

SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **FEBRUARY**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
12th February 2018

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Alda Hummelinck, Leo McCormack and Mavis Wayman.

2. Declaration of interest

None.

3. STC Minutes / Committee Reports

a. Minutes of Community Chest Meeting held Monday 15th January 2018

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

b. Minutes of the Monthly meeting held Monday 15th January 2018

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

c. Minutes of the P&R committee held Monday 15th January 2018

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

d. Minutes of Public Meeting: The Sedgefield Plan held Friday 19th January 2018

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

**e. Minutes of the Community Development & Engagement committee meeting
held Monday 22nd January 2018**

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

f. Minutes of the Environment committee meeting held Monday 22nd January 2018

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

g. Minutes of the Finance Working Group held Wednesday 24th January 2018

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

h. Minutes of the Personnel committee held Monday 29th January 2018

Cllr Gloria Wills requested an amendment be made to page 50, 7th line down, which should read "... this must now include the legally required ...". Cllrs accepted this amendment and with the inclusion of this these minutes 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 Meeting Organised by County Cllr John Robinson:

The Clerk has requested from Ms Jane Bellis of the EDRC AAP a copy of the minutes from the youth relating meeting organized by County Cllr John Robinson attended by Cllr Chris Lines representing Sedgefield Town Council on 7th December 2017. No minutes have been received as yet. The Clerk to share with Cllrs the minutes when received.

RESOLVED:

To receive this information.

4.2 NETPark Planning Application:

The email from Mr Stuart Timmiss of DCC dated 10th January 2018 was discussed at the Environment Committee meeting on 22nd January 2018.

RESOLVED:

To receive this information and to close this matter.

4.3 The Sedgefield Plan:

Feedback on the draft presentation was received from Cllr Alda Hummelinck. The presentation was delivered at the public meeting on Friday 19th January 2018.

RESOLVED:

To receive this information and to close this matter.

4.4 Sedgefield Squash Club Planning Application:

No further information has been received. Cllrs to consider this matter when further information is received.

RESOLVED:

To receive this information.

4.5 Former Sedgefield Community Hospital Site:

The Clerk conveyed to Mr Jonathan Dunbavin the views of Cllrs.

RESOLVED:

To receive this information and to close this matter.

4.6 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers comments on applications 1 – 9.

Planning applications DM/17/04111/FPA, DM/17/04112/AD and DM/17/18/00038/FPA were discussed at the Environment Committee meeting held on 22nd January 2018. With regards to planning applications DM/17/04111/FPA and DM/17/04112/AD the Clerk raised Cllr's concerns regarding the delay in these applications being submitted and questioned why they were not classed as retrospective. Mr Mark O'Sullivan, DCC Planning Officer, replied on 24th January 2018 advising that these applications are definitely being classed as retrospective. The signage application refers to 'retention of', and the change of use application will make specific reference to the fact that this use has already commenced without consent. With regards the delay Mr O'Sullivan confirmed that this resulted from the fact that the applicant took several weeks to respond to the Council's initial enforcement proceedings. Upon eventual receipt of applications to address the identified breach these were treated as invalid pending necessary information and planning fees. The applications were not validated until January 2018 for this reason.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings

Dates of the meetings taking place in February 2018 had been circulated prior to the meeting together with the dates of events from February 2018 to December 2018. The Clerk reported that due to the need to reschedule the Sedgefield Youth Club Management Committee meeting this would mean that the Council's Youth Working Group planned for 19th February 2018 would now take place at 6.15pm on Monday 19th March 2018.

RESOLVED:

To receive this information.

6. Public Participation

The Chairman closed the meeting to allow the public to give their views and comments.

Mrs Julia Bowles asked if the Town Council were looking into the possibility of buying or leasing the Barclays building in Sedgefield. Mrs Bowles expressed her concern regarding the state of the road and the grass verges at Eden Drive which are being affected by building work taking place in that vicinity. She hoped that the Town Council would be agreeable in expressing their concerns regarding this matter to DCC. Mrs Bowles concluded by saying that she had heard a rumour that the Town Council had been involved in meetings regarding

the doctors surgery at which it had been agreed the proposed extension to the surgery would not go ahead as even with the extended area the surgery would not be able to cope with the proposed additional housing in the Town. Cllr Mel Carr thanked Mrs Bowles for her comments. The Town Council are not considering buying or leasing the Barclays building. Cllr Mel Carr asked the Clerk to report to DCC the concerns of residents regarding the state of the road and grass verges around the Eden Drive building area. Cllr Mel Carr confirmed that the Town Council have not been involved in, nor are they aware of, any meetings regarding the doctors surgery.

The Chairman reopened 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.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

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

- The Sedgefield Village Veterans coffee morning;
- The Pop-in;
- Shildon Town Council's Civic Dinner;
- The Twinning Association's AGM, which the Mayor had also chaired.

The Mayor concluded by reporting that much of his time has been spent finalizing details of his forthcoming Charity Ball at Hardwick Hall Hotel on 23rd February 2018.

RESOLVED:

To receive this information.

7.3 Co-option of Councillor Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Co-option of Councillor Report as a result of the resignation of Cllr Joanne Elliott. The Clerk to keep Cllrs updated on this matter at the March 2018 Monthly Meeting.

RESOLVED:

To receive this information.

8. External Reports

8.1 East Durham Rural Corridor Area Action Partnership Board Meeting (Key messages from 16th January 2018):

Prior to the meeting the Clerk had circulated to all the key messages from the EDRC AAP's Board Meeting held on 16th January 2018.

RESOLVED:

To receive this information.

9. Correspondence

9.1 Sedgefield Windows (email from Ms Andrea Cox, Sedgefield Primary School dated 26th January 2018):

Prior to the meeting the Clerk had circulated to all an email and attached letter from Ms Andrea Cox of Sedgefield Primary School dated 26th January 2018 in which she expressed her concerns to Mr Mark O'Sullivan, DCC Planning Officer, in relation to planning application DM/17/04111/FPA pertaining to the change of use application by Sedgefield Windows.

Cllr Gloria Wills reminded Cllrs that the Town Council had previously considered planning applications relating to this site on the basis that the showroom was a like for like alternative and had not been informed that this entailed the creation of a manufacturing unit. Cllr Wills expressed her concerns as to the lack of clarity in the application form submitted and felt that conditions relating to the hours of working needed to be included so as to give due consideration to the school. Cllr David Brown confirmed that such conditions could be made and gave Cllrs the history to the former George Bolams site at Ferryhill Station which was located behind a school and conditions were placed as to the timings of deliveries to the site. Cllr Allan Blakemore expressed his concerns regarding the potential exacerbation of parking problems in and around Rectory Row as a result of this manufacturing unit. Cllrs agreed that this was a concern, however, that in the first instance a request be made to DCC that conditions are applied to the planning application and then if needed enforcement action in relation to parking can be requested at a later date.

RESOLVED:

i) The Clerk to write to Mr Mark O'Sullivan, DCC Planning Officer in accordance with the Town Council's wishes.

ii) The Clerk to write to Ms Andrea Cox to update her of the Town Council's actions.

9.2 Sedgefield Town Council (email from Mr Owen Shaw, DCC dated 9th February 2018):

The Clerk circulated to all an email from Mr Owen Shaw of DCC dated 9th February 2018 in which he reported that the footpath diversion feedback proposed by the Town Council had been shared with Taylor Wimpey. As a result of this Mr Shaw had provided a further update seeking the views of the Town Council.

RESOLVED:

The Clerk to inform Mr Shaw that the Town Council is happy and agreeable to the blue route being proposed but is not happy or agreeable to the purple route being proposed.

10. The Sedgefield Plan:

10.1 The Sedgefield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Plan Update Report which detailed the results of the voting exercise that had taken place at the end of the public meeting held on Friday 19th January 2018 in relation to the future of The Sedgefield Plan.

Cllr Chris Lines commented that now the Town Council had a clear mandate from the public it was important to deal correctly with DCC's request that the original Sedgefield Plan, i.e. that which the Independent Examiner inspected, be formally withdrawn so as to ensure that a referendum takes place on the amended version of the plan, i.e. that which the public have approved. Cllr Vanessa Carmichael disagreed that there were two versions of the plan and said there was a modification of the neighbourhood plan. Cllr Lines disagreed and said that the Town Council had read the Independent Examiner's report but did not feel able to comply with all his recommendations as the neighbourhood plan would then not reflect the views of the local community. Cllr Allan Blakemore confirmed that if such action had been taken then the entire Built Up Area Boundary would have been removed when in actual fact it had been amended to include large scale planning which had already been granted permission. Cllr Gloria Wills said that as the amendment work had been undertaken in conjunction with DCC Officers there was no legal basis upon which the Town Council then needed to withdraw the plan. Cllr Lines replied that the email from Mr Stuart Carter of DCC received in December 2017 clearly detailed why they required the formal withdrawal of the neighbourhood plan and he suggested that a request be made to DCC asking them to confirm in writing that if the neighbourhood plan is now withdrawn an assurance be given that this would not mean the entire process has to restart. Cllr Gloria Wills said it was clearly the wish of the public that the amended plan now progress forwards. In addition, she was concerned that if the plan was withdrawn that additional supporting evidence may then be demanded, all of which would lengthen the decision making time. Cllr Alf Walton expressed his concern that DCC advice has changed between meetings and then letters. Cllr Wills proposed that the Town

Council seek a legal agreement from DCC that if the first draft of The Sedgefield Plan is withdrawn that no additional supporting evidence will be required and that the Town Council can be allowed to immediately proceed the amended neighbourhood plan to statutory consultation in accordance with Regulation 14 with immediate effect.

RESOLVED:

Cllr Mel Carr to liaise with Mr Stuart Carter of DCC in order to obtain an answer by Monday 19th February 2018 in order that this matter can be discussed at the Environment Committee meeting.

11. Current Planning Applications

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

11.1 DM/17/04122/RM – approval of details relating to appearance, landscaping, layout and scale, for 100 dwellings pursuant to permission DM/16/01522/OUT – land at the former Sedgefield Community Hospital, Salters Lane, Sedgefield:

Cllrs expressed their concerns that in a development for 100 dwellings there have only been 3 dedicated visitor parking spaces allocated. This coupled with the narrow roads on the estate could also pose problems for emergency services access.

11.2 DM/18/00100/LB – new door and window, velux windows, path and patio, Barrington Lodge, Rectory Row, Sedgefield:

Cllrs did not have any objections to this application.

11.3 DM/18/00183/FPA - two storey rear extension replacing existing single storey rear off-shoot, Letter Box House, Mordon:

Cllrs did not have any objections to this application.

11.4 DM/18/00212/FPA – erection of log cabin, polytunnel and parking/hardstand area to support proposed Plant Nursery, Airfield Cottage, Bishop Middleham:

Cllrs questioned if this application related to a change of use from agricultural land to industrial land. The Clerk was asked to liaise with the Planning Officer responsible in order that this application could then be considered again at the Environment Committee meeting on Monday 19th February 2018.

11.5 DM/18/00216/FPA - first floor rear extension and single storey front and rear extensions, 17 The Orchard, Sedgefield:

Cllrs did not have any objections to this application.

RESOLVED:

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

The Clerk circulated to all details of the following planning application which had been published earlier that day:

DM/18/00274/FPA - creation of flat (part first floor) alterations, air conditioning/refrigeration

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **FEBRUARY POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 19th February 2018**

units (resubmission), 1 White House Drive, Sedgefield

RESOLVED:

The above planning application to be considered at the Environment Committee meeting on Monday 19th February 2018.

The Chair thanked everyone for attending and closed the meeting at 7.44pm.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Alda Hummelinck, Leo McCormack 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 last 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. The Clerk

to keeps Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.2 Treeworks in Ceddesfeld Hall:

Further investigation work is now underway following receipt of additional costings. The Clerk and Chair of Environment to bring a recommendation to the March 2018 P&R Committee, however, one urgent matter is to be considered under agenda item 8.3. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.3 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 (2017) 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.

3.4 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.

3.5 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. This

matter is to be discussed further under agenda item 7.1.

RESOLVED:

To receive this information.

3.6 Quality Award:

The Clerk has liaised with Mr Steve Ragg of CDALC regarding which draft minutes need to be placed onto a Council's website in order to comply with the Quality Award criteria. The Clerk to discuss this matter with the Policy & Records Management Working Group and bring a recommendation to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Imprest Account:

Barclays have confirmed the Council's Bank Mandate has successfully been updated. Documentation has been requested from BT and completed in order to amend the Town Council's direct debits. Once transferred to the Council's main account arrangements will be put in place to close the Imprest Account. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 Town Council Offices Heating:

Heaters have been ordered and were delivered to the Town Council Offices on 25th January 2018. It is hoped that work to install these heaters will take place soon. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Legal Issues:

The Clerk has requested from Mr Anthony Walters a copy of the letter sent to the owner of the Pickled Parson of Sedgfield regarding the village greens (see agenda item 5.1).

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. Note: No information has

yet been forwarded from the Church of England archives.

The Clerk has been liaising with Ms Deborah Jobling of DCC in order to schedule an on-site meeting at Butterwick Road Cemetery between members of the Estates Working Group, DCC's Assets Management and Highways Teams.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.10 General Data Protection Regulations:

A Policy & Records Management Working Group meeting to solely consider this matter took place on 1st February 2018. Data audit work has now commenced. Some costings options have obtained from NALC with others to follow from an alternative provider. This matter will be discussed at the Larger Councils Forum meeting on Thursday 22nd February 2018. The next Policy & Records Management Working Group meeting will be held on Thursday 1st March 2018. Invitations to attend have been extended to Cllrs Ann Carr and Mavis Wayman who recently undertook CDALC GDPR training. It is hoped that from this meeting a recommendation can be prepared for the next P&R Committee meeting.

RESOLVED:

To receive this information.

3.11 Edge Financial Software:

The Clerk is still awaiting feedback from Edge regarding dates for Epitaph training and year end training. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 2018/19 Precept:

The Clerk has submitted to DCC all necessary precept request paperwork. An explanatory article has appeared in the February 2018 edition of The Sedgefield Extra.

RESOLVED:

To receive this information and to close this matter.

3.13 Buckingham Palace Garden Party 2018:

The Clerk entered Cllr David and Mrs Elizabeth Brown into the CDALC ballot

representing Sedgefield Town Council. Mr Steve Ragg informed the Clerk on 22nd January 2018 that the ballot had been drawn and CDALC would be represented by Cllrs S Hannan (Gainford Parish Council) and Cllr J Corrigan (Belmont Parish Council).

RESOLVED:

To receive this information and to close this matter.

3.14 Northumbria In Bloom Plaque:

This matter was discussed at the Environment Committee meeting held on Monday 22nd January 2018.

RESOLVED:

To receive this information and to close this matter.

3.15 Insurance Renewal:

The Clerk has informed Zurich Municipal of the Town Council's decision to enter into from 1st April 2018 a 3 year long-term insurance agreement. The Clerk has also informed the unsuccessful tender of this decision.

RESOLVED:

To receive this information and to close this matter.

3.16 Grass Cutting 2018/19 and 2019/20:

The Clerk has informed CE&CM Walker of their appointment as the Town Council's grass cutting contractor for 2018/19 and 2019/20 as well as informing those unsuccessful tenders. The Town Council to undertake a competitive grass cutting tendering process in late 2019/20 for 2020/21 and 2021/22.

RESOLVED:

To receive this information and to close this matter.

3.17 Fletcher Room Flooring:

The Clerk has obtained a copy of the outstanding invoice on Castle Construction letterhead. A cheque for half the invoice, i.e. £813.90, plus covering letter has been issued to Mr Brian Scott of Castle Construction.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation:

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments. The member of the public present did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

5.1 Legal Issues Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Legal Issues Update Report. The Clerk reported that in relation to the registration of title for Ceddesfeld Hall and grounds some additional information sources had been identified at the Durham Records Office. As a result of this an appointment had been made for 7th March 2018 in order to view this documentation. In relation to the purchase of land from DCC the Clerk confirmed that dates/times have been shared with DCC and it is hoped that this meeting can be confirmed very soon. Cllr Gloria Wills reported that she has researched the cemetery books and identified that the land to the top of the existing cemetery had been purchased with the intention of being a burial area extension and this could mean that planning permission may not be required. In relation to the village green the Clerk reported that an email had been received from Ms Sally McDyer, Planning Enforcement Officer for DCC on 6th February 2018 who confirmed that she had inspected the timber bin store which had been erected to the south of the Pickled Parson. She confirmed that this had been a breach and requested that the store be removed within 14 days before consideration be given to enacting enforcement action. The Clerk confirmed that the bin store had been removed the weekend of 3rd February 2018.

With regards to the letter sent from the Town Council's solicitor to Mr Wilks dated 12th December 2018, Cllr Chris Lines expressed his concern regarding the 5th paragraph, final line "... they would not consent to your proposed outdoor events" as he felt this did not accurately reflect the Town Council's view. Cllr Lines recalled that the Town Council had said it would consider any suggestions on a case by case basis and that events for commercial gain would not be granted. Cllr Wills replied that Mr Wilks is able to contact the Town Council directly if he wanted to seek clarification on specific events. Cllr Lines asked if the Town Council had seen the letter prepared by the solicitor before it was sent. The Clerk confirmed that the Town Council had not been given a copy of this letter before it was sent. Cllr Allan Blakemore informed Cllrs that he was due to attend the next PubWatch meeting later that week and could suggest to Mr Wilks that he may wish to request to enter into a direct dialogue with the Town Council. Cllr Julie Towler asked if the Farmers Market was a commercial venue and Cllr Wills replied that this was run by the Development Trust under their charitable status. Cllr Mark Cant felt that the letter issued by the Town Council's solicitor did not

state that the any future events would be discounted and felt that it was best to leave it up to Mr Wilks to contact the Town Council directly when he needed. Cllr Mel Carr said he agreed with Cllr Lines that the tone of the letter was sharp.

Cllr Allan Blakemore informed Cllrs that he had received calls from several members of the public regarding bin stores which had recently been erected outside numbers 2 Church View and 31 West End both within the Town's Conservation Area. Cllr Blakemore said that in light of the recent action undertaken by the Town Council with regard to the bin store outside The Pickled Parson it was important that a consistent approach was taken. Cllrs agreed that these matters be reported to DCC for Conservation Officers and Highways Officers to investigate.

RESOLVED:

- i) To receive the information contained in this report.**
- ii) The Clerk to keep Cllrs updated on these matters.**
- iii) The Clerk to obtain photographs of the bin stores at Church View and West End and then forward to DCC for investigation.**

5.2 Dying To Work Campaign Recommendation Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Dying To Work Campaign Recommendation Report by the Personnel Committee.

RESOLVED:

Sedgefield Town Council to sign up to the TUC Dying To Work Charter and adapt any relevant in-house personnel policies accordingly.

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

6. Financial Matters

6.1 Cheques for approval after 15th January 2018:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109126 – 109139. The Clerk circulated a further list showing additional cheque numbers 109140 – 109147.

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 2nd February 2018) / Expenditure (as at 2nd February 2018 minus unapproved cheques after 15th January 2018):

RESOLVED:

The monthly accounts as had been circulated were approved.

6.3 Debtors List as at 2nd February 2018:

RESOLVED:

To receive the debtors list as at 2nd February 2018.

6.4 Direct Debits and BACS List for January 2018:

RESOLVED:

To receive the Direct Debits and BACS list for January 2018.

6.5 December 2017 Bank Reconciliations Report by Town Clerk

RESOLVED:

The December 2017 Bank Reconciliations as circulated were approved.

7. Correspondence

7.1 Charter Review (email and attachment from Mr Steve Ragg, CDALC dated 19th January 2018):

Prior to the meeting the Clerk had circulated to all an email and attachment from Mr Steve Ragg of CDALC entitled Charter Review dated 19th January 2018.

RESOLVED:

If any Cllrs have comments on this matter to forward to the Clerk by 21st February 2018 in order that these can be raised at the Larger Councils Forum meeting on 22nd February 2018.

7.2 Nationwide Building Society (email from Ms Tracey Shorten, Nationwide Building Society dated 29th January 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Tracey Shorten of the Nationwide Building Society dated 29th January 2018 in which she wanted to find out if there would be any interest in a pop-up building society having a presence in the Town. Cllrs agreed that they would first of all like to hear from Mr David Tinmouth of DCC at the Community Development & Engagement Committee meeting on Monday 19th January 2018 at which he would be speaking about community interest banks.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to inform Ms Shorten that information has been shared with Town Councillors and they are currently monitoring this situation and will get back in touch with her if required.**

7.3 Barclays Bank (email from Mr B Lamb dated 27th January 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr B Lamb dated 27th January 2018 entitled Barclays Bank in which he expressed his concerns regarding the forthcoming closure of the Barclays Branch in Sedgefield.

RESOLVED:

To receive this information.

7.4 Barclays Bank Sedgefield Closure (email and attachment from Mr Howard Allenson dated 2nd February 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Allenson dated 2nd February 2018 which was accompanied by a letter that he had sent to Mr Don Crozier, Barclays Bank Banking Directory for Northumberland and Durham in which is expressed his concerns regarding the forthcoming closure of the Barclays Branch in Sedgefield.

RESOLVED:

To receive this information.

7.5 Fwd: Barclays Bank Sedgefield Closure (email from Mr Howard Allenson dated 6th February 2018):

The Clerk circulated to all copies of a further email from Mr Howard Allenson dated 6th February 2018 which contained the response that he had received from Mr Don Crozier (as detailed in agenda item 7.4).

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to write to both Mr Allenson and Mr Lamb thanking them for their comments and make them aware of the presentation to be given by Mr David Tinmouth of DCC at the Community Development & Engagement Committee meeting on Monday 19th February 2018 to which they would be very welcome to attend.**

discussed under Exempt Information and asked the member of the public present to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission to Meetings) Act 1960). Had any members of the press been public they would also have been asked to leave at this point.

8. Consideration of Reports Exempt from Public:

8.1 Annual Increment Award to Town Clerk Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all an Annual Increment Award to the Town Clerk Report by the Personnel Committee.

8.2 Review of Projects & Media Co-ordinator Role Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Review of Projects & Media Co-ordinator Role Report by the Personnel Committee.

8.3 Tree Work – Horse Chestnut, Ceddesfeld Hall Grounds:

The Clerk reported that a quotation had been received to undertake crown raising work on a horse chestnut tree within the grounds of Ceddesfeld Hall near to the top terrace of the lawns.

The Chair thanked everyone for attending and closed the meeting at 8.19pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **FEBRUARY ENVIRONMENT** of the **Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on **Monday 19th February 2018**

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

1. Apologies

Cllrs. Vanessa Carmichael, Leo McCormack, Fiona Warrand 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 the 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 on this matter.

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 Thomson's letter to Mr Stephen Reed of DCC with a request that he investigate this matter and reply directly to Mrs Thomson as well as give an update to the Town Council. The Clerk has also written to Mrs Thomson making her aware of the Town 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 Crosshill:

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.

As requested, the Clerk has notified the Town Council's solicitor and DCC's Planning Department regarding the bin storage shelter which had been erected outside The Pickled Parson. This matter was discussed on the P&R Committee's agenda on 12th February 2018.

RESOLVED:

To receive this information.

3.5 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.

3.6 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.

3.7 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 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.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.8 Willows at Station Road Playing Field:

The Estates Working Group have drafted a letter to residents whose properties back onto Station Road Playing Field reiterating, amongst other issues, that only the Town Council can maintain the willows. A draft letter will be presented to the P&R Committee in March 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 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 double 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.

Cllr Alf Walton expressed concern regarding alleged drugs incidents following the recent Ball Game. The Clerk requested these matters be reported by individuals directly to the Police. Cllr Allan Blakemore commented that Police are already aware of some issues but reiterated the Clerk's request.

RESOLVED:

To receive this information.

3.10 Parish Hall Noise:

All matters agreed were put onto the Estates Working Group agenda and discussed on 12th February 2018.

RESOLVED:

To receive this information and to close this matter.

3.11 Butterwick Road Cemetery Expansion Project:

The Butterwick Road Cemetery Working Group continue to progress this matter and a meeting with DCC Officers from Assets and Highways will take place on 28th February 2018 in relation to the covenants on the land being considered for purchase from DCC. The Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 Parking In Sedgefield:

The Clerk has contacted Mr Lee Mowbray and Mr Danny Harland of DCC and requested a further meeting. A response is now awaited. Invitations will be extended to Cllrs plus representatives from the SCA and the Development Trust once a meeting date has been identified. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.13 Sedgefield In Bloom Dances:

The Clerk has written to Mr Bill Gaskarth. The Estates Working Group have considered the current sound limiter in the Parish Hall and found it to be fit for purpose based upon the advice of a specialist company.

RESOLVED:

To receive this information and to close this matter.

3.14 Rabbits at Winterton Cemetery:

A rabbit contractor has undertaken work at Winterton Cemetery and caught a number of rabbits as well as observed a number of rats. Cllr Alf Walton reported that he has visited the site and there have been no signs of new rabbit movement or mole hills. Cllr Walton is to liaise with the Head Gardener & Cemetery Superintendent to place rabbit proof netting around the entrance gates. Cllr Walton to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.15 Station Road Playing Field:

As requested a meeting took place on 7th February 2018 with Mr John Reed and Mr Simon Longstaff of DCC to obtain further information regarding the vertidrainage at Station Road Playing Field. At this meeting were also the Clerk plus Cllrs Leo McCormack, Alf Walton, Mel Carr and Allan Blakemore with apologies having been submitted by Cllrs Mark Cant, Gloria Wills, Julie Towler, Ann Carr and Fiona Warrand. Mr Longstaff confirmed that all necessary paperwork for applying for County Cllr funding has now been completed and is with the AAP team for approval. A contractor has viewed the site and does not see any problems with this work or access to the site. The work will be undertaken by a tractor and unit which permitates the ground to a depth of 600mm and the entire field will be vertidraind in one day. The work can be undertaken at any time of the year but the ground conditions must be dry. Mr Longstaff will inform the Town Council prior to work being undertaken so that local residents can be given prior notice as there will be noise disturbance during the day.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential implications of village green status for Station Road Playing Field upon the Town Council. A response is now awaited.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.16 Current Planning Applications:

The Clerk has submitted to DCC Planning Officers comments made on applications DM/17/04112/AD, DM/18/00038/FPA and DM/17/04081/FPA. Feedback on these applications was reported at the Monthly Meeting held on 12th February 2018.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation

The Chairman, Cllr Alf Walton, closed the meeting for the public to give their views and comments.

Mrs Julia Bowles commented that she understood that the matter of The Sedgefield Plan had

been deferred for consideration at this meeting and she looked forward to hearing that discussion. Mrs Bowles had noted that at the recent Sedgefield Development Trust AGM a comment had been made that S106 monies worth £1.2 million is being held by Durham County Council. This money was formerly held by Sedgefield Borough Council following the building of the Winterton Estate and is ring fenced for any future sporting purposes in the Town. The person who made this comment also believed that DCC were using these monies to purchase the field for the proposed Sports Hub. Mrs Bowles asked the Town Council to investigate this matter and if this information is correct then ask why no-one has been made aware of this situation. If the proposed Sports Hub is progressing Mrs Bowles said the community were not aware of this and felt that they should. Mrs Bowles believed that over the years the Town had lost out on lots of money that it was entitled to and wanted to ensure that it now receives what it is entitled to.

Mrs Alwyne Downes expressed her thanks to Cllr David Brown for resolving the issue of the tree overhanging the corner near to Jewsons.

Cllr Walton thanked the public for their comments and re-opened the meeting.

5. Reports:

5.1 Headstone Safety Testing Update Report by Town Clerk and Head Gardener & Cemetery Superintendent:

Prior to the meeting the Clerk had circulated to all a Headstone Safety Testing Update Report by the Town Clerk and Head Gardener & Cemetery Superintendent. The Clerk reported that since the production of this report a further 5 headstones have needed to be staked. Cllr Alf Walton said that whilst headstones have been staked for safety the safest option is for them to be laid flat. Cllr Gloria Wills expressed her concerns that as the Town Council do not own any of the headstones or memorials they cannot legally be permitted to undertake work on them and can only make these safe and not repair any as this would set a precedent with the use of public money. Cllr Mark Cant agreed with Cllrs Wills comments but also said that if at all possible large headstones and memorials should be kept upright as they so draw attention to B Section at Butterwick Road Cemetery. Cllr Chris Lines commented that the Sedgefield Local History Society may be able and willing to help in tracing descendants of the interred.

RESOLVED:

- i) To receive the information contained in this report.**
- ii) Cllrs to consider quotations (when received) for making safe and/or dismantling the memorial identified in B Section as well as those headstones/memorials staked at Butterwick Road Cemetery.**
- i) Cllrs to consider the timing and frequency of future headstone safety testing**

once a decision has been made regarding ii) above.

ii) **The Finance Working Group to start to consider in future financial years setting aside monies for the necessary making safe of headstones/memorials when no next of kin are known.**

6. Correspondence:

6.1 Trees in Station Road Playing Field (email from Mr B Lamb dated 27th January 2018):

Prior to the meeting the Clerk had circulated to all a letter from Mr Lamb dated 27th January 2018 in which he was seeking the Town Council's permission to undertake tree work on trees near to his property. Cllrs considered this matter and Cllr Alf Walton reported that he had visited the site and the trees identified by Mr Lamb were not overcrowded. Cllrs agreed not to give permission for any work on the identified trees.

RESOLVED:

The Clerk to write and inform Mr Lamb of the Council's decision.

6.2 Litter On Village Green (email from Mr A Lister dated 3rd February 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr A Lister dated 3rd February 2018 in which he raised his concerns regarding litter on the village greens. Mr Lister requested the Town Council liaise with Durham County Council on this matter and also the Police in relation to youth anti-social behavior issues which have been on-going for several months. Cllr Allan Blakemore said he believed that DCC performed a very good job of litter picking within the village and they were clearly visible undertaking that role during the week. All Cllrs agreed. It was recognised that such duties are not performed during weekends but that is due to lack of resources and in some instances the appearance of litter is made worse if there has been windy weather conditions. Cllr Mark Cant asked if DCC litter pickers undertook work in the grounds of Ceddesfeld Hall or St Edmund's Church yard. The Clerk replied this work is undertaken by the Town Council's Gardener in amongst his other duties. Cllrs agreed that the Clerk request from DCC details of their litter picking work in Sedgefield in a typical week and this to be included in a response to Mr Lister along with the Town Council's advice for him, and other residents, to continue reporting any witnessed incidents of any form of anti-social behavior directly to the Police. Cllr David Brown commented that on Saturday 17th February 2018 there seemed to be lots of problems within the Town and this resulted in a significant amount of rubbish on Sunday morning. He said he hoped that this was a one-off event. Cllr Ann Carr concurred with Cllr Brown's comments.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with DCC to obtain the information required by Cllrs in order to then respond to Mr Lister.

6.3 Proposed Sedgefield 700 Bed Design (email and drawing from Sedgefield In Bloom):

The Clerk circulated to all a proposed design for the Sedgefield 700 bed produced by the Sedgefield in Bloom Group for the Town Council's consideration and approval. The theme for this bed will be to celebrate the centenary of the Sedgefield Branch of the WI.

RESOLVED:

i) To approve the proposed design.

ii) The Clerk to inform Mr Howard Smith, Chair of the Sedgefield In Bloom Group, of the Town Council's decision.

6.4 Sedgefield In Bloom (minutes of meeting held 10th January 2018):

The Clerk circulated to all copies of the minutes of the Sedgefield In Bloom Group meeting held on 10th January 2018.

RESOLVED:

To receive this information.

6.5 Sedgefield Village Action Group (letter dated 14th February 2018):

The Clerk reported that earlier that day, upon her return from annual leave, she had sent electronically to all Cllrs a letter received from the SVAG dated 14th February 2018. The Clerk also circulated printed copies of these letters to Cllrs. The content of this letter detailed the SVAG's comments regarding The Sedgefield Plan.

RESOLVED:

To receive this information.

ADDITIONAL ITEMS:

The Clerk reminded all Cllrs that at the previous week's Monthly Meeting it had been agreed to defer two items to this Committee as follows:

A1: Current Planning Applications:

DM/18/00212/FPA – erection of log cabin, polytunnel and parking/hardstand area to support proposed Plan Nursery, Airfield Cottage, Bishop Middleham: The Clerk reminded Cllrs that she had been asked to liaise with DCC to question if this application related to the change of use from agricultural land to industrial land. The Clerk confirmed that Mr Mark O'Sullivan from DCC had replied

on 14th February 2018 to clarify that if DCC were to approve this application it would permit the land for use as a plant nursery only. This is not really industrial land. It would enable customers to visit the site and purchase plants. They would park in the existing car parking area serving the airfield and could make use of the existing café adjacent. Cllrs did not have any objections to this application.

DM/18/00274/FPA – creation of flat (part first floor) alterations, air conditioning/refrigeration units (resubmission), 1 White House Drive, Sedgfield:

Cllrs expressed their concerns regarding the close proximity of this proposed work to the neighbouring property and the impacts that would result in relation to noise and smell and ultimately affect the quiet enjoyment of their property. In addition, Councillors have concerns regarding the impact upon parking in this area of the Town as a result of this planning application. Cllrs questioned if this application would involve the opening up of windows which are currently closed and if this flat was to be a permanent dwelling for either a worker/manager to live in or as a source of additional income.

RESOLVED:

The comments on the above planning applications to be submitted to DCC Planners.

A2: The Sedgfield Plan:

The Clerk reminded all that at the Monthly Meeting held on 12th February 2018 it had been agreed that Cllr Mel Carr would liaise with Mr Stuart Carter of DCC in order to request written confirmation that if The Sedgfield Plan was withdrawn could the Town Council proceed with the modified Plan. The Clerk reported that she had received that afternoon an emailed response from Mr Stuart Carter and copies were duly circulated to all Cllrs. Cllr Gloria Wills requested time now be allowed for Cllrs to consider this correspondence and Cllr Alf Walton agreed and suggested the March 2018 Monthly Meeting. Cllr Chris Lines disagreed and said that it had been agreed at the previous Monthly meeting to obtain the answer to the Town Council's question and then determine a way forward. He also highlighted the comments made by the SVAG in their earlier circulated correspondence under agenda item 6.5 in which they clearly requested this matter be progressed as quickly as possible. Cllr Allan Blakemore agreed and said that on his initial reading of the email the content removed any concerns which he previously held and it was clear that the original neighbourhood plan had to be withdrawn in order to move the amended plan, which had the community's support, nearer to referendum. Cllr Wills said that a Council resolution made at the Monthly meeting in November 2017 not to withdraw the neighbourhood plan could not be overturned within a six month period without due consideration to the Council's Standing Orders. Cllr Wills asked why the Town Council should consider changing its decision now. Cllrs Lines and Blakemore responded by saying in their opinion, based upon the latest email from Mr Stuart Carter, that the circumstances surrounding this matter were now different and needed to influence the next actions taken by the Council in that the amended plan cannot progress until the original plan is removed from the "books". Cllr Blakemore proposed that the Town Council now proceed by following the written advice received from DCC and withdraw the original neighbourhood plan in order to progress the amended plan. Cllr Lines seconded this proposal. Cllr Wills objected and requested that legal and procedural advice be sought to ensure no ultra vires. Cllr Blakemore commented that the necessary legal advice is in Mr Carter's email. A vote took place with 4 Cllrs voting in support of the proposal and 4 Cllrs voting against the proposal as 2 Cllrs abstained from voting the

Chair had the casting vote. It was agreed not to support the proposal but to instead hold a Special Town Council meeting on Monday 26th February 2018 on the proviso that the Clerk seeks procedural advice and clarification from CDALC.

RESOLVED:

The Clerk to seek procedural advice and clarification from CDALC and to notify Cllrs electronically upon receipt of that advice.

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



SEDGEFIELD TOWN COUNCIL



COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **FEBRUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 19th February 2018**.

Present

Cllr. Allan Blakemore (Chairman)

Cllr. Chris Lines (Vice-Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Julie Towler, Alfred Walton and Gloria Wills

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Leo McCormack, Fiona Warrand and Mavis Wayman.

2. Declaration of interest

None.

Additional Item: Community Interest Banks – a presentation by Mr David Tinmouth, Principal Economic Development Officer, DCC:

Cllr Allan Blakemore informed Cllrs that a request had been received from Cllr Gloria Wills to add an additional item to this agenda. As a result Cllr Blakemore welcomed Mr David Tinmouth, Principle Economic Development Officer at DCC to the meeting and asked Cllr Wills to give background and further introduction.

Cllr Wills reported that faced with the closure of Barclays Bank in the Town there was now a need to look at other banking options. The situation faced by Sedgefield as a result of losing bank branches is shared by many other Towns and villages across the local area. Whilst people can withdraw money from ATMs in their own locality the real problem for man will be the requirement to travel some distance in order to pay money into their bank. Cllr Wills had contacted the Chief Executive of Durham Chamber of Commerce with these concerns and he in turn had suggested she speak with Mr Tinmouth regarding community interest banks. As a result Cllr Wills had met with Mr Tinmouth at County Hall, Durham and proposed that he speak to the Town Council.

Mr Tinmouth thanked the Town Council for the opportunity to speak to them. He explained his role covers the areas of employment, finance and partnership working. Many localities are now dealing with the loss of banks and it is forecast that in the near future up to 65,000 ATMs across the UK will also be removed. In many such localities the options of community banks and credit unions are being explored. Mr Tinmouth gave the example at Newton Aycliffe where a local library has been set up as a collection point for cash deposits. In addition, historically school children were given the opportunity to save by making cash deposits via school to high street banks but now have the opportunity to encourage children to save through school banks via credit unions. Through such unions businesses can set up salary savings schemes. In County Durham there is complete debt dependency and the purpose of a credit union is to develop a savings culture through an established union in the local community. Credit unions are a not for profit, social enterprise. Anyone who joins a credit union becomes a member and shareholder with any profit made being shared amongst its members. NE1st is the credit union for County Durham which is trying to support people with their finances and encourage them to use the services of a credit union rather than a high street lender, pay day lender or other means, particularly in light of the implications of the new Universal Credit system whereby new claimants have to wait a period of 5-6 weeks before receiving money as the expectation is that they will use savings during that time. Mr Tinmouth asked if there would be any interest in creating a credit union point in Sedgefield, acknowledging that this would not be easy and would require premises, volunteers and community buy-in.

Cllr Wills reported that she had already spoken to the Sedgefield Development Trust as they already have charitable status and volunteers as such a venture would require community goodwill.

Cllr Alf Walton asked if such a venture could support businesses. Mr Tinmouth confirmed that credit unions do support businesses. A business can open an account with a credit union then use that to pay in cash and then transfer from the credit union to their own bank account. Credit unions can offer a debit card facility as well as small business loans of any amount up to £15,000.

Cllr Blakemore asked what hours of access are required to a premise hosting a collection point. Mr Tinmouth replied that this is determined by the premises identified and the volunteers available. Some collection points are open 5 days per week whilst others are less. Cllr Wills suggested that Sedgefield library could be a suitable location as it is a good building which is poorly used.

Cllr David Brown commented that a lot of older people will only have been with one bank their entire life and as a result of this have built up a trusting relationship with that bank and its staff. Cllr Brown asked what are the advantages of a credit union for older and disabled persons. Mr Tinmouth replied the credit union facility would stay locally in Sedgefield and the experiences of elsewhere had found that customers soon built up a level of trust with credit union volunteers. Cllr Walton asked if volunteers were qualified. Mr Tinmouth replied that volunteers are given extensive training and that the procedure for determining a loan application is done via an automated system where the credit union centrally makes the decision. Cllr Walton asked if someone with a bad credit rating would be

eligible for a loan. Mr Tinmouth said that credit unions would make any such decisions by carefully considering the individual case to ensure that evidence is shown of responsible lending, for example, if the individual in question had a history of saving with the credit union this could be considered favourably.

Mr Tinmouth circulated for Cllrs information two factsheets relating to credit unions.

Cllr Blakemore thanked Mr Tinmouth for his time and proposed that the Council now move to agenda item 4, Public Participation, to allow any members of the public the opportunity to ask questions or give their thoughts on the idea of a community bank. Cllrs agreed.

4. Public Participation

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

Mr Roger Clubley reported that the Sedgefield Development Trust, as being limited by guarantee and a registered Charity having operated for 17 years, are interested in trying to help and work with NE1st Credit Union, DCC and the Town Council in establishing a collection point in Sedgefield. Mr Clubley reported that this concept had been discussed at the Trust's recent AGM.

Mrs Julia Bowles commented that she had previously suggested that the Town Council use S106 monies to either lease or purchase the Barclays Bank building. Mrs Bowles believed the credit unions principle was an excellent idea and she was sure there would be lots of willing volunteers in the Town.

Mrs Alwyne Downs asked how the collection point would work in practice from a perspective of ensuring that actual cash taken was kept safe. Mr Tinmouth explained that actual cash would not be held on-site at the collection point but be taken to the post office for processing to the credit union at the end of each day. In addition, electronic transfers could be made where possible.

Moving away from the credit union issue, Mrs Bowles commented that the SVAG had sent a letter to the Town Council purposefully early as it believed the Council would be considering the future of The Sedgefield Plan at this evening's meetings. As a result of the recent public meeting relating to the Plan the SVAG have now recruited several new members and the consensus is clear that they do not wish the plan to be withdrawn but to push ahead with an amended plan. Mrs Bowles expressed concern that the Council appears to be confused as to its next actions and urged them to keep the community updated. Cllr Blakemore replied that the Council was clear about its current position in that the original neighbourhood plan which was considered by the Independent Examiner could not be amended in accordance with his

wishes in entirety as the remaining plan would then not reflect the needs of the community. Instead the Independent Examiner's comments were considered and amendment work undertaken to not only answer the concerns he raised but also reflect actions which had subsequently occurred, for example, the Built Up Area Boundary was extended to incorporate the by then approved Eden Drive large-scale development. DCC have been clear that there cannot be two 'live' Sedgefield Plans in existence at the same time, i.e. the original considered by the Independent Examiner and the amended plan, therefore the original needs to be withdrawn otherwise it is that plan which the County Council will progress to referendum.

Cllr Blakemore thanked the public for their comments and re-opened the meeting.

3. Matters of Information

3.1 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 Town Council when ready the feasibility study.

The Clerk to set up a meeting between Mr Stephen Reed 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 on these matters.

RESOLVED:

To receive this information.

3.2 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. Additional photographic evidence has been submitted.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.3 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 Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Sedgefield Youth Club:

The date for the next Sedgefield Youth Club Management Committee meeting has been rescheduled from 5th February 2018 to 26th February 2018 and as a result the Council's Youth Working Group rescheduled to 19th March 2018. Cllr Julie Towler to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Battles Over:

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One. Cllr Allan Blakemore to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.6 Snow Party:

An initial planning meeting has been scheduled for 21st February 2018 between the Clerk, Projects & Media Co-ordinator and Cllr Allan Blakemore. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 Youth Funding Update Report:

The EDRC AAP Team have requested additional information from the Town Council in relation to the funding from County Councillors for Sedgefield Youth Club. This information has duly been provided. There is no date as to when such monies will be received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.8 War Memorial Update:

The Clerk is continuing discussions with the War Memorials Trust. Following additional information and photographs being sent to the Trust they have confirmed that the work required to the Sedgefield War Memorial would be eligible for funding, however, currently there is far more demand for funding than money available. The Clerk reported that following the Mayor's Charity Ball work would commence between herself and the Projects & Media Co-ordinator in completing a grant funding application. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Citizen of the Year 2017:

Nomination forms have now been issued through the February 2018 Sedgefield News. Closing date for nominations is Thursday 22nd March 2018. To date two nominations have been received. The Selection Panel will meet on Tuesday 10th April 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Barclays Bank:

Cllr Allan Blakemore, representing the Town Council, attended a meeting on 24th January 2018 organised by County Cllr John Robinson to consider the forthcoming closure of the Sedgefield branch of Barclays Bank. Cllr Blakemore had circulated to all notes from this meeting. Several items of correspondence relating to this matter are to be considered at the P&R Committee meeting on 12th February 2018.

RESOLVED:

To receive this information and to close this matter.

3.11 DCC Members Report:

The Clerk has written, as requested, to both County Cllrs informing them of the Town Council's request for such reports to be considered at the Monthly meetings and provided dates of such meetings and deadline dates for the production of Committee packs.

RESOLVED:

To receive this information and to close this matter.

5. Reports

5.1 Remembrance Sunday Update Report by Town Clerk

Prior to the meeting the Clerk had circulated to all a Remembrance Sunday Update Report in which it was reported that a volunteer bugler had been found for this year's event.

RESOLVED:

To receive this information.

6. Correspondence

None

The Chair thanked everyone for attending and closed the meeting at 8.16pm.