all highlighted issues have been resolved. With regards to the shrinkage at the outer

edges of some of the impact surfaces, Mr Alderson is currently assessing if an edge band can be installed. If this cannot be done then a full replacement may be required. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Willows at Station Road Playing Field:

The Estates Working Group are drafting a letter to residents whose properties back onto Station Road Playing Field reiterating that only the Town Council can maintain these trees. The Clerk to keep Cllrs updated on this matter.

The Estates Working Group are also preparing a letter to Mr and Mrs Scott of the Station Road/Ivy Row Residents Alliance.

Cllr Mel Carr also reminded everyone that a letter of the same principle needs to also be sent to those residents at Mitford Court whose properties back onto the Town Council owned land.

RESOLVED:

To receive this information.

3.11 Village Greens:

The Clerk has written to Mrs Margaret Cooper, Pub Watch Secretary, c/o The Golden Lion reminding all about not placing tables and benches on any areas of village green and that if any property is in doubt about this they should contact the Town Clerk. This letter also included a polite reminder about not permitting glass glasses and bottles outside their licensed premises. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Village Green Owned by Sedgefield Town Council:

Mr Anthony Walter's letter to the Town Council dated 13th October 2017 was considered at the Estates Working Group meeting on 30th October 2017. A meeting

has now been scheduled with Mr Walters to consider this matter, the registering of the title freehold for Ceddesfeld Hall plus grounds and the purchasing of land around Butterwick Road Cemetery from DCC. The Clerk plus Cllrs Mel Carr and Gloria Wills to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Sedgefield In Bloom:

A letter of thanks for the £350 sponsorship donation has now been sent to the Bloom.

RESOLVED:

To receive this information and to close this matter.

3.14 Parish Hall Noise:

All matters agreed have now been put onto the agenda for the next Estates Working Group meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.15 Station Road Playing Field:

Information is now awaited from Mr John Reed of DCC regarding the vertidrainage of Station Road Playing Field. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.16 Northumbria In Bloom 2018:

The Clerk has now completed necessary paperwork to enter the 2018 competition.

The Clerk has informed Town Council gardening staff and Mr Howard Smith, Chair of Sedgefield In Bloom.

RESOLVED:

To receive this information and to close this matter.

3.17 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers comments on DM/17/03636/FPA and DM/17/03689/FPA.

RESOLVED:

To receive this information and to close this matter.

3.18 The Sedgefield Plan:

The Clerk informed Mr Stuart Carter of DCC of the Town Council's intention to hold public meetings and extended an invitation to Mr Carter and his DCC colleagues to attend. A response is now awaited and will be considered on the Monthly Meeting agenda. In addition, Cllr Gloria Wills will also updated the Council when she received any response from Mr Sajid Javid via the Monthly Meeting agenda. Cllr Wills confirmed that to date no such response has been received.

RESOLVED:

To receive this information and to close this matter.

3.19 Sedgefield Cricket Club – Premises Licence:

The Clerk informed Ms Yvonne Raine of DCC that the Council did not have any objections/presentation to make in relation to this application.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chairman closed the meeting whilst the public gave their views and comments.

Mr Howard Smith reported that groups of up to 30 young people at a time are congregating at the grassed area opposite Sedgefield Social Club. Young people have been observed throwing snowballs from this location at the windows of old people's homes nearby. Mr Smith said that whilst 2 Police Officers had been present in the Town the previous Friday evening that Durham Constabulary needed to know this was an on-going situation and cause for concern. Mr Smith also commented that some markings have appeared on the road outside

the Social Club. He assumed these were in relation to potential roadwork repairs, however, he questioned that if this was the case whether DCC would contact local residents first. Finally, on behalf of the Sedgfield In Bloom Group, Mr Smith wished all Cllrs and staff of the Town Council as very Merry Christmas and Happy New Year. The Clerk requested that County Cllr David Brown raised Mr Smith's question with DCC Highways Officers and he agreed to do so.

Cllr Alf Walton, Chairman, thanked the member of the public for their comments and re-opened the meeting.

5. Reports

5.1 Potential Butterwick Road Cemetery Expansion Area Design Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Potential Butterwick Road Cemetery Expansion Area Design Report by the Butterwick Road Cemetery Working Group. Cllrs expressed their thanks to Mr Brian Wills, Cllr Gloria Wills and the Council's Head Gardener & Cemetery Superintendent for measuring out the entire footprint of the site in order to then be able to create the design now being considered. Cllrs understood this was an outline design and agreed that work should now take place to develop a planning application as well as to liaise with potential contractors to obtain costings. Cllr David Brown suggested that discussions take place with a local undertaker to seek their views regarding the proposed hearse access. Cllr Wills confirmed that such discussions have already taken place with the local Co-op Funeral Care service confirming they are willing to drive this route as a trial at any point in the future. The Clerk confirmed that she has written to Mr Stephen Reed of DCC submitting the Council's expression of interest in S106 monies for this project. The Clerk also reminded Cllrs that once costings are obtained there is still the possibility of LEADER funding.

RESOLVED:

To receive this information and the Butterwick Road Cemetery Working Group to now progress this matter further and keep the Environment Committee meeting updated.

5.2 Grass Cutting 2018/19 and 2019/20 Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all copies of a Grass Cutting 2018/19

and 2019/20 Update Report. The Clerk confirmed that letters have now been issued seeking quotations with a deadline date for return of 5th January 2018. Quotations will be presented to the Policy & Resources Committee meeting in January 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.3 Parking in Sedgefield Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Parking In Sedgefield Update Report which detailed the comments made by Cllrs Gloria Wills, Mel Carr and Ann Carr regarding the series of maps recently provided by DCC displaying the current parking restrictions within the Town. Cllr Allan Blakemore reminded Cllrs that previously in Mr Phil Broomhead's letter detailing the SCA's comments regarding these same maps had been the comment that current restrictions could allow a potential one way system along Cross Street and the area referred to as the triangle next to The Square.

RESOLVED:

A further meeting with DCC Parking Officers, with invitations to representatives from the SCA and Sedgefield Development Trust, be scheduled for in the New Year in order to discuss further.

6. Correspondence:

6.1 Sedgefield In Bloom Dances (email from Mr Bill Gaskarth dated 30th November 2017):

The Clerk circulated to all copies of an email from Mr Bill Gaskarth entitled and dated as above which had been sent in the first instance to Cllr Mel Carr and detailed his concerns regarding the sound limiter cutting out regularly during the Bloom Group's latest dance in November 2017. Cllr Gloria Wills said that the issue was not with the sound limiter but that as the stage in the Parish Hall is hollow underneath this creates vibration which then causes the noise issue. Cllr Wills reminded all Cllrs that it had been agreed at the last Environment Committee meeting to get a specialist to review the existing sound limiter to check that it still complied with the requirements of the Town Council's licence. It was agreed that music should be playing in the Hall when the limiter is checked. This matter is now being progressed by the Estates

Working Group.

RESOLVED:

- i) The Clerk to write to Mr Gaskarth.**
- ii) The Estates Working Group to keep the Environment Committee updated on this matter.**

The Chair thanked everyone for attending and closed the meeting at 8.36pm.

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **DECEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at Following the Environment committee in the **Council Offices**, Sedgefield, on **Monday 4th December 2017**.

Present	Cllr. Allan Blakemore (Chairman) Cllr. Chris Lines (Vice-Chairman) and Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Alf Walton, and Gloria Wills
Officer	Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Joanne Elliott, Leo McCormack, Julie Towler and Mavis Wayman.

2. Declaration of interest

None.

3. Matters of Information

3.1 Terrace Hill Funding – Sedgefield Harriers:

The Clerk has written to Mr Ean Parsons thanking him for his presentation and informing him that the Harriers claiming deadline for their Terrace Hill funding allocation be 31st March 2018.

RESOLVED:

To receive this information and to close this matter.

3.2 Terrace Hill Funding – Sedgefield Bowling Club:

The Clerk has written to Mrs Sheila Sutherland thanking her for her presentation and informing her that the Bowling Club's claiming deadline for their Terrace Hill funding

allocation be 31st March 2018.

RESOLVED:

To receive this information and to close this matter.

3.3 Sports Hub Presentation:

Cllr Allan Blakemore to keep Cllrs updated on this matter via his attendance at future Hub meetings.

Mr Stephen Howell of DCC to keep the Town Council updated and bring back to the Council when ready the feasibility study.

The Clerk to set up a meeting with Stephen Reed of DCC and the Butterwick Road Cemetery Working Group once a design and outline costings have been determined with a view to exploring potential access to S106 monies.

The Clerk to keep Cllrs updated.

RESOLVED:

To receive this information.

3.4 Draft Sedgefield Grant Funding Policy:

The Clerk to review this draft Policy in the New Year.

Feedback has now been received from potential funders regarding money towards the cost of refurbishing the Town's War memorial. The Clerk is now liaising with Mr David France, stone mason, to schedule an on-site meeting with the Estates Working Group. Cllrs Alf Walton and Mel Carr have confirmed that they would also like to be present at any organized on-site meeting.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.5 Dementia Seminar:

Cllr Allan Blakemore reported that in the latest Sedgefield News details of the first dementia friendly café session at Sedgefield Fire Station were published. This initiative now appears to be moving forward without the need for any support from the Town Council.

RESOLVED:

To receive this information and to close this matter.

3.6 Involving The Public:

The Policy & Records Management Working Group to produce a recommendation for the future format and timings of public meetings and present this to a future CD&E meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Fireworks Display:

The Clerk has written to the SCA, G2 Fireworks, AES and British Red Cross confirming that next year's fireworks display will take place on Friday 2nd November 2018.

RESOLVED:

To receive this information and to close this matter.

3.8 Snow Party:

See agenda item 5.2.

Note: The matter of the donation to Sedgefield Community College's chosen charity will be considered at the January 2018 Community Chest meeting.

RESOLVED:

To receive this information and to close this matter.

3.9 Sedgefield Youth Club:

A date for the next Sedgefield Youth Club Management Committee is yet to be

scheduled. Cllr Julie Towler to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Sedgefield Day:

The Clerk has written to County Cllr John Robinson, Mrs Sarah Guest and Dr Wendy Gill stating the Town Council are delighted to hear that the SCA are happy to co-ordinate, organise and deliver Sedgefield Day in 2018 and 2019. The Clerk has conveyed the Council's best wishes for these events.

RESOLVED:

To receive this information and to close this matter.

3.11 Remembrance Sunday 2018:

The Clerk will schedule a meeting with Mr Michael King in the early New Year. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Battles Over:

County Cllr John Robinson has clarified that the SCA's Battles Over events will not impact upon the organization of the 2018 Remembrance Sunday event. Cllr Allan Blakemore to keep Cllrs updated on the SCA's Battles Over events planning.

RESOLVED:

To receive this information.

4. Public Participation

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

5. Reports

5.1 Coach Trip November 2017 Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Coach Trip November 2017 Report which detailed the latest very successful Town Council organized trip. Cllrs congratulated Town Council staff on organizing this trip and agreed to continue future trips.

RESOLVED:

i) To receive this information.

ii) Town Council support for future coach trips to continue in 2018/19.

5.2 Snow Party 2017:

The Clerk reported that the Town Council's Snow Party had taken place on Saturday 2nd December 2017. This had been a very successful event with lots of very positive feedback, particularly in relation to the activities taking place in the Parish Hall. The Clerk read out an email from Cllr Julie Towler who had been approached by a number of people expressing their thanks. The Clerk expressed her thanks to all Councillors and Town Council staff who had been involved in the preparing and delivering of this event. A detailed report regarding this event will be presented at the January 2018 Committee meeting. All Cllrs agreed this had been a very good community event.

RESOLVED:

To receive this information.

6. Correspondence

6.1 Sports Hub (minutes of meeting held 14th November 2017)

Prior to the meeting the Clerk had, on behalf of Cllr Allan Blakemore, circulated the minutes from the Sedgefield Sports Hub meeting held on 14th November 2017.

RESOLVED:

To receive this information.

This concluded the Community Development & Engagement Committee meeting. The Chair closed the meeting at 8.50pm and Cllrs returned to agenda item 8 on the earlier Policy & Resources Committee agenda.