

Minutes of the proceedings of the **MAY SPECIAL Meeting**
of the **Council** held at **6.15 p.m.** in the **Council Offices**,
Sedgefield, on **Monday 14th May 2018**
To consider 2017/18 Year End Accounts.

MINUTES

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael and Fiona Warrand.

2. Declaration of interest

None.

3. To approve the accounts for 2017/18 including: -

a. Annual Governance Statement (2017/18 Annual Governance Statement Report by Town Clerk):

Prior to the meeting the Clerk had circulated to all a 2017/18 Annual Governance Statement Report.

RESOLVED:

i) Cllrs approved the Annual Governance Statement contained in Appendix A of the Report and Section 1 of the Annual Governance and Accountability Return.

ii) Cllr Mel Carr, Chair of the Council, and the Clerk signed the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return.

b. Year End Accounts for 2017/18:

Prior to the meeting the Clerk had circulated to all the DRAFT 2017/18 Year End Accounts which included a supporting statement, a cash book summary, an income and expenditure account, a consolidated balance sheet and a fixed assets schedule. The Clerk reported that all financial information presented had been produced using the solely the Council's financial package with the exception of the fixed assets

schedule which will be incorporated into the package during 2018/19.

RESOLVED:

- i) Cllrs approved the 2017/18 year end account.**
- ii) The Clerk to ensure the 2017/18 year end accounts are uploaded to the Town Council's website and available in paper copy for any members of the public wishing to view them at the Town Council Offices.**

c. Annual Governance and Accountability Return for 2017/18:

(Cllr David Brown joined the meeting)

Prior to the meeting the Clerk had circulated to all an Annual Governance and Accountability Return (AGAR) for 2017/18. The Clerk reminded Cllrs of the changes to the new external auditing arrangements and the AGAR (formerly the Annual Return). The Clerk referred all Cllrs to page 5 of the AGAR and pointed out that Box 4 for the year ending 31st March 2017 should read £169,538 and not £169,358. The Clerk reminded Cllrs of the Town Council's commitment made in 2017/18 to full utilize the Edge financial software package which included the production of monthly bank reconciliations, VAT returns, year end accounts and AGAR all directly through the package. As a result of this work, undertaken with the full support of Edge and scrutiny through the Council's Finance Working Group, it is now necessary to restate the Council's 2016/17 Annual Return year end figures. The Clerk circulated to all a Report entitled 2017/18 Annual Governance and Accountability Return Clarification Update. This report fully detailed the work undertaken during 2017/18 and the instances where restating of figures is required along with full explanation in each instance. Accompanying the report were a series of appendices which included questions from Cllr Gloria Wills, full explanation from Edge to each of those questions and confirmation that Mr Gordon Fletcher, the Council's Internal Auditor is satisfied with this rationale. The Clerk concluded that it is only now that the financial package is being used in entirety that these issues have emerged and been fully resolved thereby ensuring that the figures presented at this meeting are now 100% accurate. Cllr Gloria Wills confirmed that she and Cllr Mel Carr had scrutinized this report and were happy that all questions posed had been fully answered. Cllr Wills also reported that the Finance Working Group has throughout 2017/18 scrutinised all aspects of the Council's income and expenditure budget as well as forward plan for both the 2018/19 budget and the Council's Medium Term Financial Plan. The Clerk expressed her thanks to members of the Finance Working Group and Mrs Julia Rowsby, Financial Assistant/Receptionist for all their work during 2017/18. Cllr Wills expressed her thanks to Mr Chris Edge and all his staff at Edge for their support and training.

Cllr Mark Cant asked why there was a reduction in the "Total Other Receipts" when

comparing 2016/17 with 2017/18. The Clerk explained that this reduction is due to the Town Council no longer performing payroll services to the SCA. Since 1st April 2017 the SCA have taken on full responsibility for the operation of their own payroll for their staff.

With regards to the Council's total borrowings and the reduction from £44,847 in 2016/17 to £38,189 in 2018/19, Cllr Alf Walton asked what percentage of interest the Council was paying on this Private Works Loan Board loan which related to the original refurbishment programme at Sedgefield Parish Hall. The Clerk replied that the interest on this loan is charged at 4.560%. She reminded Cllrs that the Finance Working Group had explored some time ago the Town Council repaying this loan back but it was found that the penalties for early payment made this counter-productive.

RESOLVED:

- i) Cllrs approved the Annual Governance and Accountability Return for 2017/18.**
- ii) The Clerk now to oversee the submission of this document to External Auditors Mazars by Friday 6th July 2017.**

The Chair thanked everyone for attending and closed the meeting at 6.39pm.



SEDGEFIELD TOWN COUNCIL

Minutes of the proceedings of the **MAY MONTHLY MEETING** of the **Council** held following the **AGM** in the **Council Offices**, Sedgefield, on **Monday 14th May 2018**



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, Leo McCormack, Julie Towler, Alfred Walton, and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Fiona Warrand.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 9th April 2018:

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

b. Minutes of the P&R committee held Monday 9th April 2018:

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

c. Minutes of the Environment committee meeting held Monday 16th April 2018:

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

d. Minutes of the Community Development & Engagement committee meeting held Monday 16th April 2018:

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

e. Minutes of Finance Working Group Meeting held Monday 23rd April 2018:

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

f. Minutes of Policy & Records Management Working Group Meeting held Wednesday 25th April 2018:

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

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

4. Matters of Information:

4.1 Meeting Organised by County Cllr Robinson:

The Clerk has requested from Ms Jane Bellis of the EDRC AAP a copy of the minutes from the youth related 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 Land to the South of Eden Drive:

No further complaints have been received regarding the state of the road and verges near to the large scale development on Eden Drive.

Cllrs to continue to monitor this area, take photographs and report to DCC any further incidents of such activity.

RESOLVED:

To receive this information.

4.3 Butterwick Road Construction Site:

The Clerk received from Mr John Byers of DCC an email dated 11th April 2018 in which he confirms he has followed up on concerns raised by Mrs Pauline Tweddell relating to the building plot opposite the cemetery at Butterwick Road cemetery. DCC have advised the developer that the fence to this site was down again and needed to be fixed. Mr Byers confirmed there had been no further contact from the developer and unfortunately there are limits as to what can be formally done by the planning authority about this matter. However, it is hoped that the section of fence will be reinstated shortly as it is clearly in the developer's interests as well as those of neighbouring residents to secure the site. The Clerk has made Mrs Tweddell aware of this response.

RESOLVED:

To receive this information and close this matter.

4.4 Dates of Meetings:

The Council's summer coach trip has been advertised, a second coach hired and all tickets have now sold out.

RESOLVED:

To receive this information and close this matter.

4.5 Public Participation:

The Clerk has shared with Mrs Julia Bowles the update information given at the Environment Committee meeting on 19th March 2018 regarding the belief that £1.2m of unspent S106 monies was available.

The Clerk had arranged to meet with Mr Lister on 3rd May 2018 regarding his idea for ways to share information with the public, however, Mr Lister felt this meeting was no longer required once he had read the report in the latest Sedgefield News updating residents about the recent multi-agency meeting to discuss anti-social behaviour in the town.

The Clerk to keep Cllrs informed via the Policy & Records Management Working Group in the first instances who are also considering Mrs Bowles proposal regarding regular public meetings.

RESOLVED:

To receive this information and close this matter.

4.6 Policing Changes:

The Clerk and Chair have written to Mr Michael Barton, Mr Ron Hogg and Mr Phil Wilson making them aware of the Town Council's concerns at the loss of a Sgts post from the local neighbourhood policing team. Responses are now awaited.

The Clerk has contacted Mr Steve Ragg and asked if other Town and Parish Councils would be happy to complain about this matter and for this to be discussed at the next Larger Councils Forum meeting on 24th May 2018.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

4.7 Proposed Diversion of Public Footpath 16 Sedgefield:

The Clerk has written to Mr Ogden of DCC informing him of the Town Council's wishes. A response is now awaited. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

4.8 Eden Gardens:

The Clerk has conveyed to Ms Hilary Sperring the Town Council's concerns regarding the large advertising boarding on display in the horse/stable field in relation to Eden Gardens. An update to be give on this matter under agenda item 11 when considering a related planning.

RESOLVED:

To receive the information.

4.9 The Sedgefield Plan

The Clerk issued to all Cllrs an invitation to attend The Sedgefield Plan meeting with DCC Officers on Friday 20th April 2018. See agenda item 10.1 for further update.

RESOLVED:

To receive the information.

4.10 Current Planning Applications:

The Clerk sought from DCC Planning Officers the additional information requested by Cllrs and planning applications DM/18/00716/FPA and DM/18/00717/FPA were considered at the Environment Committee meeting held on 16th April 2018.

RESOLVED:

To receive the information and close the matter.

4.11 Sedgefield Squash Club:

The Clerk has liaised with Mr Steve Welton of Sedgefield Squash Club who has confirmed that the latest plans being proposed for the Club's expansion do sit solely upon the land that was identified in the granted planning permission and which is reflected in the new Ceddesfeld Hall lease.

RESOLVED:

To receive the information and close the matter.

4.12 Additional Planning Applications:

Planning applications DM/18/00913/FPA, DM/18/00922/FPA, DM/18/00827/FPA and DM/18/01027/FPA were considered at the Environment Committee meeting held on 16th April 2018.

RESOLVED:

To receive the information and close the matter.

5. Dates of Meetings:

Dates of meetings taking place in May 2018 had been circulated prior to the meeting together with the dates of events from June – December 2018. The Clerk reported that a Personnel Committee meeting had now been scheduled for Monday 21st May 2018 at 10.30am. A date is yet to be scheduled for the next Finance Working Group meeting.

RESOLVED:

To receive this information.

6. Public Participation:

The Chairman, Cllr Mel Carr, closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles commented that the SVAG had previously asked a series of questions regarding the decision made to overturn The Sedgefield Plan. The Group were disappointed in the answers which they received and still feel that the community were led to believe one thing whilst then a different course of action was undertaken, however, Mrs Bowles said that this was now water under the bridge. Mrs Bowles reported that the Residents Forum had handed over to the Town Council its Residents Database which is now used to disseminate information to members of the public who have signed up to this facility. Mrs Bowles was aware that several people had recently requested to join this facility. Mrs Bowles asked if it was possible that the SVAG could from time to time forward information to the Town Council for dissemination through this database. The Clerk confirmed that this had been previously agreed and was possible so long as information was not in conflict with the Town Council and clearly identified as being from the SVAG. Mrs Bowles concluded that she had recently forwarded, via the Clerk, to all Cllrs information regarding the sharing of information with the public and asked if this had been considered.

Mr Howard Smith understood that a report regarding the recent multi-agency meeting about anti-social behavior was to be considered later on the agenda. Mr Smith reported that lots of residents felt the Town was much quieter the previous Friday evening and he felt this was probably due to the Police presence in the Town in response to the assault on two police officers the week prior. Mr Smith felt that as young people knew that the police were going to be in the Town the previous weekend that this was the reason for the reduced numbers but questioned what would happen when such a significant police presence was not in the Town. Mr Smith reported that on the Sunday evening of the bank holiday weekend his wife had been the victim of unpleasant personal verbal remarks from young people. Mr Smith felt that someone else in such a situation could be incited to personally retaliate. Mr Smith concluded by stressing that the issue of anti-social behavior is not going away and must be dealt with.

Mrs Helen Clifford-Brown noted that there were now lots of new Cllrs and she asked if they had different ideas and views as to where and when new houses are built in Sedgefield. Cllr Mel Carr replied that all Cllrs participate in discussions to consider planning applications and then the majority decision is followed.

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

7. Internal Reports:

7.1 Chairman's Report:

The Chair verbally reported that since the last Monthly Meeting he had attended the following:

- 4 Council Committee meetings;
- 3 Council Working Group meetings;
- A Pop In Committee meeting;
- The multi-agency meeting organized by the Police to consider recent anti-social behavior in the Town;
- A meeting with DCC Officers to consider The Sedgefield Plan;
- A licensing committee hearing relating to the new premises licence for The Impeccable Pig;
- A meeting with the Clerk and Durham Community Action to discuss the recent mediation process for the Ceddesfeld Hall lease as part of a promotional case study being prepared by Community Action;
- A visit to Cemetery Lodge with the Clerk and representative from Dowens to view the property following vacation by former tenants;
- The Town Council's Annual Town Meeting at Sedgefield Parish Hall.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The outgoing Mayor, Cllr David Brown, reported that he had met with the Northumbria In Bloom judges on the morning of 20th April 2018 and then later that evening delivered his last mayoral event which was a hogg roast at Sedgefield Cricket Club. Cllr Brown had delivered his Mayor's report in the recently published Town Council Annual Report for 2017/18. Cllr Brown reported that at the conclusion of the previous week's Annual Town meeting he had distributed to his charities and chosen community groups the monies which he had raised over his year in office. Cllr Brown wished Cllr Mavis Wayman well for her year as Mayoress.

The Clerk read out a card of thanks from the outgoing Mayoress, Mrs Elizabeth Brown, for the bouquet of flowers which she had received at the Annual Town Meeting.

RESOLVED:

To receive this information.

7.3 Councillor Co-option Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Councillor Co-option Update Report. Cllrs noted that one of the applicants had requested to opportunity to present themselves to Cllrs. It was agreed to accept this request and to offer this same opportunity to the other candidate with both being given a maximum of 5 minutes to present.

RESOLVED:

The Clerk to contact both applicants to find out if they are both available at 615pm on either Monday 21st May or Monday 11th June. Depending upon which date suits the applicants the Clerk to schedule a Special Town Council meeting in order that applications can be considered and a co-option appointment made.

7.4 Multi-agency Meeting Regarding Anti-Social Behaviour Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Multi-agency Meeting Regarding Anti-Social Behaviour Report. This Report summarized the first such multi-agency meeting organized and chaired by the police in response to recent incidents in the Town. The Clerk circulated to all Cllrs copies of the minutes which had been produced by a DCC Officer who had provided the secretariat for the meeting held on 19th April 2018. The Clerk highlighted to all that these minutes were confidential and could not be shared without the consent of the Chair, Inspector Sarah Honeyman. The next Multi-agency Meeting will be held on Thursday 17th May 2018 in the Parish Hall.

The Clerk reported that earlier that day she had received an update from Inspector Sarah Honeyman regarding Operation Stay Safe which had been undertaken in the Town on 11th and 12th May 2018. This Operation had involved 15 police personnel including PCSOs and an Inspector. Mr Phil Wilson MP had also observed part of this Operation. On Friday 11th May 2018 50-60 young people had been in the Town across the central area and Hardwick Park whilst on Saturday 12th May 2018 15 young people had been observed. Throughout the Operation the police breathalised young people and any who failed the test or were found to be in possession of alcohol were taken to the Fire Station from where their parents were telephoned to collect them. In total 8 young people, aged 15 to 16 years old, were taken to the Fire Station with 3 having failed the breathaliser test and 5 found to be in possession of alcohol. The Police had

spoken to all young people present in the Town and whilst some had travelled from Chester le Street it was apparent that the message deterring young people from travelling into the Town was getting out. Operational Stay Safe will continue over the coming weekends.

Cllr Vanessa Carmichael commented that she had heard reports of young people being dispersed to Hardwick Park in the past as a way of moving then away from the central Town area. Cllr Carmichael also expressed her reservations regarding the Police's use of breathalisers and the rules regarding such usage on minors. She was also concerned regarding the way in which social media was being used to fuel and antagonize the current situation and did not believe that Facebook was the best means of communication.

Cllr Chris Lines was pleased to note that the same agencies and representatives will be present at the next Multi-agency meeting which allowed for consistency and progress. Cllr Lines noted comments which had been made by members of the public at the recent Annual Town meeting and suggested that a mix of communication methods is needed to ensure that all residents know about the work being undertaken, e.g press statements, articles in local newspapers, letters to residents, Twitter etc and that a message clearly needed to be conveyed about the importance of reporting any anti-social behavior to 101. Cllr Carmichael agreed and said it was important that such matters were reported.

Cllr Ann Carr said that she felt the first Multi-agency Meeting had been very positive, well chaired by Inspector Sarah Honeyman and extremely promising that so many agencies and organisations had been present. It was clear that the majority of young people were behaving in an acceptable manner and that time and action is needed to focus upon the small minority. Cllr Mavis Wayman agreed and said that whilst no one organisation had the answer to resolve immediately it was important to recognize that work needs to continue as it was unacceptable to have some residents feeling intimidated or mocked as per the example heard during public participation. Cllr Leo McCormack questioned why the Co-op remained open during the problematic time periods on Friday and Saturday evenings.

RESOLVED:

i) To receive this information.

ii) Cllrs to inform the Clerk whether or not they will be attending the next Multi-agency meeting on Thursday 17th May 2018.

8. External Reports:

None.

The Clerk reported that as discussed at the April 2018 Community Development & Engagement Committee meeting she and Cllr Mel Carr had met informally with County Cllrs John Robinson and David Brown on 3rd May 2018. At this meeting County Cllr Robinson had given an update on the matters which would then be presented in the DCC report at the Town's Annual Meeting on 8th May 2018. In addition, County Cllr John Robinson had also provided a verbal update regarding the forthcoming Mediaeval Fayre and said that no setting up by the SCA on the village greens will take place on the Friday afternoon/evening and that fairground operators have been asked not to set up before 9am on the Friday so as not to cause any obstruction to parents and children getting to school. Cllr Alf Walton expressed concern that fairground attractions could encourage young people to travel into the Town. Cllr Gloria Wills reminded all that despite the Town Council having written to the SCA requesting clarification, to date the only permission sought for the use of the village greens related to the day of the actual Fayre, ie Saturday 19th May 2018. Cllr Allan Blakemore confirmed the SCA's actions as reported by County Cllr Robinson. Cllrs Gloria Wills and Mel Carr expressed concerns regarding potential obstruction arising from fairground rides being in the area at either the start or end of the school day.

RESOLVED:

The Clerk request DCC have parking enforcement officers in the Town on Friday 18th May 2018 if possible.

9. Correspondence:

9.1 FW: Eden Gardens, Sedgefield (email from Dr James Larcombe dated 17th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Dr James Larcombe dated 17th April 2018 in which he was keeping the Town Council updated on matters relating to the impact of building work at Eden Gardens on his property. Cllr Gloria Wills was concerned that it was not clear from the information contained within Dr Larcombe's email what, if any, action DCC were undertaking in relation to this matter.

RESOLVED:

The Clerk to forward Dr Larcombe's situation to DCC Planning Enforcement Officers asking them to investigate this matter and provide a report back directly to the Town Council and Dr Larcombe. This letter will also be copied to both County Cllrs.

9.2 DM/17/02900/FPA Extension to Squash Club, Sedgefield Squash Club (email from Mr Steve Welton dated 8th May 2018):

The Clerk circulated to all an email from Mr Steve Welton dated 8th May 2018 in which he provided an update on the situation regarding the proposed extension at

Sedgefield Squash Club. Mr Welton requested the Town Council's support in progressing this matter. Cllrs who had attended the on-site meeting with representatives from DCC Planning and the Squash Club in December 2017 were very concerned that following such a productive meeting that the situation had not continued to progress in a positive manner. Cllr Gloria Wills expressed her concerns as to the additional costs now being incurred by the Squash Club in relation to this project.

RESOLVED:

Cllrs to consider the content of Mr Welton's email and this matter to be discussed at the Environment Committee meeting on Monday 21st May 2018.

9.3 Signage and Painting at The Corner House, Sedgefield (emails from Mr Roy Smeeton dated 8th May 2018 and Ms Sally McDyer dated 14th May 2018):

The Clerk circulated to all an email received from Mr Roy Smeeton dated 8th May 2018 in which he raised his concerns regarding the signage at The Corner House in Sedgefield's Conservation Area. The Clerk had duly forwarded this to DCC for investigation and circulated to all an email received from Ms Sally McDyer of DCC dated 14th May 2018. Cllrs noted Ms McDyer's comments that the Local Planning Authority are in discussions with the owner's agent regarding painting and signage at The Corner House. Ms McDyer is to keep the Town Council updated on this matter.

Cllr Allan Blakemore commented that several residents have contacted him directly regarding this matter and he suggested that a summary of Ms McDyer's email be disseminated through the Residents Database for information. Cllr Gloria Wills suggested that approval be sought from Ms McDyer to redact the personal data in the email and then to disseminate. Cllr Mel Carr commented that the sun dial on the front of The Corner House has now been painted over.

RESOLVED:

The Clerk to liaise with Ms McDyer and to keep Cllrs updated on this matter.

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 detailing the outcome of the meeting held between Town Cllrs and DCC Officers on 20th April 2018. The Town Council's Regulation 4 statutory consultation period commence3d on 9th April 2018 and will continue until 23rd May 2018. To date the Clerk has received two responses. Two meetings have been scheduled in early June, 6th and 7th, in order for the Town Council and DCC Officers to work through and consider the feedback received. The Clerk circulated to all for information a letter received from

Mr Stuart Carter of DCC dated 27th April 2018 in which he confirmed receipt of the Town Council's letter withdrawing the formerly inspected neighbourhood plan and stated that DCC remain committed to assisting the Town Council in progressing its current plan.

RESOLVED:

To receive this information.

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/18/01079/FPA – pitched roof extensions to sides and external alterations, Weterton House, Sedgfield:

Cllrs did not have any objection to this application.

11.2 DM/18/01107/AD – erection and display of non-illuminated pole mounted sales sign, land to the west of junction, Sedgfield:

Related to item 4.8, the Clerk reported that as requested by the Council at its last Environment Committee she had reported to DCC the Town Council's concerns regarding the significant unauthorized signage which was on display at the Stable Field. In response to this an email had been received from Mr Henry Jones of DCC on 4th May 2018 stating that he had passed a number of enquiries and concerns with respects to signage erected at the Taylor Wimpey site. The matter was being looked into by Mr Jones and his colleagues. Once a conclusion has been reached on the matter he would provide a full update to the Town Council. Cllrs expressed their frustration that in the interim a planning application has been made with no reference to this being retrospective despite the signage having been in place for several weeks. It was agreed that a letter of objection would be submitted as this signage is too big and detracts the eye of drivers causing a potential road safety hazard. Cllrs also noted that similar signage has now been erected in the nearby Avant Field, an area without actual planning permission giving passers by the impression that development on that location has already been approved when this is not the case. It was agreed that two separate letters be submitted to DCC, one relating to the above planning application and another to the new signage at the Avant Field with each letter containing a cross reference to the other.

11.3 DM/18/01125/FPA – single storey side/rear extension, 17 Greenside Close, Fishburn:

Cllrs did not have any objection to this application.

11.4 DM/18/01183/FPA – part two storey, part single storey rear extension, 18 Sycamore Road, Fishburn:

Cllrs did not have any objection to this application.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **MAY POLICY & RESOURCES**
of the **Council** held following the Monthly meeting in the
Council Offices, Sedgefield, on
Monday 14th May 2018

11.5 DM/18/01197/LB – erection of sign, 5 North End, Sedgefield:

Cllrs did not have any objection to this application.

RESOLVED:

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

Additional Planning Applications:

The Clerk circulated to all details of the following planning applications which had been published since the production of Committee packs:

DM/18/01093/FPA – first floor side/front extension, 4 Farfield Manor, Sedgefield

DM/18/01107/AD – erection and display of non-illuminated pole mounted sales sign, land to the west of the junction, Sedgefield

DM/18/01125/FPA – single storey side/rear extension, 17 Greenside Close, Fishburn

RESOLVED:

The above planning applications to be considered at the Environment Committee meeting on Monday 21st May 2018.

The Chair thanked everyone for attending and closed the meeting at 8.23pm.

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Vanessa Carmichael, Leo McCormack and Fiona Warrand.

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 is on the agenda of the Finance Working Group and will be progressed once the issue of the Council's banking arrangements have been finalized following the announcement of the closure of the Barclays Branch in Sedgefield. A recommendation report will be produced for a future P&R Committee meeting. The Clerk to keep Cllrs updated.

RESOLVED:

To receive the information.

3.2 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.

RESOLVED:

To receive the information.

3.3 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, however, the Group's priority at the moment is the General Data Protection Regulations with work on-going in this matter. See agenda item 7.4 for update on Data Protection Officer. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 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 the information.

3.5 Imprest Account

Barclays have confirmed the Council's Bank Mandate has successfully been updated. Documentation has been submitted to BT in order to amend the Town Council's direct debits and billing payments are now being taken from the Council's main account. The Clerk to instruct Barclays to close the Town Council's imprest account and to transfer the balance to the Council's main account. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Legal Issues (Butterwick Road Cemetery)

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, however, additional request paperwork has now been completed and returned by the Clerk along with payment.

An on-site meeting at Butterwick Road Cemetery between Town Cllrs and Ms Claire Hanson (Assets) and Mr Alan Glenwright (Highways) of DCC took place on Wednesday 28th March 2018 to consider the covenants on the land owned by DCC

and discuss a potential new access. The Council is now awaiting revised Heads of Terms from Ms Hanson and once received these will be considered in the first instance at a Butterwick Road Cemetery Working Group meeting (yet to be scheduled) in order that a recommendation can be brought to P&R. The Town Council had originally been informed that it would be in receipt of this information by the end of April, however, the Clerk had chased this matter and Ms Hanson had hoped it would be issued by the end of the week commencing 7th May 2018. To date no such information has been received, however, the Clerk has reiterated the urgency of this matter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Legal Issues (Bin Stores on Village Green)

The Clerk has made Ms Susan Porter of DCC aware of a further bin store near to the Post Office and requested an on-site meeting between a DCC representative and Town Councillors in order to discuss this matter. Ms Porter has confirmed receipt of this request and forwarded it to her Line Manager who is currently on annual leave. Ms Porter has reported that in terms of the bin stores which the Town Council has highlighted she can confirm that a DCC Officer has inspected them and that they do not require planning permission. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

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

Mr Steve Ragg of CDALC reported at the Larger Councils Forum meeting on 22nd February 2018 that he has now collated all feedback on the Charter and will be progressing this through the CDALC Executive working towards formal adoption. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Tree Work – Horse Chestnut

DCC have now given authorization for the proposed tree work to be performed on the Horse Chestnut tree in the grounds of Ceddesfeld Hall. The Clerk has informed AW Treecare and also informed the SCA as a courtesy. Cllr Alf Walton reported it is hoped this work will take place on either 22nd or 30th May 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Meeting with District Church Council Members

Due to staff absence the research day booked at the Durham Records Office to progress research into the matters raised during the recent meeting with District Church Council members has been cancelled. This will be rescheduled when staffing resources are available.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.11 Sedgefield In Bloom Group Matters

Cllr Alf Walton and the Head Gardener & Cemetery Superintendent are preparing a specification for a suitable medium sized tractor to accommodate the Town Council's needs and will present quotations to the Finance Working Group in the first instance for a recommendation to be brought to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 Treeworks in grounds of Ceddesfeld Hall

The Clerk has requested from AW Treecare a specific programme of works so that this matter can be considered again by the P&R Committee.

The Clerk to commence preparing a Corporate Plan and Asset Management Plan as time and resources allow. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 Town Council Trailer

The new Town Council trailer has now been purchased. The Finance Working Group are considering the merits of the original trailer being refurbished for use solely in the cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 General Data Protection Regulations

Work is ongoing with further meetings having taken place with members of the Policy & Records Management Working Group on 26th and 27th April 2018 to progress this matter. A detailed update/recommendation report will be presented to a future P&R Committee meeting. Note: CDALC have indicated that further GDPR training specifically for Larger Councils will be scheduled soon and this will be open to Cllrs as well as Officers. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Sedgefield Twinning Association

The Town Council's donation of £200 towards the 2018 twinning visit has been sent to Mrs Nancy Wells. See agenda item 7.1.

RESOLVED:

To receive the information and close this matter.

3.16 Hearing Scheduled – The Impeccable Pig, Sedgefield

The Clerk informed DCC that the Town Council would be represented at the Statutory Licensing Sub-Committee hearing on Tuesday 24th April 2018 by Cllr Gloria Wills. The Clerk reported that earlier that day she had electronically shared with all Cllrs the outcome of this hearing and this would be discussed at the Environment Committee meeting on Monday 21st May 2018.

RESOLVED:

To receive the information and to close this matter.

3.19 Fletcher Room – Additional Chairs

An order for 10 additional chairs for the Fletcher Room has now been placed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.20 Unsafe Memorials

The Clerk and Cllr Alf Walton have requested from Darnton and Young a quotation for the cost of laying down the unsafe memorials. Verbal costings have been received and will now be followed up with written quotations for consideration at a future P&R Committee meeting. Cllr Alf Walton reiterated his view that the large memorial, as a centre piece at the cemetery, should be made safe in a upright position. Cllr Gloria

Wills said it was important that the Council did not set any precedent for undertaking work on actual land which it does not own, i.e. when there is time remaining on a deed. The Clerk confirmed that no Cllrs have forwarded to the Clerk any other potential businesses from whom such quotations could be sought. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4. Public Participation:

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

5. Reports:

5.1 Cemetery Lodge Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Cemetery Lodge Update Report in which it was confirmed that the previous tenants have now vacated the property and Dowens are seeking new tenants. The Clerk will keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.2 Parish Hall User Forum Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Parish Hall User Forum Update Report. Minutes from the Forum meeting will be circulated to all when produced. The Estates Working Group will consider the issue of the timing and frequency of future Forum meetings.

RESOLVED:

To receive this information.

5.3 Six Monthly Lift Inspection Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report in which it was confirmed that the lifts in the Parish Hall and Ceddesfeld Hall had been successfully inspected and no defects found in accordance with the requirements of LOLER. The report contained details of future inspection dates.

RESOLVED:

To receive this information.

5.4 Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Council Compliments, Comments and Complaints Policy Recommendation Report by the Policy & Records Management Working Group.

RESOLVED:

To adopt the updated Compliments, Comments and Complaints Policy for 2018/19 and the Clerk to upload this to the Council's website.

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

6. Financial Matters:

6.1 2017/18 Year End Procedures Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2017/18 Year End Procedures Update Report. The Clerk confirmed that since the production of this report the Town Council's 2017/18 year end accounts have now been approved and work will commence in preparing the supporting information required to accompany the AGAR for submission to the External Auditors by 6th July 2018. The Clerk to keep Cllrs updated on this matter as well as the dates of the Council's Exercise of Public Rights.

RESOLVED:

To receive this information.

6.2 Sedgefield Town Council End of Year Accounts 2017/18 Internal Audit Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield Town Council End of Year Accounts 2017/18 Internal Audit Report to which was attached a copy of Mr Fletcher's report giving the Town Council Full Assurance. The Clerk reported that the Action Plan accompanying Mr Fletcher's report would be considered at the next Finance Working Group to which Mr Fletcher would be invited to attend. A date for this Working Group now needs to be scheduled. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.3 Internal Audit Findings Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Findings Report which was accompanied by Mr Fletcher's reports relating to Income Collection and Banking (Full Assurance), Corporate Governance Arrangements (Substantial Assurance) and Accounts Payable (Substantial Assurance). The Clerk reported that these reports would be considered at the next Finance Working Group meeting to which Mr Fletcher would be invited to attend. A date for this Working Group now needs to be scheduled. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.4 2017/18 VAT Reclaim Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2017/18 VAT Reclaim Report which detailed the amount of VAT being reclaimed by the Council from HMRC for the period 30th November 2017 – 31st March 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

6.5 2018/19 Year Opening Procedures Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2018/19 Year Opening Procedures Report. The Clerk reported that now the Council's 2017/18 year end accounts have been approved that telephone training with Edge IT will take place during the afternoon of Wednesday 16th May 2018 to officially close the 2017/18 financial package and re-open for 2018/19. At this point work will commence on bringing up to date financial information for the 2018/19 financial year, including financial information for the June 2018 Committee packs.

RESOLVED:

To receive this information.

6.6 Cheques for approval after 9th April 2018:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109185 to 109213. A further list was circulated detailing cheques 109214 to 109229. The Clerk highlighted that cheque number 109218 relating to the Sedgefield In Bloom Group would be considered under agenda item 8.2.

Cllr Alf Walton reported that emergency repairs had been required to the Town Council's tractor and whilst it had been possible to progress this matter on this occasion he requested that a spares account be created with Lloyds at Bishop

Auckland.

Cllr Gloria Wills commented that cheques 109188, 109189, 109100, 109192 and 109204 related to the spending of the Mayor's allowance which had been delegated from the Chair at the Council's AGM in May 2017. Cllr Wills said that the purpose of the delegation of this allowance from Chair to Mayor was to provide financial assistance to the person assuming the role of Mayor and be used for expenses such as travelling, attending events etc and not to be used for donations to charity. Cllr Wills explained that there are two separate accounts, one for the Town Council and one for the Mayor's Charity Fund, both with different signatories and therefore separate audit trails and accountability. Cllr Chris Lines said that this had not previously been articulated by the Town Council and said that during his time as Mayor he had made donations to other charities in lieu of attending external events. Cllr Allan Blakemore stated that whilst he had been Mayor some considerable time ago he had also undertaken the same approach to the spending of his allocated allowance, i.e. that any remaining monies at the end of his office were distributed to his chosen charities. Cllr Wills disagreed with this. Cllr David Brown, outgoing Mayor, said that no Mayor was given a job description or terms of office other than the objective to raise money for their chosen charities. Cllr Brown said he had used his allocated allowance prudently and efficiently in order to be able to ensure that chosen charities, both headline and local to Sedgefield, were supported as much as possible. Cllr Blakemore said it had always been the case that the spending of the Mayor's allowance was a decision for the Mayor. Cllr Alf Walton supported this. Cllr Wills said that there was no written procedure for such and she stressed that this was not personal as she felt the meeting was becoming heated and aggressive. Cllrs Alda Hummelinck, Mel Carr and Mark Cant proposed that a procedure be written for 2018/19 going forward to provide clarification for the Mayor and that this could be prepared by the Finance Working Group then brought back to the P&R Committee for approval.

Cllr Ann Carr proposed that cheques 109188, 109189, 109100, 109192 and 109204 be approved and a procedure prepared to assist the Mayor in 2018/19 onwards. This was seconded by Cllr Chris Lines. All Cllrs except Cllr Wills agreed. Cllr Wills said that she was not prepared to sign cheques 109188, 109189, 109100, 109192 and 109204.

RESOLVED:

- i) The Clerk to create a spares account with Lloyds at Bishop Auckland.**
- ii) All cheques were approved for payment.**
- iii) Cllrs Mel Carr and Wills plus the Town Clerk to duly sign the cheques with the exception of cheques 109188, 109189, 109100, 109192 and 109204**

iv) Cllrs Mel Carr and Blakemore plus the Town Clerk to duly sign cheques 109188, 109189, 109100, 109192 and 109204.

7. Correspondence:

7.1 Donation for Twinning Visit (letter from Mrs Nancy Wells):

Prior to the meeting the Clerk had circulated to all a letter from Mrs Nancy Wells on behalf of the Sedgefield Twinning Association thanking the Town Council for its recent financial donation.

RESOLVED:

To receive this information.

7.2 Nominations for President and Vice Presidents Positions (email from Mr Steve Ragg, CDALC dated 25th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC in which he was seeking clarification following Council AGMs of the two representatives from each Council to attend the CDALC AGM as well as nominations for the position of President and Vice Presidents.

RESOLVED:

i) The Clerk to notify Mr Ragg of the Council's election of Cllrs Allan Blakemore and Gloria Wills appointments as CDALC representatives.

ii) The Clerk to notify Mr Ragg of the Council's re-affirmation of Cllr Allan Blakemore's nomination as Vice President.

7.3 CDALC Communications (email from Mr Steve Ragg, CDALC dated 26th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC in which he was seeking direct email contact details for each Council Clerk and Chair in order to enhance existing communications channels.

RESOLVED:

The Clerk to forward to Mr Steve Ragg direct email contact details for Cllr Mel Carr.

7.4 Breaking and Important News about GDPR and the appointment of a DPO (email from Mr Steve Ragg, CDALC dated 26th April 2018):

Prior to the meeting the Clerk had forwarded to all an email from Mr Steve Ragg of CDALC in which he reported that the government has tabled an amendment to its Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint

a Data Protection Officer (DPO) under the General Data Protection Regulations. CDALC will continue to keep councils updated on this matter and should continue to progress their preparations for the new Regulations. The Clerk reported that considerable work has now been undertaken and is on-going with regards to this matter through the Policy & Records Management Working Group.

Cllr Allan Blakemore suggested that even if the requirement for a DPO is removed from the legislation for the town and parish council that the appointment of such a person could be seen as good practice.

RESOLVED:

To receive this information.

Cllr Gloria Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and said that if any members of the public and/or press had been present they would have been asked to leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission of Meetings) Act 1960).

8. Consideration of Reports Exempt from Public:

8.1 Butterwick Road Cemetery (letter from named member of the public dated 14th April 2018):

Prior to the meeting the Clerk had circulated to all a letter received from a named member of the public in which they expressed a complaint about an issue relating to an area of Butterwick Road Cemetery. This letter was discussed and it was agreed that members of the Estates Working Group would visit the Cemetery so that the matter could be considered at the Estates Working Group meeting in June 2018.

8.2 Sedgefield In Bloom Financial Balance:

The Clerk circulated to all a Sedgefield In Bloom Financial Balance Report and the balance of Bloom money held by the Town Council was agreed in order that cheque number 109218 could be approved and issued to the Bloom Group with immediate effect.

The Chair thanked everyone for attending and closed the meeting at 9.15pm.

SEDGEFIELD TOWN COUNCIL



COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **MAY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at 7 pm in the **Council Offices**, Sedgefield, on **Monday 21st May 2018**.

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

1. Apologies:

Cllrs. Mark Cant, Vanessa Carmichael and Julie Towler.

2. Declaration of interest:

Cllr Chris Lines declared a non-pecuniary interest in item 6.3 as a member of Sedgefield Harriers. No other Cllrs made any declaration of interest.

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.

RESOLVED:

To receive the information.

3.2 DRAFT Sedgefield Grant Funding Policy:

The Clerk is now investigating grant funding training opportunities for the Projects & Media Co-ordinator who will take on responsibility for grant funding from 1st April 2018. At this point work can re-start on finalizing a Grant Funding Policy. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the 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 the information.

3.4 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 the information.

3.5 War Memorial Update:

The Clerk reminded Cllrs that a grant application had been submitted to the War Memorials Trust by the Projects & Media Co-ordinator. Notification had just been received that the War Memorials Trust wished to defer a decision on this matter until 30th June 2018 to allow the Town Council to seek further quotes for the work being proposed. The Clerk confirmed that earlier that day she had issued through CDALC to all Town and Parish Councils in County Durham a request for recommendations for alternative providers. A number of suggestions have already been received and work will begin upon the Projects & Media Co-ordinator's return to work to action these. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Citizen of the Year 2017:

Mrs Sheila McMillan had been announced at the Town's Annual Meeting on Tuesday

8th May 2018 as the Citizen of the Year for 2017. A further letter is to be considered under agenda item 6.1.

RESOLVED:

To receive the information and to close this matter.

3.8 Terrace Hill Funding:

The Clerk had written to Sedgefield Harriers and Sedgefield Bowling Club asking for written progress updates from each regarding their respective projects related to Terrace Hill funding. The Clerk reported that progress updates had been received and would be considered under agenda items 6.2 and 6.3.

RESOLVED:

To receive the information.

3.9 Sedgefield Youth Club:

The Clerk has requested that the matter of young people writing a column for a forthcoming Sedgefield Extra, and when appropriate an entire edition to coincide with the Club's relaunch, be considered at the Management Committee's next meeting. Cllr Julie Towler to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 Sedgefield Youth Club – Co-op Local Community Funding Application

No further feedback has yet been received. The Projects and Media Coordinator to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.11 County Cllr Report:

The Clerk and Cllr Mel Carr had met for an informal meeting with County Cllrs Robinson and David Brown on 3rd May 2018. The Clerk reminded all that she had reported at the previous week's P&R Committee meeting that at the meeting on 3rd May 2018 reassurance had been given regarding the setting up of shows at the recent Mediaeval Fayre and that County Cllrs had also talked through what would be the content of the report they delivered at the Town's Annual meeting on 8th May 2018.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

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

Mrs Julia Bowles said that it was good to see council meetings advertised in the Northern Echo but would like to see all Committee agendas displayed on the website rather than just the Monthly Meeting agenda. She felt this would enable members of the public to decide if they wanted to attend based upon content. Mrs Bowles had previously asked for a publication to be circulated to all Cllrs for their consideration in which suggestions were given as to the type of information a council could share with the press and public. Currently Mrs Bowles felt that the most useful information shared with residents came via the weekly Sedgefield Round-up which Cllr Lines produced in a personal capacity. Cllr Allan Blakemore asked Mrs Bowles to clarify what additional information she would like to see on the Council's website and she replied agendas for all Council Committee meetings as well as draft minutes.

Mrs Helen Clifford-Brown said she felt that it was often very difficult for a member of the public attending to observe a Council meeting to fully understand all the issues being discussed and that often an appreciate of history and linkages between issues was required. Mrs Clifford-Brown felt that in the past it was much easier to understand Council meetings. Cllr Allan Blakemore suggested that it was possible that in the past the Council had far fewer issues to deal with and those did not have the complexity of many issues now required for consideration.

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

Further to comments made by Mrs Bowles, Cllr Ann Car asked it was possible for the Council to place watermarked draft minutes onto its website before they are ratified at Monthly Meetings. Cllr Blakemore said that this matter had been discussed previously by the Council but not all Cllrs had been happy with the thought of non-ratified minutes being freely available. The Clerk confirmed that this matter was already on the agenda of the Council's Policy & Records Management Working Group for consideration, however, it had been agreed by Council that this Group's priority was to oversee the preparations for the General Data Protection Regulations.

5. Reports:

5.1 Snow Party Ice Rink Update Verbal Report by Cllr Allan Blakemore:

Cllr Allan Blakemore reported that since the last Community Development & Engagement Committee he had been informed that the company who had been able to supply an ice rink in the Town to coincide with the Snow Party had withdrawn their

offer as they had received a full weekend booking elsewhere. At this late stage it would not be possible to find an alternative provider for such a facility. Cllr Blakemore had spoken directly to County Cllrs John Robinson and David Brown and both had said they were still happy to support another project linked to the Snow Party event to the amount of £1,000 from each. Cllr Blakemore reported that he would now work with the Projects & Media Co-ordinator to investigate other potential projects so that costings could be obtained.

Cllr Alf Walton reported that several years ago he and Cllr Gloria Wills had investigated the option of having an indoor ice rink as part of the Snow Party event and to have this available to the public for a longer period of time than just the timing of the Snow Party event. Cllr Blakemore replied that he had only received support from the SCA Executive for an ice rink to be placed in the car park area at Ceddesfeld Hall for one day, however, he agreed that the provision of an ice rink was an expensive item and hosting such for a longer period of time would benefit the community and gain potential economies of scale. Cllr Blakemore suggested that if this was a project which the Town Council wanted to explore for future years then the SCA Executive should be involved if such a facility was to be put on the car park area at Ceddesfeld Hall. Cllr Mavis Wayman suggested that as such facilities are obviously booked well in advance that the Town Council start to consider this matter now for the 2019 Snow Party. Cllr Blakemore agreed but reminded all that such a financial decision could only be made by P&R Committee. The Clerk suggested this matter be put onto the agenda for the next Finance Working Group to consider. Cllrs agreed.

RESOLVED:

- i) Cllr Blakemore and the Projects & Media Co-ordinator to investigate other potential attractions for this year's Snow Party and to bring a recommendation to a future Community Development & Engagement Committee meeting.**
- ii) The Clerk to place the issue of a potential ice rink for the 2019 Snow Party onto the agenda of the next Finance Working Group meeting.**

5.2 Summer Coach Trip Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Summer Coach Trip Update Report. The Clerk informed Cllrs that since the production of this report this trip, which now comprises of two coaches, has been sold out. A detailed report giving income and expenditure costs will be presented to the Community Development & Engagement Committee meeting after the trip on 28th June 2018.

RESOLVED:

To receive the information.

5.3 Sedgefield Youth Club – DCC County Cllr Funding Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Sedgefield Youth Club – DCC County Cllr Funding Update Report by the Projects & Media Co-ordinator in which it was reported that a confirmation had been received from the AAP that a cheque would be issued soon. The Clerk reported this cheque would be made out to the Town Council who would then purchase the equipment requested by the Youth Club as they do not have a dedicated bank account at time time. The Clerk to keep Cllrs updated on this matter.

Cllr Gloria Wills asked if it was know why it had taken such a long time for this money to be released and questioned in light of this would it have been better for the Town Council to have paid directly thereby ensuring that young people could have already received several months of benefit from purchased items? The Clerk confirmed that Cllrs previous concerns regarding this lengthy process have been fed back to the AAP and Cllr Mel Carr confirmed that he had taken these concerns directly to the AAP Board.

RESOLVED:

To receive the information.

5.4 Sedgefield Youth Club Management Committee Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Projects & Media Co-ordinator had circulated to all an update report regarding the Sedgefield Youth Club Management Committee. The Clerk confirmed that the Management Committee's most recent meeting had taken place on Monday 14th May 2018 and minutes from this meeting will be circulated to all when produced. Cllr Julie Towler had chaired the meeting. Cllr Chris Lines reported that young people and youth workers were in attendance at the recent Committee meeting and are still very enthusiastic for this Club. He confirmed that the young people attending the youth club and the youth workers have already got a wish list of items which they would like to purchase once funding is received from County Cllrs. Once such items have been purchased then the youth club will be re-launched in the Autumn to attract further members. Cllr Gloria Wills reminded Cllr Lines that the Youth Club is able to apply for additional funding from the Community Chest should they so wish. Cllr Lines to take this matter back to the Youth Club Management Committee.

RESOLVED:

To receive the information.

6. Correspondence:

6.1 Citizen of the Year 2017 (letter of thanks from Mrs Sheila McMillan):

The Clerk read out a letter of thanks from Mrs Sheila McMillan following her recent announcement as Citizen of the Year for 2017. The Clerk confirmed that a copy of the letter had also been sent to Sedgefield Rotary Club and Sedgefield Development Trust as co-sponsors of this event.

RESOLVED:

To receive the information.

6.2 Terrace Hill Funding – Sedgefield Bowling Club Update (letter from Mrs Sheila Sutherland dated 10th May 2018):

6.3 Terrace Hill Funding – Sedgefield Harriers Update (letter from Mr Ean Parsons dated 9th May 2018):

Further to item 3.8 the Clerk circulated to all copies of a letters received from Mrs Sheila Sutherland on behalf of the Sedgefield Bowling Club reporting the progress being made by the Club towards their aim of having an outdoor green in the Town and from Mr Ean Parsons on behalf of the Sedgefield Harriers reporting their progress towards a running track in the Town. Cllrs considered the content of both letters. Cllr David Brown proposed that each group be given a further 6 month extension to their claiming deadline for Terrace Hill money and if the money was unclaimed by that time then they be asked for a further written update. Cllr Allan Blakemore seconded this proposal. All Cllrs agreed.

RESOLVED:

The Clerk to inform Sedgefield Bowling Club and Sedgefield Harriers that their extension for claiming their respective Terrace Hill funding allocations is extended until 30th November 2018 and if it is unclaimed by that time they will be requested to supply a further written progress update to the Community Development & Engagement Committee.

The Chair thanked everyone for attending and closed the meeting at 7.23pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **MAY ENVIRONMENT** of the
Council held following the Community Development and
Engagement committee in the **Council Offices**, Sedgefield, on
Monday 21st February 2018.

Present

Cllr. Alf Walton (Chairman) and

Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Alda
Hummelinck, Chris Lines, Mavis Wayman and Gloria Wills

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies

Cllrs. Mark Cant, Vanessa Carmichael and Julie Towler.

2. Declaration of interest

None.

3. Matters of Information:

3.1 Tractor Maintenance Report:

Cllr Alf Walton and the Head Gardener & Cemetery Superintendent have prepared a specification for the tractor required by the Town Council and several quotes have been obtained as well as viewings of potential machines. Cllr Walton has forwarded quotes to date to the Town Clerk. Cllr Walton said that he went with the Head Gardener & Cemetery Superintendent plus Gardener to see if they fit on the Tractor. He said he had obtained quotes for the new tractor. He said there was a Ford New Holland, 40HP which the Head Gardener & Cemetery Superintendent felt was needed for the trailer. He also obtained quotes for a loader. The Head Gardener & Cemetery Superintendent did not want to overload the amount we needed from the Council however the loader would make it more versatile, definitely. He then stated there was just one thing to add. He said that he was allocated to do this with the Head Gardner & Cemetery Superintendent, and a certain member of the Council had been to Lloyds enquiring about prices of tractors. Cllr Wills responded and said 'yes, so?' and Cllr Walton replied, 'well who is doing it, you or me?'. Cllr Wills stated that she was not doing anything, and as a councillor she is allowed to ask questions just as any other councillor can. She was actually buying a mower, and it had nothing to do with

Cllr Walton. Cllr Walton then suggested that brought him on to other things, and Cllr Wills invited Cllr Walton to say what he needed to say. Cllr Walton stated that he had been informed by Lloyds that Cllr Wills had been looking to do a deal with Lloyds with two tractors, suggesting that one was for her, and he felt that was most inappropriate. He continued by saying that he had informed them, (Lloyds) that 'if you want to do a deal with Cllr Wills we won't be getting a tractor'. Cllr Wills completely disagreed with this statement, and said she was not doing anything as she was already aware that Cllr Walton was seeking quotes. Cllr Wills said she had no mandate to do any deals and neither did Cllr Walton. Cllr Wills said she was not answerable to Cllr Walton, she said, 'we are all answerable to this Council and any decisions should come to this table'. If anyone wanted to bring a quote in then that would be acceptable. The Clerk requested that all quotations be forwarded to her as soon as possible in order that this matter would be discussed at the June 2018 Finance Working Group meeting and a recommendation report prepared for consideration at a future P&R Committee meeting.

RESOLVED:

To receive the 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. To monitor this situation.

RESOLVED:

To receive the 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 received. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the 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 the information.

3.5 Location of Stones/Boulders:

Cllr Alf Walton reminded Cllrs that Darnton & Young have informed the Town Council they are not interested in quoting for this work but an alternative contractor has been found. A discussion has taken place and they will duly be providing the Town Council with a quotation, however, they have advised that the cost of installing new kerb stones alongside the road over the central village green area to enable existing stone/boulders to be moved back will not be cost effective when considering the final amount of additional space created. The Clerk reminded all Cllrs that even though quotations were being sought no decision had been made as to whether such work should go ahead, instead it had been agreed that once quotations were obtained this matter would be considered by the Estates Working Group and if felt appropriate a recommendation brought to a future Environment Committee meeting.

RESOLVED:

The Clerk to put this matter onto the Estates Working Group agenda once a quotation(s) has been received.

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 the information.

3.7 2018 Mediaeval Fayre:

The Clerk reminded Cllrs that she had conveyed information at the previous week's P&R Committee meeting from County Cllr John Robinson in relation to the recent Mediaeval Fayre which had taken place on Saturday 19th May 2018. The Clerk confirmed that no show rides had set up on the village green prior to 9am as requested.

RESOLVED:

To receive the information and to close this matter.

3.8 Willows at Station Road Playing Field:

Letters agreed by the P&R Committee to all residents whose properties border onto Station Road Playing field have now been issued. Within those letters are references

to the willows. The Estates Working Group to continue to monitor Station Road Playing Field and bring any matters of note back to a future Environment committee meeting.

RESOLVED:

To receive the information and close this matter.

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 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. Cllr Allan Blakemore, the Town Council's Pub Watch representative, said that he would raise this matter at the next Watch meeting.

RESOLVED:

To receive the information.

3.10 Butterwick Road Cemetery Expansion Project:

The Butterwick Road Cemetery Working Group continue to progress and investigate this matter. The Clerk reminded all that despite sending multiple requests for updates no information had been forthcoming from DCC's Assets Team regarding the land which the Town Council wishes to purchase for this project. Cllr Gloria Wills reported that following the recent on-site meeting with DCC Officers a preliminary sketch of the potential new access for the cemetery had been submitted to Mr Alan Glenwright of DCC for comment. He had duly provided feedback and work is ongoing to update those plans. The Clerk confirmed that once information has been received from DCC regarding the land a Butterwick Road Cemetery Working Group meeting will be scheduled so that revised terms/costings can be considered as well as the access sketch in order that a recommendation can be taken to the &R committee.

RESOLVED:

To receive the information and close this matter.

3.11 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 STC Cllrs plus representatives from the SCA and Development Trust once a meeting date has been identified. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 Station Road Playing Field:

Mr John Reed of DCC to inform the Town Council when a date is known for vertidrainning Station Road Playing Field.

The Clerk has written to Mr Neil Carter of DCC requesting information on the potential of 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 the information.

3.13 Public Participation:

The Clerk has reported to DCC Mrs Mildred Howell's request for the dog bin along West Park Lane to either be emptied more regularly or replaced by a larger bin. In addition, the Clerk has also reported Mrs Howell's concern that there is no longer a waste bin between Barclays Bank and the shop opposite the Lane. A response is now awaited. Cllr Mel Carr is investigating the ownership of the cobbled area behind the Hardwick Arms as identified by Mrs Howell as being in a poor state. Cllr Mel Carr reported that the new owners of the Hardwick Arms have now power-washed this area and could well refurbish it further in the future. It was agreed that this area is now much more presentable. The Clerk reported that at the recent Estates Working Group meeting the matter of bus shelters in the Town had been considered. It was noted that there was confusion as to whether or not the bus shelter outside the Turners site (before turning onto Woodland Mews) had already been cleaned by another organisation. Cllr Alf Walton reported that he is currently working his way around all of the Town's bus shelters and noting their condition so that a plan of action can be produced at the Estates Working Group meeting in June 2018. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.14 Bollards at Winterton Park:

The Clerk has submitted a request to DCC Officers to progress the recommendation of installing two metal bollards between the houses allowing ample space for pushchairs etc. to gain access. Once a date has been arranged for such a meeting an

invitation will be extended to all Cllrs.

RESOLVED:

To receive the information.

3.15 Unauthorised Coppicing of Trees – Station Road Playing Field:

The Estates Working Group to continue to monitor Station Road Playing Field and bring any matters of note back to a future Environment Committee meeting.

RESOLVED:

To receive the information and to close this matter.

3.16 Public Participation re: Spring Judging:

Spring Judging for the Northumbria In Bloom competition took place on Friday 20th April 2018. This was a very successful visit with the judges being impressed with what they saw. The Clerk to keep Cllrs updated regarding main competition judging once known.

RESOLVED:

To receive the information and to close this matter.

3.17 The Black Lion:

The Clerk has written to Mr Tim Wilks of The Pickled Parson of Sedgefield Ltd making him aware that the land to the front of the Black Lion belongs to DCC and advised that he contact them directly.

RESOLVED:

To receive the information and close this matter.

3.18 Letter from Swinburne Maddison:

The Clerk has written to Ms Karen Robson of DCC and Swinburne Maddison requesting that discussions regarding new premises licence take place between the applicant and Licensing Authority directly.

RESOLVED:

To receive the information and close this matter.

3.19 Dead Tree, Station Road Playing Field:

The Clerk has written to Ms Wright giving the Town Council's agreement to this work providing the resident provides full details of who will be performing the work, what

work will be undertaken and when plus an assurance that all debris will be removed from the site immediately. See agenda item 6.5 for continuation.

RESOLVED:

To receive the information.

3.20 Picnic Tables outside The Pickled Parson of Sedgefield:

The Clerk had forwarded to the Town Council's solicitor copies of photographs taken showing the picnic tables on village green land and asked for advice as to what actions should be next taken and if this is a form of trespass, clarification on the Town Council's rights and whether ground rent should be charged. A response has been received and would be considered under agenda item 6.6.

The Clerk had forwarded to DCC's Environmental Health and Licensing Departments copies of the photographs showing the bins outside The Pickled Parson and asked them to investigate the matter. A response was received from Ms Kelly Gilmore-Craze of DCC's Environmental Health confirming receipt and that this matter had been forwarded to Neighbourhood Wardens to investigate and provide a report back. Such Wardens could be able to advise regarding regularity of collection or bin numbers/locations. Cllr Ann Carr commented that bins are now being taken from the Pickled Parson to the Corner House so as to reduce the amount of rubbish outside the property. The Clerk to keep Cllrs updated on this matter when further information is received from DCC.

The Clerk reported that Mr Stephen Roper had verbally expressed his concerns regarding the skip which had been located outside The Pickled Parson for several months and had asked if the Town Council had given permission for this. Mr Roper had also asked if this skip was for business purposes rather than building removals. Finally, he questioned why this skip did not have illuminated warning lights around it due to the proximity of passing traffic. The Clerk had confirmed to Mr Roper that no permission had been sought from, or given by, the Town Council. Cllr Alf Walton reported that when he had looked the skip it appeared to be being used for general rubbish purposes. Cllr Mel Carr reported that the skip had been in-situ for approximately seven months but had now been removed.

RESOLVED:

To receive the information.

3.21 Bins outside the Pizza Castle:

The Clerk has written to the owner of the Pizza Castle enclosing a copy of the photographs asking them to investigate the matter of open bins and provide a

response. A response is now awaited. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.22 Current Planning Applications:

Comments on planning applications DM/18/00716/FPA, DM/18/00717/FPA, DM/18/00913/FPA, DM/18/00922/FPA, DM/18/00827/FPA and DM/18/01028/FPA were forwarded to DCC Planners.

RESOLVED:

To receive the information and close this matter.

4. Public Participation:

The Chairman, Cllr Alf Walton, closed the meeting whilst the public gave their views and comments.

Mrs Julia Bowles was pleased to report that the previous weekend had seen another very successful Mediaeval Fayre take place in the Town. The pubs had been open for the weekend and seemed to be very busy. Mrs Bowles expressed her disappointment at this disgraceful state of the Town following this event with glass and litter strewn around. Mrs Bowles hoped that the Town Council would press for better conditions. Mrs Bowles concluded by saying that she hoped the Town Council would request DCC take enforcement action to remove the large advertising sign at the Taylor Wimpey site.

Mrs Liz Mitchell said that she understood that anyone drinking outside of a pub was not allowed to do so with a glass glass, however, she had personally witnessed this outside The Corner House (formerly Black Lion) over the preceeding weekend.

Mr Howard Smith reported that he also attends the Town's Pub Watch meeting and had heard directly from the new managers at The Corner House that they would be very strict about activities immediately outside their property. Mr Smith was disappointed to note that he had heard reports of bad behavior outside the property and would be feeding this back himself directly to the Pub Watch forum. Mr Smith also noted there had been lots of public comments regarding the new colour scheme at The Corner House which fall within the Conservation Area.

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

The Clerk reiterated that, on behalf of the Town Council, Cllr Allan Blakemore would also be

raising at the next Pub Watch meeting the matter of glass glasses not being allowed outside premises. In addition he would also raise concerns regarding broken glass and litter being strewn around. The Clerk reported that County Cllr John Robinson had informed her that Mediaeval Fayre volunteers had noted that significant amount of litter and glass outside The Corner House and reported this directly to DCC. It was stressed that this was not litter left by activities taking place on the village green areas as part of the actual Fayre. Finally, the Clerk reported that following a discussion at last week's P&R Committee meeting regarding the current investigation underway by DCC in relation to the signage and colour of the new Corner House, she had spoken to Ms Sally McDyer to enquire if it was possible to issue a copy of her email dated 14th May 2018 with redacted personal information through the Residents Database. Ms McDyer requested that instead of this approach Town Councillors verbally reassure residents that an investigation is underway and discussions are taking place directly with the owner's appointed agent. If residents have further concerns or issues they be advised to report them directly to DCC. Cllrs noted this updated advice.

5. Reports:

None.

6. Correspondence:

6.1 Tree Maintenance (email from Mr Brian Mulligan dated 10th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Brian Mulligan dated 10th April 2018 which related to maintenance of trees on the Town Council's owned land at Mitford Court.

RESOLVED:

The Clerk to schedule a meeting on-site with DCC's Tree Officer and to invite Town Cllrs and Mr Brian Mulligan in order to discuss whether further crown-lifting work is required in this area.

6.2 Sedgefield In Bloom (minutes of meeting held 4th April 2018):

Prior to the meeting the Clerk had circulated to all copies of the Sedgefield In Bloom Group's minutes from their meeting on 4th April 2018. Cllr Mel Carr noted that within item 10 of those minutes were concerns regarding the impact of an individual resident's car parking upon the nearby village green. Cllrs noted that previously the Town Council had written to this individual requesting that they park considerately.

RESOLVED:

The Clerk to write again to the resident concerned requesting that they are considerate when parking their vehicle so as not to damage the village green.

6.3 Overgrown Trees (email and accompanying photographs from Mr Robert Darroch dated 20th April 2018):

Prior to the meeting the Clerk had circulated to all a copy of an email and accompanying photographs from Mr Robert Darroch dated 20th April 2018 in which he complained about overgrown trees encroaching on his property. Cllr Mel Carr reported that he had investigated this matter and the land in question does not belong to the Town Council therefore Mr Darroch needs to liaise directly with the owners of both the properties he has identified in his email.

RESOLVED:

The Clerk to write to Mr Darroch and request that he liaise directly with the owners of Barrington Lodge and Shute House in order to progress this matter. The Clerk also to provide information as to how Mr Darroch can progress the issue of blocked light from a nearby lamp-post.

6.4 Land at Mitford Court (email from Ms Julie and Mr Stephen McGuire dated 26th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Julie and Mr Stephen McGuire dated 26th April 2018 regarding Town Council owned land at Mitford Court and the letter which they recently received from the Council regarding this area of land. Cllrs agreed that thanks should be expressed for their work in keeping this area clear of litter and invite them to also attend the on-site meeting to be scheduled with the DCC Tree Officer as discussed under agenda item 6.1.

RESOLVED:

The Clerk to invite Ms and Mr McGuire to the yet to be scheduled on-site with DCC's Tree Officer, Town Cllrs and Mr Brian Mulligan.

6.5 Cherry Tree, Station Road Playing Field (email from Mrs Jayne Wright dated 30th April 2018):

Prior to the meeting the Clerk had circulated to all an email from Mrs Jayne Wright dated 30th April 2018 in relation to the Cherry Tree at Station Road Playing Field at the back of her property. Cllrs notes that Mrs Wright had already completed work in her own garden.

RESOLVED:

No further action to be undertaken in relation to this matter but instead to ask Mr Alex Walker of AW Treecare to look at this particular tree the next time that he is working at Station Road Playing Field.

6.6 Sedgefield Town Council – Central Village Green (emails from Mr Ian

Shuttleworth, Hodgson & Angus part of the Barrington Law Partnership dated 1st May 2018):

Prior to the meeting the Clerk had circulated to all emails from Mr Ian Shuttleworth of Hodgson & Angus part of the Barrington Law Partnership dated 1st May 2018 in which responses were given to the Town Council's questions posed to him relating to the picnic tables which have been sited on the central village green area adjacent to The Pickled Parson. Cllrs noted that since these questions had been posed there have been six 30ft trees in six one metre square tubs sited around the property. The Town Council has a very clear policy that there are to be no further trees on Town Council owned land, and this land is very clearly registered as village green. Cllrs questioned if it was even allowed to have trees immediately next to a Grade II listed building. The Clerk reported that further to the emails previously circulated that Mr Shuttleworth had also suggested that a further meeting directly between himself and Town Council representatives would be useful. Cllr Allan Blakemore felt that such a meeting was the only way forward as he felt the owner of the Pickled Parson is ignoring all rules relating to village green despite the Town Council's attempts to make him aware of these. Cllrs agreed that such a meeting take place.

Cllr Alda Hummelinck felt that the picnic tables were a nice addition to the area but accepted comments made by other Cllrs that the siting of such set a very dangerous precedent for the potential misuse of other areas of village green in the Town.

Cllr Ann Carr expressed her concern regarding the litter and broken glass which is being left outside the property as a result of the tables being in-situ.

Cllr Mavis Wayman said that a consistent approach across the Town was essential. Cllr Gloria Wills said it was important to understand the correct legal position regarding these matters and that whilst settings may look fine aesthetically an area of registered village green cannot be used as an extension of a business premise. Cllr Wills said it was essential that the Town Council acted in the correct legal manner regarding this matter. Cllr Mel Carr agreed and said the Town Council had a duty to manage village green areas correctly. He expressed his concerns regarding the litter outside this property and the lack of cleaning up of such. Cllr Mel Carr also noted that the Pickled Parson have not applied for, or obtained, a Café or Table Licence which is the type of licence required for the siting of such tables and even if one was obtained this would be for the type of tables and chairs which are portable being removed from the site at the end of each day. Cllr David Brown said there is very clear legislation relating to village greens and it was important that legal advice was sought and followed.

RESOLVED:

The Clerk to schedule a meeting between Mr Shuttleworth, herself and Cllrs Mel Carr and Gloria Wills to discuss this matter and to keep the Town Council updated.

6.7 Plot 1 Butterwick Allotments (letter from Mr Peter Simcock dated 30th April 2018):

Prior to the meeting the Clerk had circulated to all a letter from Mr Peter Simcock in which he was requesting clarification as to the definition of a full sized allotment plot. In addition to this matter the Clerk reported that recently she and the Projects & Media Co-ordinator had attended allotments training organized by CDALC. This had been very good and as a result of this there were a number of matters that required discussion and consideration for possible inclusion in the Council's Allotments Rules and Regulations. The Clerk stressed such matters were not in response to any current problems but following advice certain matters should be stated clearly in advance so as not to generate certain problems in the future. Cllrs agreed.

RESOLVED:

- i) Cllr Walton and the Projects & Media Co-ordinator to draft a response to Mr Simcock and this draft then to be considered at the June 2018 Estates Working Group before being issues.**
- ii) An Estates Working Group meeting be scheduled for the near future at which only allotments issues are discussed.**

6.8 Sedgefield In Bloom Group (minutes of meeting held 2nd May 2018):

The Clerk circulated to all for information the minutes from the Sedgefield In Bloom Group's meeting held on 2nd May 2018.

RESOLVED:

To receive this information.

6.9 Sedgefield In Bloom Group Offer of Help:

The Clerk reported that earlier that day she had received an email from Mr Howard Smith on behalf of the Sedgefield In Bloom Group in which he offered the Bloom's help in assisting the Town Council's Gardener over the coming weeks while the Head Gardener & Cemetery Superintendent will be absent from work. The Clerk had thanked Mr Smith for this offer.

RESOLVED:

To receive this information.

6.10 Headstones in St Edmund's Churchyard:

The Clerk reported that she had received an email from Ms Rachel Stephenson, Parish Administrator, making her aware of damage with silver spray paint to the wording on several headstones in the churchyard at St Edmund's. The Clerk had requested Ms Stephenson report this matter directly to the Police. This has been done, the Police have visited the area and issued a crime reference number. The Clerk had requested the Head Gardener & Cemetery Superintendent to look at the relevant headstones to ascertain how such spray could be removed. Cllr Allan Blakemore suggested that if such spray could not be removed in-house then consideration be given to approaching DCC to see if they could assist. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

ADDITIONAL ITEMS:

A1: Hearing Decision – Impeccable Pig, Sedgefield – Ramside Estates (email from Ms Karen Robson, DCC dated 11th May 2018):

The Clerk reported that she had circulated to all Cllrs electronically the above email with attached notice of determination. Cllrs had been asked to consider this information and to raise any issues of concern at this meeting. All Cllrs reported that they were happy with the outcome of the recent hearing and thanked Cllrs Mel Carr and Gloria Wills for their hard work and attendance at this meeting. Cllr Wills said that she felt that the licence granted was a very good response by DCC's Licensing to the matters highlighted by the Town Council and residents.

RESOLVED:

Cllrs did not have any objections to the Hearing Decision and Notice of Determination.

A2: Current Planning Applications:

DM/18/01093/FPA – first floor side/front extension, 4 Farfield Manor, Sedgefield:

Cllrs did not have any objection to this application.

DM/18/01107/AD – erection and display of non-illuminated pole mounted sales sign, land to the west of the junction, Sedgefield:

Following on from discussions at the previous week's Monthly Meeting in relation to the above planning application Cllr Mel Carr noted that earlier that day a similar planning application (DM/18/01469) had been submitted for the erection of signage on the Avant Field which is already in-situ. It was noted that for both these applications the request was made within them for such signage to remain in place until 2024. In addition to Cllrs concerns regarding a distraction to drivers and the subsequent road safety implications, it was also noted that the sign on the Avant Field gives the impression that planning permission has already been granted for that site when this is not the case. Cllrs believed there is already sufficient advertising signage in this area of the Town. Cllr

David Brown questioned whether it was appropriate for determination to be made by delegation to an Officer and suggested that the Town Council consider calling these applications in for consideration by full planning committee. Fellow Cllrs thought that this approach would not be a good use of time and resources, however, it was agreed that if permission for the siting of these signs was granted then this should be limited to a period of 3 years only and not to 2024. It was agreed that the Clerk request a meeting with a relevant DCC Officer so that this matter, and any signage, be discussed rather than the current situation of signs being allowed to appear and then planning permission be sought retrospectively. The Clerk to schedule such a meeting and issue an invitation to all Cllrs.

DM/18/01125/FPA – single storey side/rear extension, 17 Greenside Close, Fishburn:

Cllrs did not have any objection to this application.

RESOLVED:

- i) The Clerk to forward to DCC Planning Officers the Council's comments on the above planning applications.**
- ii) The Clerk to set up a meeting with a DCC Officer to discuss advertising signage for housing developments.**

A3: DM/17/02900/FPA Extension to Squash Club, Sedgefield Squash Club, Ceddesfeld Hal (email and accompanying designs from Mr Steve Welton dated 8th May 2018):

The Clerk reminded Cllrs that she had circulated to all at the previous Monthly Meeting the above documentation from Mr Steve Welton and it had been agreed to discuss this matter further at this meeting. Cllrs expressed concerns that following a very positive on-site meeting in December 2017 at which Town Councillor, an array of DCC Officers and Squash Club representatives were present this situation has not progressed as it was agreed. Cllrs also expressed concerns that additional delays are now costing the Squash Club in terms of reduced grant funding opportunities and increasing building costs. Cllrs felt that they needed clarification from DCC's Tree Officer as to why new conditions are now being put in place.

RESOLVED:

The Clerk to write to Ms Hilary Sperring, DCC Planning Officer, and Mr Simon McGinnety, DCC Tree Officer with a copy to Mr Steve Welton asking for clarification as to why new conditions are now being put in place.

The Chair thanked everyone for attending and closed the meeting at 8.32pm.