

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **DECEMBER**  
**MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**  
**10<sup>th</sup> December 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 and Stephen  
Winter

**Officer**                    Dr Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs Alf Walton and Fiona Warrand.

**2. Declaration of interest:**

None.

**3. STC Minutes / Committee Reports:**

**a. Minutes of the Personnel Committee held Monday 12 November 2018:**

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

**b. Minutes of the Monthly meeting held Monday 12<sup>th</sup> November 2018:**

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

**c. Minutes of the P&R committee held Monday 12<sup>th</sup> November 2018:**

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

**d. Minutes of Policy & Records Management Working Group held Thursday 15<sup>th</sup>  
November 2018:**

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

**e. Minutes of the Environment committee meeting held Monday 19<sup>th</sup> November  
2018:**

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

**f. Minutes of the Community Development & Engagement committee meeting  
held Monday 19<sup>th</sup> November 2018:**

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

**g. Minutes of the Estates Working Group held Monday 26<sup>th</sup> November 2018:**

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

**h. Minutes of the Finance Working Group held Tuesday 27<sup>th</sup> November 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 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 the information and close this matter.**

**4.2 Policing Changes:**

The Clerk has liaised with Shildon Town Council who have confirmed that they recently requested Inspector Sarah Honeyman and Sgt Alex Clarke to attend a Town Council meeting in order to provide a summary of the last six months of policing in the new combined area, however, it was clear that there would be no change to the shared Sgts position. The Clerk asked if Cllrs wished to invite Police representatives to a future Town Council meeting for the same update, however, Cllrs agreed that they would prefer to keep a watching brief on this matter and only extend such an invitation if any particular areas of concern emerged. Cllrs also noted that the Town's Neighbourhood Watch group had also been recently relaunched and this would provide a good link with the Police.

**RESOLVED:**

**To receive the information and to close this matter.**

#### **4.3 Proposed Diversion of Public Footpath 16 Sedgefield:**

Mr Owen Shaw of DCC confirmed on 8<sup>th</sup> November 2018 that he had contacted the applicant Taylor Wimpey and requested an update on the proposed diversion of Sedgefield Footpath 16 across their site off Eden Drive. Mr Shaw agreed to keep the Town Council informed of any updates received. No further update has yet been received.

The Clerk has forwarded to Cllr Stephen Winter for his information all the background information to this matter.

**RESOLVED:**

**The Clerk to keep Cllrs updated on this matter.**

#### **4.4 Response to Policing Changes:**

Refer to item 4.2 above.

**RESOLVED:**

**To receive the information and to close this matter.**

#### **4.5 Outstanding DCC Matters:**

Concerns regarding dog fouling in and around the old cemetery at Beacon Lane have been reported to DCC. Neighbourhood Wardens have attended and cleansed the area.

**RESOLVED:**

**To receive the information and to close this matter.**

#### **4.6 EDRC AAP Board Meeting:**

The Clerk has submitted a request to County Cllr David Brown for a list of Sedgefield's County Cllrs Neighbourhood Budgets spending. The Clerk circulated information which had been supplied by County Cllr David Brown, however, Cllrs expressed their disappointment that only the figures had been provided without any detail of the projects supported. County Cllr David Brown agreed to provide a more comprehensive explanation for a future meeting. Cllr Allan Blakemore also referred Cllrs to minutes of the EDRC AAP Board's meetings in which such explanations were given.

**RESOLVED:**

**To receive the information.**

**4.7 Current Planning Applications:**

The Clerk has forwarded to DCC Planning Officers comments on applications 1-3.

**RESOLVED:**

**To receive the information and close this matter.**

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all the dates of all meetings in December 2018 as well as civic events from December 2018 – March 2019. The Clerk reminded all that in the forthcoming January 2019 Committee packs will include meeting dates for 2019/20.

**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 as several items on the P&R Committee agenda were to be considered under exempt information and the public/press would be asked to leave the room at that point, if it was possible for the P&R Committee meeting to be moved until the end of the evening. The Clerk replied that this request would need to be considered at the start of the P&R Committee's agenda using the discretion of the Chair of that particular Committee to determine if it was possible for the exempt items only to be heard at the end of the evening.

The Chair thanked the public for her comments and re-opened the meeting.

**7. Internal Reports:**

**7.1 Chairman's Report:**

The Chair reported that since the last Monthly Meeting he had attended seven Town Council meetings, accompanied the Clerk and Cllr Gloria Wills to a meeting with the Town Council's solicitor regarding the on-going matter of village green issues and

participated in the Council's Snow Party which had proved to be yet another very popular event.

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

No Mayor's Report was given.

**8. External Reports:**

None.

**9. Correspondence:**

None.

**10. The Sedgefield Plan:**

**10.1 The Sedgefield Plan Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all The Sedgefield Plan Update Report for Cllrs consideration. The Clerk reported that since the production of this Mr Stuart Carter of DCC had informed the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) that Ms Rosemary Kidd was the preferred candidate to perform the role of Independent Examiner of The Sedgefield Plan. A reply is now awaited from NPIERS and Ms Kidd. The Clerk also reported that she and Cllr Chris Lines were due to meet with Mr Stuart Carter on Monday 17<sup>th</sup> December 2018 to review the evidence base for The Sedgefield Plan and to prepare the required submission materials for the Independent Examiner.

**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/18/03369/LB – selected demolition of outbuildings, Murton Hall Farm, Wingate:**

Cllrs did not have any objection to this application.

**11.2 DM/18/03549/FPA – single storey, lean-to kitchen extension to rear, Hope Inn, Sedgefield:**

Cllrs noted that this application would see the proposed lean-to kitchen extension being built on a car parking space within the grounds of the now Impeccable Pig. The removal of a further car parking space would exacerbate yet further the parking difficulties within this area of the Town.

**11.3 DM/18/03550/LB – single storey, lean-to kitchen extension to rear, Hope Inn, Sedgefield:**

See comments made in item 11.2 above.

**11.4 DM/18/03561/FPA – replace windows to front first floor elevation with double glazed PVCu windows, 71 West End, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1-4 above to be submitted to DCC Planners.**

The Clerk circulated to all the following additional planning applications which had been published earlier that day by DCC:

DM/18/03681/LB – Conversion of manager's flat (C3) into a lettable hotel room (C1), terrace, stairs and associated external alterations, Hardwick Hall Hotel, Sedgefield

DM/18/03682/FPA - Conversion of manager's flat (C3) into a lettable hotel room (C1), terrace, stairs and associated external alterations, Hardwick Hall Hotel, Sedgefield

DM/18/03707/FPA – two storey and single storey side extensions and alterations to existing detached dwelling, 6 Durham Road, Sedgefield

**RESOLVED:**

**Cllrs to forward any comments on the above planning applications to the Clerk by no later than 12noon on Monday 17<sup>th</sup> December 2018 in order that she can submit comments, if required, to DCC Planner.**

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

# SEDFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **DECEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 10<sup>th</sup> December 2018**

**Present**

**Cllr. Gloria Wills (Chairman)**

**Cllr. Allan Blakemore (Vice-Chairman) and**

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Mavis Wayman and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Vanessa Carmichael, Alf Walton and Fiona Warrand.

The Chair, Cllr Gloria Wills, proposed that agenda item 8 be deferred until after the conclusion of the Environment Committee meeting in order that members of the public did not need to leave the room for the consideration of this agenda item and then return for the following two Council Committee meetings. All Cllrs agreed.

**RESOLVED:**

**Agenda item 8 to be deferred until after the conclusion of the Environment Committee meeting.**

**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 Sedgefield Town Council Corporate Plan:**

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 the information.**

**3.3 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. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Legal Issues (Bin Stores on Village Green):**

A DCC Conservation Officer is yet to contact the Clerk in order to progress this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 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 24<sup>th</sup> September 2018. This is now being considered by Cllrs. The Clerk has liaised with Church of England archives to find missing information regarding closed churchyard responsibilities. Additional information has now been received and the Clerk is yet to work through this documentation. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 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. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Cheques for Approval:**

The issue of protocol for future spending by the Mayor of their allowance was discussed at the Finance Working Group meeting 14<sup>th</sup> 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 the information.**

**3.8 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 has requested from DCC a deadline date for the completion of this sale and also requested County Cllr David Brown investigate this matter. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 New Tractor:**

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 keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.10 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 the information.**

**3.11 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 the information.**

**3.12 Expansion of Butterwick Road Cemetery:**

Work is now well underway preparing a planning application relating to the expansion of Butterwick Road Cemetery. Submission of this application will be influenced by the timing of purchase of land from DCC. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.13 Proposed 2019 Treeworks – Grounds of Ceddesfeld Hall:**

The Clerk has informed AW Treecare of their successful quotation, issued a Purchase Order number and requested their advice regarding any permissions required. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.14 Meeting with DCC Licensing Officers:**

The Clerk reported that she has contacted the newly appointed DPS for Sedgefield Racecourse and scheduled a meeting for the morning of 14<sup>th</sup> January 2019 at the Racecourse in order to talk through licensing matters and associated conditions. An invitation email had been issued earlier that evening to all Cllrs.

The Clerk confirmed that she had requested from Ms Helen Johnson of DCC Licensing clarification regarding the conditions assigned to Hardwick Live. As a result of this the Clerk has been asked to contact Licensing Officer Mr Martin Haigh to discuss further. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.15 Six Monthly Lift Inspections:**

The Clerk has informed the Chair of the SCA of the outcome of the most recent lift inspection findings.

The Clerk is liaising with Zurich to seek their advice on whether or not it is the Town Council's responsibility to provide such inspections. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 North End Garage:**

The Clerk has responded to Mr Theakston and informed him that the Estates Working Group will review the existing lease 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.**

**3.17 2019/20 CDALC/NALC Subscription Fee:**

The Clerk is investigating the number of electors upon which the CDALC/NALC 2019/20 subscription fee will be based. The Clerk to keep the Finance Working Group updated on this matter.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.18 Station Road Playing Field:**

The Clerk has written to Mr John Reed of DCC informing him of the Town Council's decision to return Station Road Playing field to DCC with immediate effect. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.19 Unauthorised Parish Hall Lighting:**

Mr and Mrs Jacobs attended the Estates Working Group meeting held on Monday 26<sup>th</sup> November 2018 on behalf of the Sedgefield Players.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.20 Use of Ceddesfeld Hall:**

The Clerk has informed Ms J Green that permission is granted in accordance with the Town Council's agreed pricing structure, and subject to completion of a booking form and payment in advance in full, for the use of Ceddesfeld Hall grounds.

**RESOLVED:**

**To receive the information and to close this matter.**

**4. Public Participation:**

The Chairman, Cllr Gloria Wills, closed the meeting for the public to give views and comments.

Mrs Julia Bowles reported that in relation to Hardwick Live's licence it had been a recommendation by the Licensing Committee Chair that Hardwick Hall's Manager holds a

pre-event meeting and post-event meeting six weeks before and six weeks after Hardwick Live with the Town Council and Residents Forum and not a condition of the actual licence. Mrs Bowles noted that the matter of village greens was to be discussed under exempt information which she felt was disappointing as these were a community facility. Cllr Wills explained that the matter to be discussed was of a sensitive nature relating to a specific area and at this stage it needed to be considered under exemption. Cllr Wills assured Mrs Bowles that as soon as it is possible this matter would be made public.

Cllr Wills thanked the member of the public for their comments and re-opened the meeting.

## **5. Reports:**

### **5.1 Retention & Disposal Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Retention & Disposal Policy Recommendation Report by the Policy & Records Management Working Group.

#### **RESOLVED:**

**To adopt the Retention & Disposal Policy with immediate effect.**

(Cllr Mavis Wayman joined the meeting)

### **5.2 Information & Data Protection Policy Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all an Information & Data Protection Policy Recommendation Report by the Policy & Records Management Working Group.

#### **RESOLVED:**

**To adopt the Information & Data Protection Policy with immediate effect.**

### **5.3 Subject Access Request Form Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Subject Access Request Form Recommendation Report by the Policy & Records Management Working Group. Cllr Chris Lines noted that within the form was a request for the applicant needing to provide identification.

**RESOLVED:**

**To adopt the Subject Access Request Form with immediate effect.**

**5.4 Data Security Breach Reporting Form Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Data Security Breach Reporting Form Recommendation Report by the Policy & Records Management Working Group.

**RESOLVED:**

**To adopt the Data Security Breach Reporting Form with immediate effect.**

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

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

Cllr Chris Lines requested clarification regarding some of the dates detailed within the Schedule for which the Clerk explained that the document reflects a review of 2018/19 as well as 2019/20.

Cllr Stephen Winter queried the use of the word “on-going” in relation to the frequency aspect of the Administration item of the Risk Schedule and would instead prefer to see a more specific time or definition applied. The Clerk and Cllr Gloria Wills explained that the activities to which “on-going” applied were those undertaken on a continuous basis, e.g numbering of minutes etc. Cllr Alda Hummelinck agreed that a better word was required than “on-going”, however, all other Cllrs disagreed.

**RESOLVED:**

- i) To adopt the Corporate Risk Management Schedule with immediate effect.**
- ii) Cllrs Winter and Hummelinck to forward alternative suggested working to the Policy & Records Management Working Group prior to the next review of the Corporate Risk Management Schedule.**

**5.6 Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Councillor and Staff Working

Protocol Recommendation Report by the Policy & Records Management Working Group.

**RESOLVED:**

- i) To re-adopt the Councillor and Staff Working Protocol with immediate effect.**
- ii) Cllrs to remove their previous version of this protocol from their personal Welcome Pack and replace with the newly re-adopted version.**

**5.7 Local Council's Charter Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Local Council's Charter Update Report which had attached to it the latest version of the Charter which has been developed between Mr Gordon Elliott (DCC's Head of Partnerships & Community Engagement) and Mr Steve Ragg (CDALC). There is now a final opportunity for Cllrs to give comments before this Charter, which details the commitment for DCC and the Town/Parish Council sector to work together, is presented to DCC's Cabinet for adoption and CDALC's Executive.

Cllr Allan Blakemore reported that as a member of the CDALC Executive he had already expressed his concern that no reference is made in this Charter to S106 monies and believes that Town/Parish Councils should have an obligatory role in determining how such monies are allocated.

It was recognized that this Charter is a good starting point and it is appreciated that there is a will on both DCC and the Town/Parish Council sector to work together. Cllr Gloria Wills questioned how the implementation and working success of this Charter would then be scrutinized/monitored and what training would be delivered alongside it to embed the Charter into the working of both DCC and Town/Parish Councils. Cllr Mark Cant suggested that some two way key performance indicators could be assigned to the Charter to enable the success of the Charter to be monitored or areas for improvement identified.

**RESOLVED:**

**Cllrs to forward to the Clerk by no later than 12 noon on Monday 17<sup>th</sup> December 2018 their comments on the Local Council's Charter.**

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

## **6. Financial Matters:**

### **6.1 Cheques for approval after 12<sup>th</sup> November 2018:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109251 to 109270. The Clerk circulated to all an updated list which also included cheques numbered 109271 to 109274.

In relation to cheque number 109271 the Clerk reported this related to The Sedgefield Plan website and renewal of the two domain names (thesedgefieldplan.co.uk and thesedgefieldplan.com) which the Town Council had decided to retain until the neighbourhood plan was made. At this point the information on the stand-alone Sedgefield Plan website would be archived and relocated to a page on the Town Council's website.

Cllr Mark Cant queried the description given next to cheque number 109267. The Clerk clarified that the cheque was to DCC (not DCC Pension Fund) and was for the renewal costs of the Parish Hall's Premises Licence.

Cllr Stephen Winter requested background information to cheque number 109269 which related to on-site training delivered by Edge IT. Cllr Gloria Wills explained to Cllr Winter the commitment made by the Town Council in recent years to ensure that the Council's financial IT package is fully utilized and staff training provided. The Clerk reminded all that further training will be required in relation to the Epitaph (cemetery) module of the package as well as the Fixed Assets Register.

#### **RESOLVED:**

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

### **6.2 Financial Budget Comparison as at 3<sup>rd</sup> December 2018:**

#### **RESOLVED:**

**To receive the Financial Budget Comparison as at 3<sup>rd</sup> December 2018.**

### **6.3 Debtors List as at 3<sup>rd</sup> December 2018:**

#### **RESOLVED:**

**To receive the Debtors List as at 3<sup>rd</sup> December 2018.**



**6.4 Direct Debits and BACS List for 1<sup>st</sup> – 30<sup>th</sup> November 2018:**

**RESOLVED:**

**To receive the Direct Debits and BACS list for 1<sup>st</sup> – 30<sup>th</sup> November 2018.**

**6.5 Bank Reconciliations 1<sup>st</sup> – 30<sup>th</sup> November 2018 Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 30<sup>th</sup> November 2018 Bank Reconciliations.**

**6.6 Internal Audit Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulate to all an Internal Audit Update Report which was accompanied by the recent internal audit reports relating to Members and Officers Allowances and Expenses, Gifts and Hospitality plus Income Collection and Banking. The Clerk confirmed that all internal audit reports had been considered at the Finance Working Group meeting held on Tuesday 27<sup>th</sup> November 2018.

**RESOLVED:**

**To receive this information.**

**6.7 Future BACS Payments For Approval Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Future BACS Payments For Approval Report.

**RESOLVED:**

**With effect from January 2019, where possible, the Town Council makes invoice payment by BACS. The procedure will mirror that of the current cheques for approval system, i.e. a BACS payments for approval sheet will be circulated via the P&R Committee agenda and if payments are approved then subsequent payment will be made via the Council's on-line banking system by the Town Clerk and Financial Assistant/Receptionist.**

**7. Correspondence:**

**7.1 2019 Royal Garden Party Buckingham Palace (email from Mr Steve Ragg, CDALC dated 14<sup>th</sup> November 2018):**

Prior to the meeting the Clerk had circulated to all a 2019 Royal Garden Party email from Mr Steve Ragg of CDALC dated 14<sup>th</sup> November 2018. Cllr Allan Blakemore proposed the Council's longest-serving Cllr, Cllr David Brown, and his wife be

entered into the ballot to attend next year's Royal Garden Party. All Cllrs agreed and Cllr David Brown accepted.

**RESOLVED:**

**The Clerk to inform Mr Steve Ragg of CDALC that Cllr David Brown and his wife Elizabeth be entered into the ballot for the 2019 Royal Garden Party to represent Sedgefield Town Council.**

At 7.55pm the Chair, Cllr Gloria Wills, closed the meeting so that the following Community Development & Engagement Committee and Environment Committee meetings could take place.

At 9.06pm, following the conclusion of the Environment Committee meeting, Cllr Gloria Wills re-opened the Policy & Resources Committee in order agenda item 8 could be considered. Cllr Wills explained that due to the confidential nature of the following items these would be discussed under Exempt Information and requested members of the public present to 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 Village Green Ownership Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Village Green Ownership Update Report which was considered.

**8.2 Durham Records Office Recommendation Report by Policy & Records Management Working Group:**

Prior to the meeting the Clerk had circulated to all a Durham Records Office Recommendation Report by the Policy & Records Management Working Group which was considered.

**8.3 Quotations For Patching/Resurfacing Village Green:**

Cllrs considered quotations recently obtained for patching/resurfacing several areas of village green.

The Chair thanked everyone for attending and closed the meeting at 9.22pm.

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **DECEMBER**  
**COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the  
**Council** held following the Policy & Resources committee meeting in the  
**Council Offices**, Sedgefield, on **Monday 10<sup>th</sup> December 2018**

**Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Chris Lines (Vice-Chairman) and**

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Alda Hummelinck, Leo McCormack, Julie Towler, Mavis Wayman, Gloria Wills and Stephen Winter

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Vanessa Carmichael, Alf Walton and Fiona Warrand.

**2. Declaration of interest:**

Cllr Chris Lines declared a non-pecuniary interest in item 6.1. 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 keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.2 Terrace Hill Funding:**

The Clerk has written to both Sedgefield Bowling Club and Sedgefield Harriers requesting they provide a written progress update to the Committee's December 2018

meeting. See agenda items 6.1 and 6.2.

**RESOLVED:**

**To receive the information.**

**3.3 Fireworks Display:**

The Clerk has written to G2 Fireworks, AES and the SCA informing them of their appointment/date of the Town Council's 2019 Fireworks Display. The Clerk is investigating options for the first aid cover. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 Sedgefield Youth Club Management Committee:**

Work is underway to reschedule the next Sedgefield Youth Club Management Committee meeting.

The Projects & Media Co-ordinator has liaised with the Sedgefield News and found that it is possible to include Sedgefield Youth Club fliers as an insert into a future edition. Additional stocks of fliers are now required and discussions are underway with the Council's printer. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 Public Engagement/Annual Town meeting:**

Letters will be written to community groups in the New Year to see if they would be interested in having a promotional stall at the Town Council's Annual Town Meeting in May 2019. The Clerk to keep Cllrs updated on this matter.

Cllr Allan Blakemore recommended at the recent Finance Working Group meeting that a budget of £100 be set aside for this event.

**RESOLVED:**

**To receive the information.**

### **3.6 Christmas Tree Festival Banner:**

The Clerk had informed St Edmund's Church that the Town Council was happy for the Christmas Tree Festival banner to be displayed around the war memorial fencing for the duration of their festival.

#### **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 noted that Terrace Hill funding was to be considered later in this agenda. She hoped that the respective groups who had been earmarked for Terrace Hill funding allocations would be reporting progress and asked the Town Council how long they intended to sit on this money and whether a decision would be made to return this funding to a general 'pot' in order that other groups could apply for it. Cllr Allan Blakemore replied the Town Council regularly reviews the progress being made by the allotted groups and often their progress is being held back by the actions of others, e.g. planning officials. For the groups to bring their respective projects to fruition they are having to obtain a mix of funding from a range of providers and if some funding is obtained in advance of others there is a real possibility that other more substantial funders will withdraw, e.g. Sport England. The latest progress reports are to be considered by the Town Council under agenda items 6.1 and 6.2.

Cllr Blakemore thanked the member of the public for their comments and the meeting was then re-opened.

### **5. Reports:**

#### **5.1 Town Council Coach Trip To York Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Town Council Coach Trip To York Report by the Projects & Media Co-ordinator. This report detailed another very popular Town Council organized trip which had taken place on Thursday 22<sup>nd</sup> November 2018. Cllrs agreed that the Town Council's twice yearly coach trips should continue.

Cllr Gloria Wills reported an incident which had recently occurred during another coach trip organized by another group in the Town whereby an elderly gentleman had

become lost. Cllr Wills suggested the Town Council seeks advice from its insurer as to review all procedures relating to the organizing of coach trips. Cllrs agreed. Cllr Chris Lines reminded all that previously Youth Club members have said that they would like to have organized bus trips in the future so suggested that this variation also be considered when seeking advice from the Council's insurer. Again Cllrs agreed.

**RESOLVED:**

**The Clerk to liaise with Zurich to seek their advice regarding arrangements for future coach trips in accordance with the Council's insurance policy.**

**5.2 Snow Party 2018 Report by Town Clerk:**

The Clerk circulated to all Snow Party 2018 Report which detailed the background, key facts, feedback plus income/expenditure from this event held on Saturday 1<sup>st</sup> December 2018. The Clerk reported this had been a very successful event with activities in the Parish Hall proving to be extremely popular. The feedback for this year's event had been overwhelmingly positive and the Christmas Tree Festival at St Edmund's Church had enabled people to spend an afternoon in the Town in advance of the Christmas lights switch on. The Clerk expressed her thanks to all who had been involved in the pre-planning for this event as well as assisting during the day. She wished to record her thanks to the Council's Projects & Media Co-ordinator for all her work during this event and also to the Rotary Club for providing the Town with such a fantastic tree. Cllrs echoed those thanks.

The Clerk reminded all Cllrs that as there will be no Christmas Tree Festival in 2019 it will be necessary to review the format of any future Snow Party event. Cllrs agreed that they would like to hold some form of Snow Party event in 2019 and that a Working Group should be established in the early New Year to brainstorm ideas and identify a suitable date. Cllr Mark Cant suggested that instead of getting a Christmas Tree for the Town in 2019 that consideration be given to putting lights on the existing live tree near to the Ball Game Statue. Cllr Julie Towler requested that consideration be given to the Town's Christmas Tree being decorated in multi-coloured lights so as to stand out. Cllr Mavis Wayman asked whether the possibility of having an ice rink in the Town to coincide with any future Snow Party would be considered. Cllr Allan Blakemore replied that all these issues should be discussed at the Working Group being proposed by the Clerk.

**RESOLVED:**

**The Clerk to form a small Working Group to meet in early 2019 to discuss the format for a 2019 Snow Party event and identify a suitable date.**

**6. Correspondence:**

**6.1 Terrace Hill Funding – Sedgefield Harriers (letter from Mr Ean Parsons dated 18<sup>th</sup> November 2018):**

**6.2 Terrace Hill Funding – Sedgefield Bowling Club (letter from Mrs Sheila Sutherland dated 29<sup>th</sup> November 2018):**

The Clerk reminded all that it had previously been agreed that if Terrace Hill funding remained unclaimed then groups would be requested to provide the Town Council's Community Development & Engagement Committee meeting with a progress report. Prior to the meeting the Clerk had circulated to all letters received from Sedgefield Harriers and Sedgefield Bowling Club which detailed their respective project's progress to date.

Cllr Allan Blakemore noted that both groups were now waiting to find out whether or not they had been allocated S106 monies relating to the large-scale development at Eden Drive. Cllr Blakemore proposed that Terrace Hill funding allocations remain as pledged to both groups until the outcome of S106 allocations are known. Cllr Gloria Wills seconded this proposal but did express concerns that the latest information from the Sedgefield Harriers regarding a potential running track at NETPark appeared to be DCC Officer led when in actual fact the location of such a facility should be community led. Cllr Chris Lines confirmed that the NETPark site now being reported had in fact always been the Harriers preferred site as landscape and heritage issues had posed problems with other sites previously considered.

Cllr David Brown said the Town Council were the custodians of the Terrace Hill funding and proposed that each group be given a further six month extension to their claiming deadlines. Cllr Allan Blakemore said that he would be delighted to see both the proposed projects come to fruition with their Terrace Hill funding allocations forming an essential part of both group's cocktail mix of funding but acknowledged that neither group were requesting the Terrace Hill funding to be released now as it may jeopardise their chances of obtaining larger funding amounts from elsewhere, including the S106 monies from Eden Drive.

**RESOLVED:**

**The Clerk to write to Sedgefield Harriers and Sedgefield Bowling Club informing**

**them that their Terrace Hill funding allocations will remain in place until the outcome of the distribution of S106 monies relating to Eden Drive is known.**

**6.3 Events for Durham's Year of Culture (email from Mr Steve Ragg, CDALC dated 28<sup>th</sup> November 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Steve Ragg of CDALC dated 28<sup>th</sup> November 2018 in which he detailed the initiative Durham Year of Culture 2019. This gave Town/Parish Councils the opportunity to brand any of their events with the Durham Year of Culture logo and publicise events on their associated web platform. Cllr Allan Blakemore reported that he is the appointed CDALC Executive representative who will attend meetings with DCC regarding this matter. A meeting had been scheduled for December 2018 but had now been deferred to January 2019. Cllr Blakemore will keep the Town Council updated as required.

**RESOLVED:**

**To receive this information.**

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



# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **DECEMBER ENVIRONMENT** of  
the **Council** held following the Community Development &  
Engagement in the **Council Offices**, Sedgefield, on  
**Monday 10<sup>th</sup> December 2018**

### **Present**

**Cllr. Mark Cant (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Alda Hummelinck, Chris Lines, Leo McCormack, Julie Towler, Mavis Wayman, Gloria Wills and Stephen Winter

### **Officer**

Dr Jane Ayre (Town Clerk)

#### **1. Apologies:**

Cllrs Vanessa Carmichael, Alf Walton and Fiona Warrand.

#### **2. Declaration of interest:**

Cllr Gloria Wills declared an interest in the correspondence to be considered under agenda item 6.1. No other Cllrs made any Declaration of Interest.

#### **3. Matters of Information:**

##### **3.1 Street Lighting Energy Reduction Project:**

It was reported at the last meeting that DCC stated the footpath from the Garth to the Medical Centre was not adopted and therefore street lighting was not warranted under the DCC Street Lighting Policy and the Town Council's request for lighting in this area cannot be accommodated. The Clerk was asked to undertake work to determine who owns this footpath. Such investigation work has been undertaken which has resulted in another DCC Officer acknowledging that the footpath does belong to DCC. The Clerk is now to request both DCC Officers to talk to each other to reconsider the Town Council's original request for lighting. The Clerk to keep Cllrs updated on this matter.

Cllr Mel Carr expressed his concern that the current lack of lighting was discouraging many elderly and vulnerable people from leaving their properties in the dark.

**RESOLVED:**

**To receive the information.**

**3.2 Public Participation – Bus Shelters:**

Cllr Alf Walton presented the findings of his audit of bus shelters in the Town to the Estates Working Group meeting on 26<sup>th</sup> November 2018. As a result of this the Town Council's gardening staff have been requested to clean the bus shelter near to Turners.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.3 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.**

**3.4 Bins outside the Pizza Castle:**

The Clerk had written to the owner of the Pizza Castle enclosing a copy of the photographs asked them to investigate the matter of open bins and provide a response. Mr Yousef had replied thanking the Town Council for bringing this matter to his attention and he gave an assurance that he would speak to his staff to ensure they compress the rubbish down when the bin was near to full to endeavor to keep the bin lids shut from now on. The Clerk had made DCC Environmental Health aware of this matter and Ms Leah Beaumont of DCC had confirmed she had visited the site twice and not found any issues with the refuse receptacles nor any evidence of oil seeping from the oil containers nor on the nearby embankment. Cllr Alf Walton to keep monitoring this area.

**RESOLVED:**

**To receive the information.**

**3.5 Sedgefield 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. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 RoSPA Play Report – Eden Drive Play Area:**

Mr Barrie Alderson of DCC emailed the Clerk on 31<sup>st</sup> October 2018 apologising for the delay in responding to the Town Council's recent RoSPA Report for Eden Drive Play area. Mr Alderson confirmed that DCC have followed up the report and carried out the majority of the work in the report as part of the routine maintenance at no cost to the Town Council. DCC are continuing to monitor the edge shrinkage of surface which will require attention in near future. DCC will obtain a quotation for this work and share with the Town Council. Mr Alderson said he would have a further detailed report carried out and sent to the Town Council by 2<sup>nd</sup> November 2018. The Clerk has reminded Mr Alderson that this report is now outstanding and also requested County Cllr David Brown investigate this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.7 Overgrown Trees Back of Ceddesfeld Hall:**

The Clerk has written to County Cllr John Robinson requesting precise locations. A response has been outstanding for some considerable time.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.8 Speeding Cars on Durham Road:**

Sgt Alex Clarke has confirmed that PCSO Amy Jorgenson will liaise directly with Ms Julie Thomas in order to schedule some Community Speedwatch monitoring activity in this area of the Town. PCSO Jorgenson to provide the Town Council with an update in due course. The Clerk has requested an update from Sgt Alex Clarke. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.9 Public Participation – Speeding Cars / Footpath:**

The Clerk has liaised with Sgt Alex Clarke to make him aware of residents' concerns regarding cars speeding along Stockton Road. Sgt Clarke has instructed PCSO Amy Jorgenson to include this area in her forthcoming Community Speedwatch monitoring work in the Town. PCSO Jorgenson to provide the Town Council with an update in due course. The Clerk has requested an update from Sgt Alex Clarke. The Clerk to keep Cllrs updated on this matter.

Cllr Allan Blakemore confirmed that this area of the Town was discussed at the recent Parking In Sedgfield meeting where it was suggested to DCC Parking Officers that they are their colleagues explore possible traffic calming measures in this area of the Town.

**RESOLVED:**

**To receive the information.**

**3.10 Allotment Hedges:**

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

**RESOLVED:**

**To receive the information and to close this matter.**

**3.11 Footpath Condition:**

Concerns regarding the footpath along Stockton Road have been reported to DCC via their Do It Online system as well as in a letter from the Clerk to DCC with copies of Cllr Winter's accompanying photographs. This letter was also copied to both local County Cllrs.

The Clerk reported that on 6<sup>th</sup> December 2018 email confirmation was received from DCC's Highways and Traffic Team that they had inspected the area of concern and not considered this to be hazardous, dangerous or requiring essential maintenance and therefore no immediate work was planned. Subsequently on 7<sup>th</sup> December 2018 the Clerk received a more detailed email from Mr John Reed, DCC's Head of Technical Services, in which he reported that all adopted roads and highways in County Durham are inspected by Highways Inspectors at a frequency appropriate to

their usage. Defects are assessed against intervention criteria set out in DCC's Highways Safety Inspection Manual and reactive repairs undertaken to those defects which exceed the intervention criteria in accordance with the response times set out in DCC's Highway Maintenance Plan. Mr Reed confirmed that the footpath highlighted by the Town Council is inspected on a 6 monthly basis and the last scheduled inspection took place on 10th October 2018 and no actionable safety defects were identified. As a result of the Town Council's letter an unscheduled inspection took place on 5<sup>th</sup> December 2018 and no actionable safety defects were identified, although it was recognized the hedge was overgrown and a request has been made to Clean & Green Team for this to be cut back. Scheduled safety inspections will continue to take place. In addition to their Highway Safety Inspection Regime, DCC has an annual maintenance programme to maintain the condition of adopted roads and footpaths. DCC agree that this particular footpath would benefit from edging off and resurfacing, however, there is a maintenance backlog of £190 million countywide and DCC have to prioritise highway maintenance capital budgets based on safety, return on investment and network hierarchy. The footpath will be considered as part of the resurfacing programme in 2019/20 where it will be evaluated against other requests. If unsuccessful it will be considered for possible inclusion in future resurfacing programmes.

Cllr Mark Cant proposed that the Town Council write to Mr John Reed, with a copy to both County Cllrs seeking their support, requesting this footpath be considered as a priority in the scheduling of 2019/20 work. Cllrs agreed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**The Clerk to write to Mr John Reed of DCC and both local County Cllrs.**

**3.12 Trees at Mitford Court:**

The Clerk has forwarded to Mr Brian Mulligan, resident, a copy of the report produced by Mr Simon McGinney of DCC as agreed at the on-site meeting held in June 2018.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.13 Station Road Playing Field:**

The Clerk has written to Mr and Mrs Scott to inform them that the Town Council has recently written to DCC regarding recent activity at the field and are now awaiting an

outcome and will provide them with a further update in due course. This matter will now be dealt with via the P&R Committee agenda.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.14 Eden Drive Play Area:**

The Clerk had forwarded to DCC the request from Mr John Mothersole for a “No Dogs” sign for the small play area at Eden Drive. A response had been received from Mr Dave Henderson, a DCC Neighbourhood Warden, informing the Town Council that DCC do not have any such signs and having a dog off a lead was not an actual offence. The offence occurs when told to put a dog on a leader and the owner failing to do so. Even then the offence has to be witnessed by the Officer making the request. Mr Henderson said even if signage was available it could not be displayed at Eden Drive play area as it is an open area. Mr Henderson wished to make the Town Council aware that he had only one warden covering Spennymoor, Ferryhill, Fishburn and Sedgefield so did not have the luxury of just waiting in an area for an offence to occur.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.15 Flower Tubs on the Green:**

The Clerk is in discussions with Cllr Mel Carr in order to hopefully schedule a meeting the week commencing 17<sup>th</sup> December 2018 with Mr Clubley (Farmers Market), Mr Howard Smith (Sedgefield In Bloom) and a member of the Town Council’s gardening staff in order to collectively agree where flower tubs should be located on the central village green.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.16 Northumbria In Bloom / Britain In Bloom – 2019 Competitions**

The Clerk has completed and submitted necessary paperwork for the Town Council to enter the 2019 Northumbria In Bloom Competition.

The Clerk has confirmed that Sedgefield will enter the 2019 Britain in Bloom

competition as the Northumbria In Bloom's chosen Small Town entrant.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.17 Northumbria In Bloom Plaque**

The Clerk has informed Ms Norma Neal of the Town Council's approval for a further plaque to be located on the front of the Parish Hall.

**RESOLVED:**

**To receive the information and to close this matter.**

**3.18 Green Waste:**

The Clerk has informed the Sedgefield In Bloom Group that at this moment in time the Town Council do not give their permission for the Group to put green waste into the recycle bays at Butterwick Road Cemetery and that this matter will be discussed at the next Joint Bloom/Town Council meeting scheduled for March 2019.

**RESOLVED:**

**To receive the information.**

**3.19 Licensing Act 2003 – Application for Minor Variation – The Pickled Parson:**

A letter of objection has been submitted to DCC Licensing in relation to the variation now being sought.

**RESOLVED:**

**To receive the information and to close this matter.**

**4. Public Participation:**

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

Mrs Julia Bowles commented that she had been in contact with people from Brandon and Langley Moor who were currently opposing the removal by DCC of street lighting from an area which residents feel is dangerous. Through her discussions with those people Mrs Bowles said that residents in that locality felt that the safety report produced by DCC as part of the evidence base to support their decision was rubbish and she believed the same comment applied to that presented by DCC when lights were removed between Sedgefield

and Fishburn. Mrs Bowles said it was unknown when the lights would be reinstated between Sedgefield and Fishburn even though planning permission had been granted for large-scale development in this locality. Mrs Bowles commented that DCC seemed very happy to continue to light the NETPark area at night and questioned how this fitted in with their lighting policy and associated costs. Mrs Bowles asked if it was possible for residents to apply for S106 monies in order to repair the footpath alongside Stockton Road rather than wait for DCC to repair this area. Mrs Bowles concluded by saying she was disappointed to see that later on the agenda was a reference to an unauthorised encampment in the Town.

Mr Howard Smith reported that on the morning of the previous Saturday had been very windy and the bins outside Pizza Castle had been laid across the footpath with the lids open. Mr Smith said that it would be useful to determine who owned the area of land upon which the concrete ramp had been built next to the Pizza Castle as this situation was an on-going problem. As the Town is entered in the 2019 Britain in Bloom competition he was keen to prevent judges from seeing "grot spots". Mr Smith also commented that rat holes seem to have appeared on the grassed land below the nearby Indian. Mr Smith noted that the matter of parking in the Town was to be considered later in the agenda and questioned why someone from Richmond was involved in the discussions to date between the Town Council, County Council and others. Mr Smith said he hoped that there would be public consultation before any new parking restrictions or traffic movement systems were put in place as he believed that any one way systems introduced could result in the creation of other problems such as speeding.

Cllr Cant thanked the public for their comments and the meeting was then re-opened.

## **5. Reports:**

### **5.1 Parking In Sedgefield Update Report by the Town Clerk:**

The Clerk circulated to all a Parking In Sedgefield Update Report which had been produced following the most recent meeting between the Town Council, DCC, SCA and Sedgefield Development Trust on Wednesday 5<sup>th</sup> December 2018. The Clerk talked through this report which explained that to date all current parking restrictions in the Town have been mapped and reviewed with several suggestions made in relation to both problem areas as well as revisions to some existing restrictions in order to more accurately reflect usage. The current situation is that DCC Officers will prepare a Town map which details the proposals now being made. These will be shared in the first instance with County Cllrs for comment and then issued by DCC for public consultation as well as consultation with statutory consultees such as the emergency services and public transport providers. Residents and businesses impacted by the



proposals will be contacted directly by DCC. DCC Officers hope to issue this consultation in advance of the Christmas break. The Clerk has informed DCC Officers that any such proposals would be discussed by the Town Council at its January 2019 Environment Committee meeting and therefore the closing date for any public consultation would need to be after that. DCC Officers agreed to that request. A further Parking In Sedgefield meeting has been scheduled for Wednesday 30<sup>th</sup> January 2019 as detailed in the circulated report. Finally, in response to Mr Smith's comment during public participation the Clerk confirmed that the proposals to date have not included the creation of any one-way systems within the Town with the exception of a proposed recommended one-way system in the car park next to the Parish Hall when parking bays are to be remarked. DCC Officers have confirmed that County Cllr John Robinson has allocated funding for such marking work to take place. The Clerk has requested as much prior notice as possible for any such work in order that Parish Hall users can be notified and DCC can notify other surrounding businesses/services.

Cllr Mark Cant asked if the proposals contained the removal of the zig zag lines near to the zebra crossing to create additional parking spaces. The Clerk confirmed that this is not an option as such action could only take place if the zebra crossing was built out into the road and the Town's crossing does not meet the criteria in order for this to happen.

Cllr Allan Blakemore confirmed that parking proposals will contain the introduction of more time limited parking in an attempt to overcome the increasing problem of people parking their cars in the Town for the entire day while they then car-share with someone else to work or travel further afield by bus. An area of particular concern is the car park next to the Parish Hall.

Cllr Gloria Wills reminded all that aside from this work there is still considerable thought and work required by the Town Council in relation to vehicles parking on and using areas of village green. The Clerk confirmed that during discussions with DCC Officers she has asked them to forward to her contact details for other local Town/Parish Councils who have had, or are dealing with, similar issues. Cllr Blakemore confirmed that he has also raised this point at the CDALC Executive. The Clerk said these comments were very timely as she then circulated an email received earlier that day from Mr Martin Williams in which he expressed his concerns regarding parking and vehicle movement on the central village green area around The Square. It was agreed that Cllrs would consider Mr Williams email and discuss at the next

meeting.

**RESOLVED:**

- i) To receive this information.**
- ii) The Clerk to circulate when received the parking in Sedgefield public consultation documentation to all Town Cllrs.**
- iii) Cllrs to inform the Clerk whether or not they will be attending the next Parking in Sedgefield meeting.**
- iv) Cllrs to consider the email from Mr Williams and for this matter to be discussed at the January 2019 Environment Committee meeting.**

**6. Correspondence:**

**6.1 Unauthorised Encampment Stockton Road, Sedgefield (email from Ms Clare Hubbard, DCC dated 14<sup>th</sup> November 2018):**

Prior to the meeting the Clerk had circulated to all an email from Ms Clare Hubbard of DCC dated 14<sup>th</sup> November 2018 which was in response to concerns raised by Cllr Gloria Wills in relation to a recent unauthorized encampment on Stockton Road in Sedgefield.

Cllr Wills explained that she had been made aware of this matter by a member of the public. Whilst the latest encampment had not created anywhere near the debris and destruction of that made in 2017 it still made people nervous and concerned about being in this area. Cllr Wills was concerned that by DCC providing amenities at this location for those who had set up camp this could mean the site becomes identified as a Temporary Stop Over site in the County Durham Plan. Cllr Wills had subsequently been given a guarantee that no such designation would be given to this site and that DCC do not want to put any gates in this area to block access in the way which they have done past the old cemetery on Beacon Lane. Cllr Wills concluded that whilst this is not a problem at the moment she wanted to make fellow Cllrs aware of the situation and it was agreed that everyone would monitor this situation and log directly to DCC any problems.

**RESOLVED:**

**To receive this information.**

**6.2 [Highways Matters] (letter from Mr G Bolam, George Bolam Foods dated 20<sup>th</sup> November 2018):**

Prior to the meeting the Clerk had circulated to all a letter received from Mr G Bolam of

George Bolam Foods dated 20<sup>th</sup> November 2018 in which he expressed concerns regarding a number of highways and traffic movement matters in and around his business premises in the Town. The Clerk confirmed these matters related to DCC and so she therefore forwarded his letter to the County Council. At the recent Parking in Sedgefield meeting DCC Officers confirmed receipt of Mr Bolam's letter and said they would be liaising with him directly regarding the matters concerned which they believed related more to speeding rather than parking. The Clerk had informed Mr Bolam of her actions. Finally, the Clerk read out an email from Cllr Alf Walton in which he wished to inform Cllrs that the comments assigned to him by Mr Bolam in the circulated letter were incorrect.

**RESOLVED:**

**To receive this information.**

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