

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER**
MONTHLY MEETING of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday**
8th October 2018

Present **Cllr. Mel Carr (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Vanessa Carmichael, Ann Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Alfred Walton and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Julie Towler, Fiona Warrand and Gloria Wills.

2. Declaration of interest:

Cllr Chris Lines declared an interest in Item 10 as one of the planning applications related to his property. No other Cllrs made any declaration of interest.

3. STC Minutes / Committee Reports:

a. Minutes of the Special Meeting held Monday 10th September 2018:

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

b. Minutes of the Monthly meeting held Monday 10th September 2018:

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

c. Minutes of the P&R Committee held Monday 10th September 2018:

The Clerk reported that in relation to item 6.1 of the P&R Committee meeting minutes proposed wording amendments has been submitted and these were circulated for consideration. Cllrs considered these. Cllrs agreed that the claimant had not been named during discussions at the meeting and this reference should be removed. Whilst it was questioned why certain elements only were being requested to be shown in verbatim style when this is not the purpose of Council minutes the following amendment to the 4th paragraph of item 6.1 was agreed:

“Cllr Gloria Wills said she had already asked members to retain the copy of their Environment Committee minutes Item 3g, from the Monthly Meeting. She referred Cllrs to cheque number 109368 related to several tree work matters, and one in

particular was the removal of an Ash tree which had been felled at Station Road Playing Field. This had been brought to her attention by a resident who was extremely concerned that the tree had been cut down by the Council. Cllr Wills showed Cllrs a photograph of the felled tree. Cllr Alf Walton said he had cut the tree down because a resident had been pestering the Council staff about it, every half hour. Cllr Wills suggested that if that was the case why had the Town Clerk not rung the Police as it would be harassment. The Town Clerk said that she was on leave at the time. Cllr Walton said that a sizeable branch from this particular tree was overhanging the garage at this property and by removing the branch alone would have left the tree unstable. Cllr Wills said that Cllr Walton could not do this as he had no authority and he was not insured and no decision had been made by the Council. Cllr Walton said, "Well it's done now and you should be glad I saved some money". He also referred to Cllr Wills "scoring brownie points". Cllr Wills said that the minutes of the July meeting showed that a report was to come back to the Committee for a decision therefore it was obviously not an emergency. Cllr Wills objected strongly to Cllr Walton's actions and said that all emergency powers should go through the Town Clerk and that if the Council had decided to seek quotations these must be sought and considered in the first instance in accordance with due process. Cllr Wills said that she did not wish to see any similar actions in the future. The Clerk proposed the Estates Working Group be tasked with reviewing how the Council inspects trees and footpaths. Cllrs did not make a decision on the Clerk's proposal".

With the inclusion of the above amendment, these were confirmed as a correct record. (M Cant / M Carr)

d. Minutes of the Finance Working Group held Friday 14th September 2018:

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

e. Minutes of the Personnel meeting held Monday 17th September 2018:

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

f. Minutes of the Environment committee meeting held Monday 17th September 2018:

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

g. Minutes of the Community Development & Engagement committee meeting held Monday 17th September 2018:

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

h. Minutes of the Estates Working Group held Monday 24th September 2018:

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

i. Minutes of Fireworks Working Group held Monday 24th September 2018:

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

j. Minutes of Butterwick Road Cemetery Working Group held Monday 24th September 2018:

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

k. Minutes of Policy & Records Management Working Group held Thursday 27th September 2018:

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

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

4. Matters of Information:

4.1 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 instances of such activity.

RESOLVED:

To receive this information.

4.2 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 have been received and considered from Mr Hogg and Mr Wilson. No response has yet been received from Mr Barton.

This matter was discussed at the Larger Councils Forum meeting on 24th May 2018. At this meeting several other Councils expressed their concerns. It was agreed to review this matter and impact in 6 months' time (i.e. November 2018) by asking the Police for operational data comparison.

RESOLVED:

To receive this information.

4.3 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 this matter.

RESOLVED:

To receive this information.

4.4 Response to Policing Changes:

The Clerk has written to Mr Ron Hogg, via Ms Sweety Sahani, and informed her of the decision made at the Larger Councils Forum meeting to monitor the impact of the policing changes at Sedgfield and Shildon following completion of the first six months of such working. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.5 Public Participation:

Regarding the issue of draft minutes and all Council Committee agendas being uploaded to the Council's website this matter will be considered under the P&R Committee agenda.

RESOLVED:

To receive this information and close this matter.

4.6 Co-option of Councillor:

A Special Town Council meeting to consider this matter has been scheduled for 6pm on Monday 15th October 2018.

RESOLVED:

To receive this information and close this matter.

4.7 The Pickled Parson and Cornerhouse Premise Licences Variation Requests:

The Clerk shared electronically with all Cllrs the actual wording of licences when received from DCC. This matter was confirmed at the Environment Committee meeting held on 17th September 2018.

As requested by Cllrs, the Clerk had sent a letter via recorded delivery to The Pickled Parson owner plus their legal representative stating it is in the best interests of both parties to settle the issue of land ownership amicably if at all possible and provided a

copy of the title deeds for the village green as proof of the Town Council's ownership with a request that they compare this to any documentation held by themselves. The letter has also stated the Town Council were happy to meet and talk about this issue. A response was requested within 14 days of the date of the letter (deadline date 12th October 2018). In addition, the Clerk has fully updated the Council's solicitor regarding this matter and forwarded a copy of the letter to him. The Clerk reported The Pickled Parson's owner had contacted her on 1st October 2018 confirming receipt of the Council's letter and confirmed that he is also keen to resolve this matter quickly and as amicably as possible. The owner advised that his solicitor had recently submitted to the Land Registry documentation which he believes shows a historical mapping error relating to the village green. In the interests of openness the owner said he would arrange for a copy of this documentation to be shared with the Town Council and upon consideration by the Council he would be agreeable to meet and have a discussion about the situation. The Clerk confirmed a copy of this documentation was hand delivered through the Council Offices door over the preceding weekend. The Clerk is now arranging for this documentation to be copied and will deliver a set to the Town Council's solicitor on Wednesday 10th October 2018 for his initial consideration. The Clerk proposed that any update from the Town Council's solicitor could be considered at the Environment Committee meeting on Monday 15th October 2018 if received in time. Cllrs agreed. The Clerk to keep Cllrs. updated on this matter.

RESOLVED:

- i) To receive this information.**
- ii) This matter to be considered at the Environment Committee meeting on Monday 15th October 2018 if feedback is received from the Town Council's solicitor.**

4.8 The Sedgefield Plan:

The Sedgefield Plan was officially submitted to DCC on Wednesday 3rd October 2018 with a request that their Regulation 16 statutory consultation commence as quickly as possible. The Sedgefield Plan website has been updated accordingly. Response letters have been issued to all those who provided comment during the Town Council's Regulation 14 statutory consultation period with details being given as to how their respective comments have been considered and providing an update on the current status of the Town's neighbourhood plan. The Clerk to keep Cllrs. updated on this matter.

RESOLVED:

To receive this information.

4.10 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers comments on applications 1-4. Additional planning applications DM/18/02401/FPA, DM/18/02522/LB, DM/18/02525/AD and DM/18/02701/TPO were discussed at the Environment Committee meeting held on 17th September 2018.

RESOLVED:

To receive this information and close this matter.

5. Dates of Meetings:

Dates of the meetings taking place in October 2018 had been circulated prior to the meeting together with dates of events from October 2018 – March 2019. The Clerk informed Cllrs that a Finance Working Group meeting had now been scheduled for 9.30am on Wednesday 31st October 2018.

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 had noted that on the list of planning applications published earlier that day by DCC there was a further retrospective planning application from Taylor Wimpey relating to advertising signage on land to the South of Eden Drive. Mrs Bowles expressed her disappointment that this was yet another retrospective application being submitted and that DCC took no action to discourage such or to take enforcement when such actions take place without necessary permissions. Cllr Mel Carr reassured Mrs Bowles that the Town Council has on numerous occasions expressed its concerns regarding the apparent increase in retrospective, or retention of, planning applications and were equally frustrated at the apparent lack of action by DCC to address such matters. The Clerk confirmed that this particular planning application will be circulated to Cllrs later in the meeting for consideration

at the next Environment Committee meeting.

Mr Alan Patterson said he was pleased to note the Town Council's stance regarding the village green around The Pickled Parson. Mr Patterson had noted that a sandwich board which incorporated two planter troughs was now on display outside the Dun Cow which looked like a permanent feature to stop cars from parking outside the entrance to the premise. He wanted to make the Town Council aware of this matter as if left this could then enable the premise owners to put tables in this area, which is village green land. If this happened then there are lots of similar areas which could be taken over with tables and benches, including the area at the front of The Impeccable Pig. Mr Patterson expressed his concern regarding the cumulative effect in the Town of such actions. Cllr Mel Carr thanked Mr Patterson for bringing this matter to the Council's attention and this item would be added to the Estates Working Group's agenda for consideration/investigation. Cllr Mel Carr noted that the tables which had been located on DCC owned land outside The Cornerhouse have now been removed whilst it had been noted in the licensing conditions recently assigned to The Pickled Parson that tables and benches around the exterior of the premise must be removed outside of licencing hours. Mr Patterson noted that the litter bin which had been located near to the youth shelter had been knocked over some time ago and suggested that the Council replace this with a litter bin fastened onto the wall of the disused toilet block. Cllr Mel Carr again thanked Mr Patterson for his comments and said this matter would also go to the Estates Working Group.

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

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a report from Cllr Mel Carr, Chairman of the Council, which detailed his actions since the last Monthly Meeting held in September 2018.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Mayor, Cllr Mavis Wayman, reported that since the last Monthly Meeting she had undertaken the following activities:

- Attended Sedgfield Primary School along with Mr Bob Theakston, President

of Sedgefield Rotary Club, to present trophies to children in recognition of them raising £900 in the Rotary's recent swimathon event.

- Along with Cllr Chris Lines and Mr Neil Edmondson, judged the logo for Sedgefield Youth Club competition which had attracted a high number of excellent entries.
- Attended the Mayor's Civic Service at St Paul's Church in Spennymoor from which the proceeds went to the youth section of Spennymoor Boxing Club.
- Presented prizes at the Sedgefield Drama Festival held in the Parish Hall.

RESOLVED:

To receive this information.

7.3 Multi-agency Anti-social Behaviour Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Multi-agency Anti-social Behaviour Update Report. The Clerk said that since the production of this report the Town Council has not been made aware of any further incidents of youth anti-social behavior in the Town.

Cllr Mavis Wayman asked if members of the public could attend the multi-agency meetings. The Clerk explained these meetings are organized by the Police and not the Town Council. The Police have requested that those attending the meeting, through their respective established networks, bring public comments which they have gathered regarding this issue. Cllr Chris Lines said it was clear that the structures which had been put in place by the multi-agencies when first responding to the issues experienced earlier in the year had clearly worked well and even though stood down could be reinstated again quickly when required to tackle matters quickly and effectively. Cllr Vanessa Carmichael confirmed that she had recently spoken to several youth workers who had worked in the Town and all had confirmed that there had been no further problems experienced recently.

RESOLVED:

i) To receive this information.

ii) Cllrs to inform the Clerk as soon as possible if they wish to attend the next Multi-agency Anti-social Behaviour meeting on Thursday 8th November 2018.

8. External Reports:

8.1 (County) Cllrs John Robinson & David Brown Report to Sedgfield Town Council September 2018:

Prior to the meeting the Clerk had circulated to all a September 2018 Report from County Cllrs John Robinson and David Brown.

In relation to item 7 in the report, Cllr Mel Carr asked Cllr Brown if there had been any further progress regarding the potential reduction of the X12 Arriva bus service by stopping the service after 8pm. Cllr Brown replied that this matter is ongoing with no definite decision having been reached yet. Cllr Mark Cant said that it was his understanding this service was subsidized by Durham University to assist their students travelling to and from Stockton.

In relation to item 8, Cllr Alda Hummelinck asked Cllr Brown if he could provide more detail about the discussions and concerns raised by NHS matters. Cllr Brown advised that County Cllr Robinson would be able to provide this required clarification. The Clerk offered to contact County Cllr Robinson.

Cllr Chris Lines thanked County Cllrs for their timely report which had given the Town Council the opportunity to ask questions regarding matters which are being considered currently rather than retrospectively.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to liaise with County Cllr Robinson to request clarification regarding item 8 in the County Cllrs Report.**

9. Correspondence:

9.1 Stockton on Tees Borough Local Plan: Consultation on Main Modifications (email from Ms Joanne Hutchcraft dated 27th September 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Joanne Hutchcraft dated 27th September 2018 which detailed Stockton Borough Council's consultation exercise for main modifications to the Stockton on Tees Borough Local Plan.

RESOLVED:

Cllr Chris Lines to consider this consultation from the perspective of any potential implications/impacts on The Sedgfield Plan and to report on this matter if

required at the Environment Committee meeting on Monday 15th October 2018.

9.2. The Cornerhouse, Sedgefield – Amended Planning Application (letter from Mr Stuart Timmiss, DCC dated 3rd October 2018):

The Clerk reported that on 4th October 2018 she had issued to all Cllrs electronically a letter from Mr Stuart Timmiss of DCC dated 3rd October 2018 informing the Town Council of amendments which had been submitted in relation to the planning application for the 2 no hand painted signs (retrospective) at The Cornerhouse, Sedgefield. Cllrs did not have any comments to make at the meeting regarding these amendments.

RESOLVED:

Cllrs to forward to the Clerk by no later than Thursday 11th October 2018 any comments regarding the above stated amendments.

10. 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):

10.1 DM/18/02674/FPA – change of use from residential annexe to holiday lets, South Layton Farm, Sedgefield:

Cllrs did not have any objection to this planning application.

10.2 DM/18/02703/FPA – resubmission of approval DM/16/00076/FPA for first floor/two storey side/front extension, front porch/canopy extension and 2 no single storey rear extensions including terrace and raised garden area, and conversion of garage to habitable room, 41 White House Drive, Sedgefield:

Cllrs did not have any objection to this planning application.

10.3 DM/18/02792/FPA – loft conversion including roof light to front and flat roof to rear dormer, 43 West End, Sedgefield:

Cllrs did not have any objection to this planning application.

RESOLVED:

The comments on planning applications 1-3 above to be submitted to DCC Planners.

Additional Planning Application:

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

DM/18/02057/AD – non-illuminated free standing sales, information, parking and fascia

**signage, hoardings and flags (retrospective), land to the South of Eden Drive,
Sedgefield**

Cllr Mel Carr requested the Clerk liaise with Ms Hilary Sperring, DCC Planning Officer, regarding this application which is on DCC owned land to seek clarification as to whether or not the current fencing will remain in situ.

RESOLVED:

The above additional planning application to be considered at the Environment Committee meeting to be held on Monday 15th October 2018.

The Chair thanked everyone for attending and closed the meeting at 7.31pm.

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SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **OCTOBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 8th October 2018**

Present **Cllr. Allan Blakemore (Chairman) and**
Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Chris Lines, Leo McCormack, Alfred Walton and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Julie Towler, Fiona Warrand and Gloria Wills.

2. Declaration of interest:

Cllr Chris Lines declared an interest in item 5.2 as he was an allotment holder. No other Cllrs made any declaration of interest.

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 on this matter.

RESOLVED:

To receive this 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 informed Cllrs that licensing matters relating to Sedgefield Racecourse were to be considered under agenda item 5.10 and that this Matter of Information relating to Hardwick Hall Hotel could also be discussed at the proposed future meeting with a DCC Licensing Officer. Cllrs agreed.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this 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. Note: This matter has also been discussed at the most recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.4 Quality Award:

The Clerk has discussed the Council's progression towards the Quality Award at the recent Policy & Records Management Working Group. Work on this will commence in early 2019 and the Policy & Records Management Working Group will oversee this work and bring updates/recommendations as required to future P&R Committee meetings.

RESOLVED:

To receive this information and to close this matter.

3.5 Legal Issues (Ceddesfeld Hall and Grounds):

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. Information has now been received from the archives and forwarded to the Solicitor for consideration. The Clerk confirmed that subsequently the Town Council's solicitor has requested several further pieces of evidence and work is now underway to locate these in order to progress this matter. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.6 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 this information.

3.7 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 at their AGM. The Clerk reported that the CDALC AGM will be taking place on Saturday 20th October 2018 and details of this have been forwarded to Cllrs Allan Blakemore and Gloria Wills as the Town Council's agreed representatives. Cllr Blakemore confirmed that he has submitted his apologies for this meeting as he will be away. The Clerk was asked to circulate details of this meeting to all other Cllrs as any volunteer would be able to attend to represent the Town Council. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to circulate to all Cllrs details of the forthcoming CDALC AGM.**

3.8 Meeting with District Church Council Members:

Findings from the research undertaken at Durham Records Office over recent months was presented to the Estates Working Group on 24th September 2018. This is now being considered by Cllrs. The Clerk is also liaising directly with Church of England archives to find missing information regarding closed churchyard responsibilities. The Clerk reported that the archives have located a file which could contain useful information and it was recommended that a copy of this file be applied for. The Clerk will present under agenda item 6.1 a request for cheque to cover this application cost. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.9 Town Council Trailer:

The Finance Working Group are going to explore the feasibility of making the old Council trailer roadworthy (within a budget of £200) in early 2019. Cllrs Mark Cant and Alf Walton expressed their concern that this decision had been taken when the purpose of obtaining a new trailer for the Town Council was to save costs by buying a more efficient trailer rather than repair the existing one. Cllr Allan Blakemore reported that the term roadworthy was misleading when what had been agreed was to set a

small budget in order to use the old Council trailer exclusively at Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.10 Unsafe Memorials:

A quotation has been obtained from a local contractor to get the unsafe memorials at Butterwick Road Cemetery laid flat. This is within the Clerk's emergency spending powers and has been approved by the Clerk due to safety concerns in this public space. This work is to take place this week. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 Cheques for Approval:

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting 14th September 2018 and work is currently underway to prepare a draft Mayor's Handbook. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.12 S106 Monies:

The Butterwick Road Cemetery Working Group are going to commence work on preparing a S106 application once the planning application for the proposed expansion (see agenda item 5.1) has been submitted. The Butterwick Road Cemetery Working Group to keep the Committee updated as progress is made.

RESOLVED:

To receive this information and to close this matter.

3.13 Treeworks in Grounds of Ceddesfeld Hall:

This treework has now been completed and an invoice presented for payment. AW Treecare have proposed the work the Town Council should undertake in this location in 2019 (see agenda item 8.2).

RESOLVED:

To receive this information.

3.14 General Data Protection Regulations:

At the Policy & Records Management Working Group meeting held on 27th September 2018 a review took place of work to date and further work required for compliance. The Working Group to provide recommendations/updates to the P&R Committee as required.

RESOLVED:

To receive this information and to close this matter.

3.15 Cheques for approval:

No Cllrs have forwarded to the Clerk details of any alternative plumbers. The Clerk has instructed the Council's approved list of contractors be updated in accordance with their wishes. Cllrs to forward details of alternative plumbers to the Clerk.

RESOLVED:

To receive this information.

3.16 Purchase of Land From DCC:

The Town Council's solicitor is now progressing the purchase of DCC land adjacent to Butterwick Road Cemetery. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.17 Investment in Public Sector Deposit Fund:

A Public Sector Deposit Fund with an initial investment of £50,000 has now been opened. Work will be required over the coming weeks to create this account on the Council's financial software package.

RESOLVED:

To receive this information and to close this matter.

3.18 Cheques for Approval:

Cheque number 109353 (npower) was discussed at the Environment Committee meeting held on 17th September 2018.

RESOLVED:

To receive this information and to close this matter.

3.19 New Premises Licence – The Manor House:

The Clerk submitted to DCC Licensing as requested a letter of objection to the New Premises Licence request from The Manor House. Cllr Mel Carr to represent Sedgfield Town Council at the Statutory Licensing Committee hearing to consider this application at 1pm on 16th October 2018 at County Hall, Durham. Cllr Mel Carr to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.20 New Tractor:

The Clerk has issued to Lloyd Ltd an official order to purchase a New Holland Boomer 40 as agreed. Insurance cover has been arranged and discussions are underway to schedule a delivery date in October 2018.

When developing the 2019/20 budget proposals the Finance Working Group to consider incorporating the cost of purchasing a loader bucket for the new tractor as this could be used within Butterwick Road Cemetery to more effectively manage the recycle bays etc.

The Clerk to liaise with Mr Smith of Sedgfield in Bloom Group regarding this matter and schedule a date for the Kyoti tractor to be returned to the Group. The Clerk to arrange for this machine to be removed from the Council's insurance policy plus all necessary documentation handed over to the Bloom Group as appropriate (see agenda item 8.3).

The Clerk to liaise with the Council's Internal Auditor to ensure the Fixed Assets Register is updated accordingly.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.21 Parish Hall Hearing Loop:

A Purchase Order has now been submitted to Clockwork AV informing them of their successful quotation for the hearing loop in the Parish Hall. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.22 Parish Hall Sound System:

A Purchase Order has now been submitted to Clockwork AV informing them of their successful quotation for the Parish Hall sound system but instructing that they also liaise directly with Swanflight, the makers of the custom-made, secure, ventilated rack cabinet to house the necessary amps, to ensure both pieces of work dovetail together. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.23 SLA – Town Council and Spennymoor Youth & Community Association:

This matter was discussed at the Environment Committee meeting held on Monday 17th September 2018.

RESOLVED:

To receive this information and to close this matter.

4. **Public Participation:**

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

Mrs Julia Bowles had noted the earlier comments relating to licensing matters pertaining to Sedgefield Racecourse and questioned if any meetings would be scheduled with Hardwick Hall as there were conditions assigned to their licence that 6 weeks before and 6 weeks after an event pre-planning and debriefing meetings were held to identify concerns/areas for improvement. The Clerk thanks Mrs Bowles for her comment and proposed that this matter was incorporated into the proposed meeting with DCC Licensing in the first instance so as to ensure that all conditions across the Town were being met.

Mr Alan Patterson asked if the Town Council's new tractor would be able to use the snow plough. Cllr Allan Blakemore reported that the snow plough is for use with the Town Council's existing Kubota tractor.

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

5. **Reports:**

5.1 **Expansion of Butterwick Road Cemetery Recommendation Report by Butterwick Road Cemetery Working Group:**

Prior to the meeting the Clerk had circulated to all an Expansion of Butterwick Road Cemetery Recommendation Report by the Butterwick Road Cemetery Working Group.

RESOLVED:

The Town Council to prepare and submit as a matter of urgency a planning application to DCC relating to the expansion of the Butterwick Road Cemetery site, including all proposed aspects on land being purchased from DCC.

5.2 **New Allotment Tenants Deposit Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a New Allotment Tenants Deposit Recommendation Report by the Estates Working Group.

RESOLVED:

i) With immediate effect, as part of the allotment tenancy procedure, any new

allotment tenant be required to pay a £50 deposit. This deposit will be held by the Town Council and will be returned when the allotment holder vacates their plot providing that their plot is left in an acceptable manner as determined by an on-site inspection. If the plot is not left in an acceptable manner the deposit will not be returned but used towards the cost of cleaning up the plot.

- ii) The Clerk to add the above resolution into the Butterwick and Winterton Allotments – Rules and Regulations adopted at the P&R Committee meeting held on 10th September 2018 and to publish on the Town Council’s website plus inform all allotment holders of the update.
- iii) The Projects & Media Co-ordinator plus Allotment Champion to make allotment holders aware of the revised Allotment Rules and Regulations during their attendance at the Sedgfield Sowers & Growers AGM on Wednesday 10th October 2018.

5.3 Draft External Grant Funding Policy & Procedures Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Draft External Grant Funding Policy & Procedures Report by the Projects & Media Co-ordinator. This report was accompanied by a proposed Policy & Procedures document.

RESOLVED:

The Draft External Grant Funding Policy document be adopted with immediate effect.

5.4 Standing Orders Amendment Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Standing Orders Amendment Recommendation Report by the Policy & Records Management Working Group which had been produced following consideration of NALC’s Model Standing Orders issued in July 2018.

RESOLVED:

To adopt the amendment to the Council’s Standing Orders with immediate effect by including the new item 3c.

5.5 Publication Scheme Amendment Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Publication Scheme Amendment Recommendation Report by the Policy & Records Management Group. It was proposed the Publication Scheme be re-adopted with minor changes reflecting slight price increase for the production of certain documentation and reference to the new Annual Governance and Accountability Return.

RESOLVED:

To adopt the amended Publication Scheme with immediate effect.

5.6 Code of Conduct Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Code of Conduct Recommendation Report by the Policy & Records Management Group. It was proposed that the Code of Conduct be re-adopted with only the footer being updated to reflect that a review had taken place.

RESOLVED:

To adopt the amended Code of Conduct with immediate effect.

5.7 Social Media Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Social Media Policy Recommendation Report by the Policy & Records Management Working Group. It was proposed that the Social Media Policy be re-adopted with only the footer being updated to reflect that a review had taken place.

RESOLVED:

To adopt the amended Social Media Policy with immediate effect.

5.8 Draft Minutes Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Draft Minutes Recommendation Report by the Policy & Records Management Working Group. The Clerk highlighted to Cllrs that with effect from 1st October 2018 all Town Council Committee agendas,

with the exception of the Personnel Committee, are being uploaded to the Town Council's website.

RESOLVED:

Draft Committee minutes, with the exception of those for the Personnel Committee, be clearly watermarked DRAFT and once approved by the Committee Chair be uploaded to the Town Council's website. DRAFT minutes will be replaced with APPROVED minutes following each Monthly Meeting.

5.9 Request for Public Meetings Update Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Request for Public Meetings Update Report by the Policy & Records Management Working Group. For the benefit of the public in attendance at the meeting the Clerk talked through this report's content.

In addition to the report's content, Cllr Allan Blakemore informed members of the public that several Cllrs also represent the Town Council at a number of other forums. For example, he attends the Town's Pubwatch, Ceddesfeld Hall Executive Group and sits on the Sedgefield Charities, all roles where he represents the Town Council. The Town Council does not want to create more meetings but to make the most of the ones which it already has. Cllr Blakemore gave the example of the Annual Town meeting which could perhaps start earlier and allow greater interaction between Cllrs and the public. Cllr Blakemore confirmed that he is currently preparing a report detailing his ideas which he will bring to the November 2018 Community Development & Engagement Committee meeting for consideration and discussion. Cllr Chris Lines said the report now being considered had very good content. He questioned the difference between quarterly meetings and those taking place four times per year. The Clerk explained that this would give flexibility to time meetings when required rather than to a rigid pattern of every x weeks, for example, there may be a need for more frequent meetings if relating to a budgetary or planning matter. Cllr Lines reported that the first of the informal Cllr public surgeries had taken place just prior to this Committee meeting and a number of issues had been highlighted by attendees with suggestions as to other types of events. Cllr Lines to forward these to Cllr Blakemore for consideration and possible inclusion in his report. Cllr Lines said that public consultation work then needed to link into the Council's development of a

Business Plan and future iterations of The Sedgefield Plan. Cllr Blakemore requested that all Cllrs consider the issue of public engagement and forward any comments/ideas to the Clerk by 31st October 2018 in order that they could be considered alongside his report in November 2018.

RESOLVED:

i) To receive the information in this report.

ii) A further report by the Policy & Records Management Working Group to be taken to the December 2018 P&R Committee following consideration of Cllr Blakemore's report at the November 2018 Community Development & Engagement Committee meeting.

iii) All Cllrs to forward to the Clerk by 31st October 2018 any ideas which they have regarding the issue of public consultation.

5.10 Sedgefield Race Course Premises Licence Verbal Update by Cllr Mark Cant:

Cllr Mark Cant reminded all Cllrs that at the previous Environment Committee meeting it had been reported that Sedgefield Racecourse had failed to comply with their premises licence condition to advise the Town Council one month in advance of an event being held. As a result of this DCC Licensing Officers had issued a warning. Cllr Cant suggested that in light of recent events it was timely for the Town Council to review the conditions associated with the Racecourse's licence and then through discussions with DCC Licensing determine if such could be applied across the Town for a consistent approach to dealing with noise disturbance. Cllr Cant circulated five conditions which he had prepared. The Clerk informed Cllrs that as requested at the previous Environment Committee meeting she had liaised with DCC Licensing had scheduled a meeting for Monday 22nd October 2018 and invitations would be issued to all Cllrs to attend. The purpose of this meeting would be to consider the recent Racecourse situation but also be timely to consider wider noise/licencing matters.

Cllrs thanked Cllr Cant for his suggested conditions and agreed that these should be considered at the meeting with a DCC Licensing Officer on 22nd October 2018.

RESOLVED:

This matter to be discussed at the Town Council meeting with DCC Licensing Officer on Monday 22nd October 2018 to which the Clerk will issue an invitation to all Cllrs.

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

6. Financial Matters:

6.1 Cheques for approval after 10th September 2018:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109378 to 109391. A further list was circulated citing cheque numbers 109392 to 109400.

Cllr Mark Cant asked if cheque number 109393, related to the internal and external decoration at Sedgfield Parish Hall, was a completed bill, i.e. no further invoices would follow. The Clerk confirmed that this was the entire amount and no further invoices would be received.

Cllr Alf Walton asked if an invoice had yet been received for the Town Council's new tractor. The Clerk confirmed that no invoice had yet been received as discussions were on-going regarding a suitable delivery date. It was envisaged that such a date could be agreed at the forthcoming Joint Town Council and Bloom meeting on Thursday 11th October 2018.

Cllr Allan Blakemore said that he would like to update Cllrs on the background to cheque number 109396 which related to lighting in the Parish Hall and would do so at agenda item 8.6 under exempt information.

RESOLVED:

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

6.2 Financial Budget Comparison as at 1st October 2018:

RESOLVED:

To receive the Financial Budget Comparison as at 1st October 2018.

6.3 Debtors List as at 1st October 2018:

RESOLVED:

To receive the Debtors List as at 1st October 2018.

6.4 Direct Debits and BACS List for 1st September – 30th September 2018:

RESOLVED:

To receive the Direct Debits and BACS List for 1st – 30th September 2018.

6.5 Bank Reconciliations 1st – 30th September 2018 Report by Town Clerk:

RESOLVED:

To receive the 1st – 30th September 2018 Bank Reconciliations.

7. Correspondence:

None.

Cllr Allan Blakemore explained that due to the confidential nature of the following items these would be discussed under Exempt Information and requested the member of the public present leave the meeting at this point (Section 1 Sub Section (2) of the Public Bodies (Admission of Meetings) Act 1960). Had any members of the press been present they would also have been asked to leave.

8. Consideration of Reports Exempt from Public:

8.1 Proposed Treeworks Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Proposed Treeworks Report which detailed recommended work on three trees following recent strong winds.

8.2 Proposed 2019 Treeworks In Grounds Of Ceddesfeld Hall Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all Proposed 2019 Treeworks In Grounds Of Ceddesfeld Hall Report which reminded Cllrs of the work undertaken recently in this location and the Council's previous agreement to undertake work on an on-going basis as part of its duty of care. The report detailed recommended work to be undertaken in 2019.

8.3 Sedgefield In Bloom Group Tractor Service Request Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Sedgefield In Bloom Group Tractor Service Request.

8.4 Repainting War Memorial Fencing Verbal Report by Town Clerk:

As discussed at recent Estates Working Group meetings, and following the repair of the War Memorial itself, a quotation has now been obtained for the cost of scraping/sanding down the fencing around the memorial and two coats of paint being applied.

8.5 Refurbishment of Register of Graves Report by Town Clerk:

The Clerk circulated to all a Refurbishment of Register of Graves report which included a quotation.

8.6 Unauthorised Parish Hall Lighting Verbal Update by Cllr Allan Blakemore:

Further to agenda item 6.1., Cllr Allan Blakemore gave Cllrs an update on the recent situation regarding the discovery of the installation of unauthorized lighting at the Parish Hall.

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

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **OCTOBER
SPECIAL Meeting: Co-option of Councillor**
of the **Council** held at **6 p.m.** in the **Council
Offices**, Sedgefield, on
Monday 15th October 2018.

MINUTES

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Mark Cant, Vanessa Carmichael, Leo McCormack, Julie Towler and
Fiona Warrand,

2. Declaration of interest:

None.

3. Appointment of Co-opted Councillor:

Prior to the meeting the Clerk had circulated to all copies of the three application forms
which had been received from those individuals wishing to be considered for the casual
vacancy on the Town Council. The Clerk confirmed that all candidates had been offered the
opportunity to attend the meeting for a designated five minutes timeslot each and introduce
themselves to Councillors. Two of the three candidates had accepted this offer.

Each of the candidates was individually welcomed to the meeting by Cllr Mel Carr and Cllrs
introduced themselves. Cllr Mel Carr then gave each candidate the opportunity to ask any
questions which they may have and what areas of the Town Council work interest them.

Prior to leaving the meeting both candidates confirmed how they wished to be informed of

the outcome of this process. Cllr Mel Carr confirmed that candidates would be notified by the end of the week as to the outcome of this process.

Cllrs considered in detail each of the three applications forms and following discussions a vote by show of hands took place.

RESOLVED:

- i) Mr Stephen Winter be Co-opted as Councillor.**
- ii) The Clerk to inform Mr Winter of his appointment and to make the necessary arrangements for him to commence attending Committee meetings in November 2018.**
- iii) The Clerk to inform the unsuccessful candidates and to thank them for their interest and make them aware how any future vacancies will be advertised as well as the opportunity for public attendance at Council Committee meetings.**

The Chair thanked everyone for attending and closed the meeting at 6.53pm.

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **OCTOBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held at **7 pm** in the **Council Offices**, Sedgefield, on **Monday 15th October 2018**.

Present **Cllr. Chris Lines (Chairman) and**
Cllrs. David Brown, Ann Carr, Mel Carr, Alda Hummelinck, Alfred Walton, Fiona Warrand and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Mark Cant, Vanessa Carmichael, Leo McCormack, Julie Towler, Fiona Warrand and Gloria Wills.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Sports Hub PresentationL

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 keep Cllrs updated.

RESOLVED:

To receive the information.

3.2 Involving The Public:

The Policy Records & Management Working Group considered the potential future public meetings request, plus their format and timings, at its meeting on 27th September 2018. Any recommendations will be taken to the P&R Committee.

RESOLVED:

To receive the information and to close this matter.

3.3 Battles Over:

The SCA are planning a series of events during 2018 to commemorate the centenary of the end of World War One.

RESOLVED:

To receive the information and to close this matter.

3.4 Sedgefield Youth Club – Co-op Local Community Funding Application:

No further feedback has yet been received. The Projects & Media Co-ordinator to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 Public Participation:

The Policy & Records Management Working Group considered publishing draft minutes on the Council's website at its meeting on 27th September 2018 and a recommendation considered at the P&R Committee held on 8th October 2018.

RESOLVED:

To receive the information and to close this matter.

3.6 Terrace Hill Funding:

The Clerk has written to both Sedgefield Bowling Club and Sedgefield Harriers informing them 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 Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Sedgefield Youth Club:

Cllr Mel Carr, on behalf of the Council, has signed the necessary paperwork to renew the Council's SLA with Spennymoor Youth and Community Association for the 2018/19 academic year. Cllr Julie Towler to keep the Committee updated as required regarding Youth Club issues.

RESOLVED:

To receive the information and to close this matter.

3.8 Snow Party 2018:

Work in relation to this event is ongoing. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Public Engagement:

The rota for volunteer Cllrs to meet with members of the public prior to the Council's Monthly Meeting commenced on 8th October 2018 and has been publicized as agreed. Cllrs Hummelinck, Lines and Blakemore to keep Cllrs updated on this matter as required.

RESOLVED:

To receive the information and to close this matter.

3.10 Draft Grant Funding Policy:

Several Cllrs forwarded their comments to the Projects & Media Co-ordinator regarding the Draft Policy. These have been incorporated and a recommendation was presented to the October 2018 P&R Committee.

RESOLVED:

To receive the information and to close this matter.

3.11 Town Council Coach Trip – York 22nd November 2018:

Tickets are no sold out for this trip.

RESOLVED:

To receive the information and to close this matter.

3.12 Poppy Netting:

The Clerk has informed Mrs Jackie Postgate that the Town Council fully support her request for a poppy display on the Girl Guides bench on the village green from Saturday 3rd November to Saturday 17th November 2018.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

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

Mr Howard Smith requested that efforts be made to ensure that pumpkins entered at the Council's Halloween Howler competition be removed from the Ceddesfeld Hall car park area following this year's fireworks display. The Clerk confirmed that all those who do submit entries are asked to collect their pumpkins at the end of the display and this request will continue at this year's event.

The Chairman re-opened the meeting.

5. Reports:

5.1 November 2018 Annual Fireworks Display Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a November 2018 Annual Fireworks Display Update Report. The Clerk expressed her thanks to all those Cllrs who had volunteered to assist with this year's event. The Clerk confirmed that tickets are now on sale and the focus over the next two weeks will be to try to sell as many in advance of the event as possible.

RESOLVED:

To receive this information.

5.2 Remembrance Silhouettes for Remembrance Sunday Service Proposal From Cllr Gloria Wills:

The Clerk circulated to all a photograph of a range of spitfire, Tommy and poppy cast iron silhouettes which had been designed and made by the son in law of Cllr Wills. These have been shared with the Village Veterans and it was suggested that, with the Town Council's permission, they be placed respectfully in and around the War Memorial on the morning of Remembrance Sunday. Cllrs agreed this was an excellent idea and expressed their thanks to Cllr Wills, her son in law and members of the Village Veterans.

RESOLVED:

The Clerk to inform Cllr Wills and convey the Council's thanks to her and her son in law.

5.3 Sedgefield Youth Club Update Verbal Report by Cllr Chris Lines:

Cllr Chris Lines updated Cllrs on recent activities as part of the relaunch of the Sedgefield Youth Club. A design a logo competition had been held which had attracted a very high number of entries from young people attending the Youth Club as well as attending Sedgefield Primary School in Years 3 – 6. The purpose of the new logo was to give the Club a new identity. Entries were excellent and made the job of judging by the Mayor, Cllr Mavis Wayman, and Mr Neil Edmundson very difficult. The winning entry chosen was kindly converted into a digital format by Mr Edmundson and has been incorporated into leaflets and posters now on display across the Town promoting the Youth Club. Further PR activities will be undertaken over the coming weeks in order to encourage further membership at the Youth Club. The Clerk confirmed that with the money received from both local County Cllrs a significant number of the resources proposed by young people when the Youth Club was first established has now been purchased. Cllr Lines concluded that the next Youth Club Management Committee meeting would be taking place in November 2018 and a further update subsequently provided to the CD&E Committee for information.

RESOLVED:

To receive this information.

6. Correspondence:

6.1 Meeting Invitation: Skerne Medical Group (email from Mr Neil Bunney dated 12th October 2018):

The Clerk read out an email received from Mr Neil Bunney dated 12th October 2018 inviting her to attend a meeting regarding Skerne Medical Group on the evening of Thursday 18th October 2018. Unfortunately due to a personal family commitment the Clerk was unable to attend but Mr Bunney had confirmed that this place could be taken by a Cllr representing Sedgefield Town Council.

RESOLVED:

- i) Cllr Alda Hummelinck to represent the Town Council and attend the forthcoming meeting with Skerne Medical Group.**
- ii) The Clerk to notify Mr Bunney.**
- iii) Following attendance at this meeting Cllr Hummelinck to liaise with the Clerk to determine if a subsequent report is permitted to the Town Council.**

The Chair thanked everyone for attending and closed the meeting at 7.13pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **OCTOBER ENVIRONMENT** of the
Council held following the Community Development and
Engagement committee in the **Council Offices**, Sedgefield, on
Monday 15th October 2018.

Present **Cllr. Alf Walton (Chairman) and**
Cllrs. David Brown, Ann Carr, Mel Carr, Alda Hummelinck, Chris Lines
and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Mark Cant, Vanessa Carmichael, Leo McCormack, Julie Towler,
Fiona Warrand and Gloria Wills.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 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. The Clerk reminded all Cllrs
that it had been previously agreed to include the Hardwick Hall Hotel's premises
licence to the forthcoming meeting scheduled with DCC Licensing Officers to be held
on Monday 22nd October 2018.

RESOLVED:

To receive the information.

3.2 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.

RESOLVED

To receive the information and close this matter.

3.3 Location of Stones/Boulders:

This is not one of the Estates Working Group's agreed priorities for 2018/19.

Quotations are currently being sought for potholes in this locality. This matter was not discussed at the Estates Working Group meeting on 24th September 2018. The Clerk circulated to all an email received from Cllr Mark Cant on 14th October 2018 which detailed his concerns regarding cars now parking on the grass when the Turning Circle is full of parked vehicles. Cllr Cant had attached two images showing his findings. Cllr Cant requested that this matter be put onto the Estates Working Group's agenda for them to investigate the siting of boulders or bollards in this location so as to prevent escalation of this situation. Cllr Alf Walton informed Cllrs that on a separate occasion he had observed four 4x4 vehicles parked on the grass and if this situation was allowed to continue it would not be long before there was considerable damage to the village green. Cllrs agreed this matter should be put onto the next Estates Working Group agenda. Cllr David Brown requested that before any recommendation or decision is made that consideration is given to the needs of the grass cutting contractor, i.e. any access restriction will impact upon their work.

The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED

This matter to be considered by the Estates Working Group.

3.4 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, with copies of this also being sent to both County Cllrs for information. Feedback is now awaited. Cllr Mavis Wayman expressed frustration at the length of time it was taking to obtain any feedback relating to this matter when considering that the evenings are getting darker and this route is used most by elderly members of the Town. The Clerk to keep Cllrs updated on this

matter.

Cllr David Brown reported that in his County Cllr role he is attending Fishburn Parish Council meetings and their Clerk has forwarded to him a list of outstanding actions relating to DCC. Cllr Brown had then duly shared these with DCC's Members Support for them to be actioned. Cllr Wayman requested this same support be given to Sedgefield Town Council. Cllr Brown accepted.

RESOLVED:

- i) To receive the information.**
- ii) The Clerk to forward to County Cllr David Brown a list of all current outstanding issues with DCC for him to progress/investigate.**

3.5 Village Greens:

The Clerk has written to DCC Licensing requesting a polite reminder be issued to licensed premises in Sedgefield that they are not permitted to use glass glasses and bottles outside their licensed premises. The Clerk updated Cllrs that a response had been received from Ms Laura Cloney of DCC Licensing confirming that no specific conditions had been assigned to any of the premises licences in the Town regarding not permitting glasses or bottles outside premises. Ms Cloney had contacted the Alcohol Harm Reduction Unit in Durham Constabulary to try to establish who the agreement the Town Council referred to had been made with. She was advised that the local beat team within Durham Constabulary and some of the pubs had a verbal agreement that people don't leave their premises with glasses but there is nothing in writing and nothing that is enforceable. Ms Cloney suggested the Town Council liaise with the local beat team to try to resolve this matter. Cllrs requested the Clerk liaise with Sgt Alex Clarke. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.6 Station Road Playing Field:

The Clerk has requested from Mr Simon Longstaff of DCC a copy of the ecology report produced following recent vertidrainning at Station Road Playing Field. A response is now awaited. 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.

Cllr Alf Walton suggested that the Town Council consider in Spring 2019 replanting willows at Station Road Playing field to fill in gaps in those areas where willows had been previously planted but had been removed by persons unknown. Cllrs agreed to review this in Spring 2019.

RESOLVED:

To receive the information.

3.7 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. The Estates Working Group is now undertaking an audit on the state of all bus shelters in the Town to then identify what work is required. Cllr Alf Walton confirmed that he has reviewed all shelters and is in the process of compiling a report for the Estates Working Group's consideration. The Estates Working Group to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.8 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. A response is now awaited. Once a date has been arranged for such a meeting an invitation will be extended to all Cllrs.

RESOLVED:

To receive the information.

3.9 Bins outside The Pickled Parson of Sedgfield:

The Clerk has 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 is now awaited from DCC Neighbourhood Wardens. Cllrs Ann and Mel Carr reported that the bins outside this premise have now been relocated to The Cornerhouse.

RESOLVED:

To receive the information and to close this matter.

3.10 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. Cllr Alf Walton to keep monitoring this area.

RESOLVED:

To receive the information.

3.11 Sedgfield In Bloom Minutes / Considerate Parking on Village Green:

The Clerk has written a letter to the resident concerned requesting that they are considerate when parking their vehicle so as not to damage the village green. A response is now awaited. Cllr Alf Walton to keep monitoring this area.

RESOLVED:

To receive the information.

3.12 Public Participation:

Investigations are underway to determine ownership of the old heated wall. This matter has been reported to Livin and DCC's Conservation Officer made aware. Both have also been asked to investigate. Responses are now awaited. Cllr Alf Walton reported that he had viewed this wall and confirmed that repair work is needed by the owner. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.13 RoSPA Play Report – Eden Drive Play Area:

A response is still awaited from Mr Barrie Alderson of DCC. The Clerk has issued to

him a follow-up reminder. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Overgrown Trees Back of Ceddesfeld Hall:

The Clerk has written to County Cllr John Robinson requesting precise locations. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Church Yard Overgrown Ivy:

Work is on-going to remove ivy from this location encroaching to the back of the Social Club. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.16 Public Participation:

Mrs Frances Tee had informed the Clerk that she had, as advised, submitted to DCC a Freedom of Information request in order to try to identify who reported concerns regarding her property to DCC Planners. Mrs Tee had now informed the Clerk that she had received a letter from DCC informing her that they cannot disclose the information she has requested, i.e. the name of the person who made the initial report. The Clerk has written to DCC Planning informing them that in future any comments by Sedgfield Town Council relating to planning applications, planning matters and enforcement matters will only be made by the Town Clerk and these will be in writing in order that there is a clear link to Council minutes. If for any reason the Town Clerk is absent from work such comments will be via another member of the Town Council's staff and not by a Town Councillor. Whilst Town Councillors may liaise with Planning Officers directly they would be doing so in the capacity as a private resident and not have the authority to speak on behalf of the Town Council. DCC had thanked the Town Clerk for this clarification. The Clerk confirmed that she had made Mrs Tee aware of these actions and she had expressed her thanks to the Town Council.

Concerns regarding dog fouling in the Town have been reported to DCC's Neighbourhood Wardens for their investigation. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED

To receive the information.

3.17 Land at Mitford Court:

The Clerk has not yet received from Mr Simon McGinnety (DCC's Tree Officer) his report regarding the state of trees on land at Mitford Court following an on-site meeting held on 5th July 2018. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.18 Speeding Cars on Durham Road:

The Clerk has liaised with Mr Alan Patterson regarding the Community Speedwatch. Ms Julie Thomas has confirmed that she is happy for her email to be shared with Mr Patterson, DCC Highways and both County Cllrs. The Clerk has written to DCC Highways with copies to both local County Cllrs informing them of concerns and requesting they review the efficiency of the current traffic calming measures on Durham Road and provide the Town Council with an update. DCC have confirmed that Mr Brian Buckley will investigate this matter and report back to the Town Council. Mr Alan Patterson had provided the Town Clerk with advice regarding the local Community Speedwatch and as a result PCSO Amy Jorgenson is in direct contact with Ms Thomas in order to schedule some monitoring activity on Durham road. The Clerk to keep Cllrs updated on this matter.

RESOLVED

To receive the information.

3.19 Woodland Management of DCC Woods:

The Clerk has informed Ms Mullinger of DCC that Sedgefield Town Council do not have any comments or objections regarding the proposals being made for the management of their woodland.

RESOLVED:

To receive the information and to close this matter.

3.20 Partnership Working:

The Clerk has informed Ferryhill Town Council that Sedgfield Town Council does not wish to participate in their proposal but to instead continue to lobby DCC and the Police regarding enforcement action which is needed in the Town.

RESOLVED:

To receive the information and to close this matter.

3.21 Church Turning Circle:

The Clerk has responded to Mr Brian Mutch in accordance with the Town Council's wishes.

RESOLVED:

To receive the information and to close this matter.

3.22 Ownership of Shrubs:

The Clerk has written to County Cllrs John Robinson and David Brown regarding this matter. The Clerk has updated Kris Hibbert of these actions. The Clerk expressed her thanks to County Cllr David Brown who had liaised with DCC Officers and obtained confirmation that the land in question does belong to DCC and that their officers will clear this area. The Clerk to update Kris Hibbert.

RESOLVED

To receive the information and to close this matter.

3.23 Hardwick Arms:

To date no Cllrs have forwarded to the Clerk their comments in response to the email received from Mr Mutch. Therefore it has not been possible to provide Mr Mutch with a response.

RESOLVED

To receive the information and to close this matter.

3.24 Current Planning Applications:

The Clerk submitted to DCC Planning Officers comments made in relation to planning applications DM/18/02401/FPA, DM/18/02522/LB, DM/18/02701/TPO and DM/18/02717/VOC.

RESOLVED:

To receive the information and to close this matter.

3.25 Sedgefield Racecourse:

The Clerk has emailed Ms Helen Johnson of DCC requesting a meeting to discuss the Racecourse's licence. This meeting will take place at 10am on Monday 22nd October 2018 in the Town Council Offices. The Clerk confirmed that an invitation email had been issued to all Cllrs.

RESOLVED:

To receive the information.

3.26 Cemetery Lodge – npower:

A cheque has been issued to npower to settle the outstanding balance with a letter submitted requesting this matter be investigated. A response is now awaited. The Clerk to keep Cllrs updated on this matter via the Finance Working Group.

RESOLVED:

To receive the information and to close this matter.

3.27 The Pickled Parson Section 35 Determination of an Application for the Variation of a Premises Licence:

The Clerk has shared with the Town Council's Solicitor a copy of The Pickled Parson's new licensable area plus Section 35.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

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

Mr Howard Smith had noted the earlier comments made in relation to glass items being permitted outside licensed premises in the Town. Mr Smith said he would be attending the local Pub Watch meeting later that week and would raise this matter. Mr Smith expressed his concerns regarding the Livin sign which had appeared near to the Thurlow Road junction as he believed this was very distracting and close to the highway. Mr Smith had noted Cllrs earlier comments regarding parking on the village green near to the war memorial and suggested that the Town Council may wish to consider siting more flower tubs in this area rather than boulders or bollards. Mr Smith concluded by expressing, on behalf of the Bloom Group, thanks to Cllr Walton and the Clerk for all their support over recent months. In addition Mr Smith paid particular thanks to the Council's Gardener for all his sterling work during the Northumbria in Bloom competition. Cllr Walton expressed on behalf of the Town Council thanks to all members of the Bloom Group for their dedication once again to the Town.

Mrs Liz Mitchell had noted earlier comments made in relation to speeding along Durham Road and expressed her concerns regarding the excessive speed at which vehicles travel down Stockton Road, an area where there are no traffic calming measures in the place. The Clerk suggested that this area of concern also be forwarded to Sgt Alex Clarke with a suggestion that a community speedwatch patrol take place. Cllrs agreed.

Mr Stephen Winter reiterated the concerns expressed by Mrs Mitchell and expressed his concerns regarding safety of school children walking along this road to get into and out of the Town centre. Mr Winter asked if it was known when the through road between the new developments would be opened. The Clerk was asked to liaise with DCC. Mr Winter suggested that the siting of the existing 30mph signs was incorrect and they should be moved to before the new development junction or additional signage put in place. Cllr Mel Carr commented that DCC have previously submitted an application for these signs to be moved to before the junction. Mr Winter had also witnessed a car parking on the grass near to the war memorial area. He had been informed that this was someone who had been working in the Church. Mr Smith suggested the Town Council write a letter to Church members asking them to refrain from parking on the grass.

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

5. Reports:

5.1 Northumbria In Bloom Awards Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Northumbria In Bloom Awards Update Report which listed the very impressive array of awards received by Sedgefield in the 2018 competition. The Clerk circulated to all for information a copy of the Judges' Report and confirmed that this had been discussed and considered at the recent Joint Town Council and Bloom Group meeting, the minutes of which will be circulated to all via the November 2018 Committee packs. Cllrs congratulated all involved in a very successful 2018 Northumbria In Bloom entry.

RESOLVED:

To receive this information.

5.2 Parking in Sedgefield Update Report by Town Clerk:

The Clerk circulated to all a Parking in Sedgefield Update Report which had been produced since the last joint meeting between the Town Council, DCC and representatives from the SCA and Development Trust held on 8th October 2018. The Clerk talked through the report which detailed discussions to date regarding the options for potential additional parking bays and review of some existing parking restrictions. DCC Parking Design Officers will imminently undertake initial consultations with statutory consultees in order to obtain feedback before making formalized proposals for wider consultation open to the public and businesses in Sedgefield. The next meeting, to consider the feedback from initial consultations, has been scheduled for Wednesday 5th December 2018. The Clerk informed Cllrs that Mr Phil Broomhead had requested a copy of this report so that he could share with the SCA. Cllrs agreed to this request.

In relation to the criteria for determining whether or not a crossing can be built out into the road, Cllr Chris Lines asked if DCC Parking Design Officers had taken into account any future forecasting based upon the number of new houses to be built in the Town? The Clerk did not know the answer to this question so would liaise with DCC Officers. Cllr Lines noted that during the previous week's Cllrs surgery held in the Town Council Offices there had been support expressed by residents for the Town Council's work with DCC to consider the matter of parking. Cllr Lines asked if there was flexibility to determine the length of time allowed in a parking bay, e.g. could a period of 3 hours rather than 2 be considered? The Clerk to liaise with DCC Parking

Design Officers.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs to inform the Clerk whether or not they will be attending the next meeting on Wednesday 5th December 2018 at 10am in the Council Offices.**
- iii) The Clerk to forward to Mr Phil Broomhead of the SCA a copy of this report.**
- iv) The Clerk to seek clarification regarding the question posed by Cllr Lines.**

5.3 Sedgefield In Bloom Sponsorship Verbal Report by Town Clerk:

The Clerk reported that Sedgefield In Bloom Group are kindly donating £350 from their sponsorship money to the Town Council towards the cost of plants purchased during 2018. Cllrs expressed their thanks for this donation and requested the Clerk write a letter of thanks once money has been received.

RESOLVED:

To receive this information.

5.4 Sedgefield 700 Bed Verbal Report by Town Clerk:

Further to the recent Joint Town Council and Sedgefield In Bloom Group meeting, the Clerk informed Cllrs that the Sedgefield 700 bed on the church bank has now been removed, planted with miniature daffodil bulbs shared in a cross and turfed by the Bloom Group. It was acknowledged that the bed had looked very impressive over several years but was now proving difficult to maintain and Cllrs thanked the Bloom for reverting this area of land to its former state.

RESOLVED:

To receive this information.

5.5 Sedgefield Sowers & Growers AGM Verbal Report by Cllr Alf Walton:

The Allotment Champion, Cllr Alf Walton, reported that he and the Council's Projects & Media Co-ordinator had attended the Sedgefield Sowers & Growers AGM the previous week. This had been a good meeting with lots of discussion. Allotment holders at the Butterwick Road site had expressed concerns regarding perimeter hedges and Cllr Walton would now prepare a report for consideration at a future P&R Committee meeting.

RESOLVED:

Cllr Walton to prepare a report for a future P&R Committee meeting.

6. Correspondence:

6.1 Sedgefield In Bloom (minutes of meeting held 5th September 2018):

Prior to the meeting the Clerk had circulated to all the minutes of the Sedgefield In Bloom Group meeting held on 5th September 2018.

RESOLVED:

To receive this information.

6.2 Boundaries 2 Conifer Avenue, Sedgefield (email from Ms Sara del Pozo dated 14th September 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Sara del Pozo in which clarification was sought regarding ownership of land. It was agreed that the area of land identified does not belong to the Town Council.

RESOLVED:

The Clerk to inform Ms del Pozo that the land identified does not belong to Sedgefield Town Council and suggest that she liaises with DCC or seeks advice through Land Registry or a solicitor.

6.3 Hardwick Hall / Live Events (various historical correspondence supplied by Mr Roy Smeeton):

The Clerk reported that Mr Roy Smeeton had become aware of the Town Council's forthcoming meeting with DCC Licensing Officers and had therefore shared with the Town Council various historical correspondence between himself and DCC regarding Hardwick Hall / Live Events for information.

RESOLVED:

To receive this information.

ADDITIONAL INFORMATION:

The Clerk reminded Cllrs that several items had been deferred for consideration at this meeting from the previous week's Monthly and P&R Committee meetings.

A1 Tractor Service:

As requested at the previous week's P&R Committee meeting, the Clerk and Cllr Alf Walton detailed the cost of a standard service to the Kyoti tractor which is to be returned to the Sedgefield In Bloom Group on 1st November 2018.

RESOLVED:

- i) To accept the cost of the standard service provided by Ripon Farm Services.**
- ii) The Clerk to assist in the scheduling of this service so that it can be undertaken prior to 1st November 2018.**

A2 Current Planning Applications:

DM/18/02057/AD – non-illuminated free standing sales, information, parking and fascia signage, hoardings and flags (retrospective) on land to the south of Eden Drive, Sedgefield:

RESOLVED:

The Clerk to share electronically with all Cllrs the additional information requested at the previous Monthly Meeting from DCC Planning Officer Ms Hilary Sperring in order that Cllrs can forward to the Clerk by no later than Wednesday 24th October 2018 their comments on this application.

A3 Stockton on Tees Borough Local Plan: Consultations on Main Modifications (email from Ms Joanne Hutchcraft dated 27th September 2018):

As requested at the previous week's Monthly Meeting, Cllr Chris Lines confirmed that he had investigated this matter and considered any potential impacts upon The Sedgefield Plan. Cllr Lines confirmed that this consultation related only to the main modifications made to the plan which essentially mean this neighbourhood plan can be revised and reviewed to enable more houses to be built if wished. Cllr Lines had noted there were to be 20 fewer houses built in Stillington than originally planned but an additional 40 houses to be built on land to the north of Thorpe Thewles. The specific location of these additional houses was not stated and it was agreed that clarification should be requested regarding this as it was relatively near to the Sedgefield boundary. In addition, Cllr Lines pointed out that Wynyard is covered by two neighbourhood plans, one relating to Stockton and the other to Hartlepool. Combined there are plans for 2644 new homes at Wynyard which is also very

near to the Sedgefield boundary. The Stockton Plan does detail significant infrastructure investment including the installation of traffic lights on the A689 roundabout, the widening of the junction at the A689 and installation of a pedestrian and cycle bridge over the A19. Cllrs thanked Cllr Lines for this work.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Ms Hutchcraft to determine the exact location of 40 houses being built at Thorpe Thewles.

A4 Village Greens Update:

Further to the previous week's Monthly Meeting, the Clerk confirmed that all documentation supplied by Mr Tim Wilks relating to village green surrounding The Pickled Parson had been delivered to the Town Council's solicitor on Wednesday 10th October 2018. This information was now being considered but as yet no update had been received from the Council's solicitor. The Clerk to keep Cllrs updated on this matter via the Monthly Meeting agenda.

RESOLVED:

To receive this information.

A5 Former Barclays Bank Building, Sedgefield:

The Clerk reported that at the previous week's Estates Working Group meeting Cllr Mel Carr had reported that CBRE were advertising the leasehold on the former Barclays Bank premises in Sedgefield and included within that description was "to the front is a small car park for customer use ...". In the intervening time, the Clerk reported that she has made several attempts to contact Mr Ross Jackson from CBRE Ltd regarding this inaccuracy as the area at the front of the property shown on the promotional photograph is designated village green owned by the Town Council. The Clerk had spoken to Mr Jackson earlier that day and made him aware of this matter he had duly investigated and confirmed via email his mistake following investigation and had amended marketing details for the property accordingly. He had apologized for this error. Cllrs expressed their thanks for the handling of this matter in a very timely manner and agreed that any future instances of such needed to be dealt with as quickly as possible.

RESOLVED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.35pm.