

SEDGEFIELD TOWN COUNCIL



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

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

Officer Dr Jane Ayre (Town Clerk)

Cllr Mel Carr, Chairman, newly Co-opted Cllr Stephen Winter to his first Town Council meeting.

1. Apologies:

Cllrs. Vanessa Carmichael and Alda Hummelinck

2. Declaration of interest:

Cllr Chris Lines declared an interest in agenda items 7.3 and 11. No declarations of interest were made by any other Cllrs.

3. STC Minutes / Committee Reports:

a. Minutes of the Monthly meeting held Monday 8th October 2018:

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

b. Minutes of the P&R committee held Monday 8th October 2018:

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

c. Minutes of Joint Town Council & Sedgefield In Bloom Group Meeting held Thursday 11th October 2018:

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

d. Minutes of Estates Working Group held Thursday 11th October 2018:

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

e. Minutes of Special Town Council Meeting held Monday 15th October 2018:

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

f. Minutes of the Community Development & Engagement committee meeting

held Monday 15th October 2018:

Cllr David Brown pointed out that Cllr Fiona Warrand had been incorrectly shown as being in attendance at this meeting when in fact she had submitted her apologies. With the inclusion of the above amendment these were confirmed as a correct record. (CL / DB)

g. Minutes of the Environment committee meeting held Monday 15th October 2018:

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

h. Minutes of the Personnel meeting held Monday 29th October 2018:

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

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 an operational data comparison. Cllrs Allan Blakemore and Gloria Wills to raise this matter at the next Larger Councils Forum meeting and the Clerk to liaise with the Clerk of Shildon Town Council to consider how to progress this matter.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

4.3 Proposed Diversion of Public Footpath 16 Sedgefield:

The Clerk reported that she had received an email from Mr Owen Shaw of DCC on 8th November 2018 confirming 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 has agreed to keep the Town Council informed of any updates received. The Clerk to keep Cllrs updated on this matter.

Cllr Stephen Winter requested background information to this matter in order to understand the potential implications for residents living in the new development off Eden Drive. Cllr Gloria Wills duly provided this background and reminded all Cllrs that Taylor Wimpey had submitted a request to divert the existing footpath through the new housing estates. This proposal had been considered by the Town Council and it was felt that it was unacceptable to expect people to now walk through a housing estate when they have been used to walking through a countryside setting. As a result the Town Council had suggested an alternative route whereby the footpath would go past Hodgmore Hill (a protected green area) and then rejoin the footpath near to Thurlow. The Clerk was asked to provide Cllr Winter with a copy of the proposal submitted to DCC.

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 policing changes at Sedgefield and Shildon following completion of the first six months of such working. As agreed earlier this matter to be raised at the next Larger Councils Forum meeting and the Clerk to liaise with Shildon Town Council.

The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

4.5 The Pickled Parson and Cornerhouse Premises Licence Variation Requests:

The Clerk reported at the Environment Committee meeting held on 15th October 2018 that documentation supplied by the owner of The Pickled Parson regarding village green ownership had been forwarded to the Town Council's solicitor for consideration. At the time of the Environment Committee meeting no update had been received from our solicitor. Feedback has now been received and will be considered under the exempt element of the November 2018 P&R Committee agenda.

RESOLVED:

To receive this information and to close this matter.

4.6 County Cllrs Report:

The clarification requested by Cllr Alda Hummelinck was sought from County Cllr John Robinson and duly supplied to Cllr Hummelinck.

RESOLVED:

To receive this information and to close this matter.

4.7 Stockton on Tees Local Plan:

This matter was discussed at the Environment Committee meeting held on 15th October 2018.

RESOLVED:

To receive this information and to close this matter.

4.8 The Cornerhouse – Amended Planning Application:

No Cllrs forwarded any comments to the Clerk regarding the amendments to the planning application for 2 no hand painted signs (retrospective) at The Cornerhouse, Sedgfield.

RESOLVED:

To receive this information and to close this matter.

4.9 Current Planning Applications:

The Clerk has forwarded to DCC Planning Officers comments on applications 1 – 3. Additional planning application DM/18/02057/AD was discussed at the Environment

Committee meeting held on 15th October 2018.

RESOLVED:

To receive this information and to close this matter.

5. Dates of Meetings:

Dates of the meetings taking place in November 2018 had been circulated prior to the meeting together with dates of events from November 2018 to March 2019.

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 the Town Council had been due to meet with DCC Licensing Officers on 22nd October 2018 and asked whether the Town Council had taken this opportunity to request that meetings between Hardwick Hall Hotel management, the Town Council and residents could be reinstated six weeks before Hardwick Live and six weeks after. Cllr Mel Carr confirmed that a report regarding this meeting was on the agenda of the following P&R Committee meeting for consideration. The Clerk confirmed that the question asked by Mrs Bowles would be answered in that item. Mrs Bowles had noted that a further meeting with DCC was to take place on 5th December 2018 regarding parking matters in the Town which would then be followed by a public consultation exercise ran by the County Council giving local people the chance to have their say. Mrs Bowles felt the parking situation in the Town was becoming a matter of urgency which needed action sooner rather than later. Mrs Bowles concluded by commenting that it was disappointing that on the 11th day at the 11th hour the clock of St Edmund's Church only chimed 10 times. Mrs Bowles said that she knew this was not a Town Council matter but wanted to make the Town Council aware to see if they could have any influence in resolving this matter.

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 October 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 had a very busy time undertaking the following duties:

- Hosted a fund raising quiz at Ceddesfeld Hall;
- Attended a Fashion Through The Ages event at Barnard Castle School with funds being raised for the Rotary;
- Attended the Bishop Auckland Mining Art Exhibition event which included a tour of the new Bishop Auckland Tower;
- Attended with County Cllr David Brown and Mrs Brown the DCC Civic Dinner at County Hall at which the Spennymoor Brass Band performed and a speech was given by John Lethbridge;
- Attended a charity evening hosted by the WI at Ferryhill Working Mens Club with musical entertainment;
- Attended the Remembrance Service at St Luke's at Winterton on 9th November 2018;
- Hosted a Remembrance Lunch at Sedgfield Parish Hall on 10th November 2018 which had been a very well attended event;
- Attended the Remembrance Sunday Service at St Edmund's Church on 11th November 2018 which was a very good and well attended commemoration.

RESOLVED:

To receive this information.

7.3 Skerne Medical Group Meeting Report by Cllr Alda Hummelinck:

Prior to the meeting the Clerk had circulated to all a Skerne Medical Group Meeting Report produced by Cllr Alda Hummelinck. Cllrs thanked Cllr Hummelinck for representing the Town Council at this meeting held on 18th October 2018 and for her report.

Cllr Chris Lines reminded all Cllrs that two of the six public open evenings are still to

take place and details of these can be found on the practice's website along with a copy of the slides being presented. He reminded all that views can also be submitted to the on-line survey which is detailed in Cllr Hummelinck's report.

RESOLVED:

To receive this information.

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

The Clerk circulated to all a Multi-agency Anti-social Behaviour Update Report which followed attendance by herself plus Cllrs Mel and Ann Carr at the most recent multi-agency meeting held on 8th November 2018. Accompanying this report were the official minutes taken by DCC relating to the multi-agency meeting held on 20th September 2018. As no concerns have been reported to the Police, DCC or the Town Council it has now been agreed to stand-down these multi-agency meetings with the proviso that if any future issues occur the group will be re-instated and Operation Stay Safe repeated.

RESOLVED:

To receive this information.

7.5 Outstanding Matters For County Cllr Investigation Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Outstanding Matters For County Cllr Investigation Report which had been produced as a result of County Cllr David Brown's offer to investigate on the Town Council's behalf a number of long-term outstanding matters with DCC. The Clerk reported that she has been contacted directly by numerous DCC Officers relating to most of the matters identified. Updates would now be given to Town Cllrs via the relevant Committee agendas.

Cllr Alf Walton commented that in relation to item 12 in the report, Mr Alex Walker of AW Treecare had expressed his concern regarding the amount of dog fouling at Beacon Lane Cemetery. Cllr Walton requested the Clerk report this matter to DCC. Cllr Gloria Wills suggested that a polite reminder notice requesting owners clean up after their dogs be included in the next edition of the Sedgefield Extra. Cllrs agreed. Cllr Stephen Winter suggested this message also be conveyed via the website and Twitter account.

Cllr Chris Lines thanked Cllr David Brown for his assistance in progressing outstanding

matters with DCC.

RESOLVED:

i) To receive this information.

ii) The Clerk to continue forwarding future matters to County Cllr David Brown in order that he can assist progress with DCC Officers as required.

7.6 Council Working Group Membership Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Council Working Group Membership Report which detailed the Town Council's current Working Groups, the Committee to which those Groups report and the membership of each as agreed at the Councils' AGM in May 2018. The Clerk reminded Cllrs that anyone can join a Working Group at any time of the year should they wish, i.e. membership is not set at the AGM. Cllr Mel Carr highlighted that the recent Finance Working Group meeting had needed to be cancelled as it was not quorate. Cllr Gloria Wills also made Cllrs aware that coming weeks are a crucial time for the Finance Working Group in particular as work is on-going for budget setting, budget monitoring and medium term financial planning review.

RESOLVED:

i) To receive this information.

ii) Cllrs to notify the Clerk if they wish to join any Working Group.

8. External Reports:

8.1 East Durham Rural Corridor Area Action Partnership Board Meeting 2nd October 2018 Key Messages:

Prior to the meeting the Clerk had circulated the key messages from the East Durham Rural Corridor Area Action Partnership Board Meeting held on 2nd October 2018.

Cllr Chris Lines commented that the AAP's recent Its Up 2U participatory budgeting event had resulted in four Sedgefield specific projects – relating to the Cricket Club, Football Club, Wildlife Project and Sedgefield PTA – had all received significant funding for their respective budgets.

Cllr Mel Carr had noted in the key messages documentation circulated that details were given of various projects which have been funded from DCC Neighbourhood Budgets including those for Trimdon Grange Community Centre and Trimdon

Community College Association. Cllr Gloria Wills said it would be nice to know how Sedgefield's local County Cllrs are spending their Neighbourhood Budgets. Cllr David Brown said that he would produce such a list for the Town Council's next Monthly Meeting.

RESOLVED:

i) To receive this information.

ii) The Clerk to request a list of Sedgefield's County Cllrs spending from County Cllr David Brown.

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 a Sedgefield Plan Update Report. Since the production of this Report the Clerk confirmed that a joint application between DCC and the Town Council has now been submitted to NPIERS to commence the process for seeking potential candidates to perform the role of Neighbourhood Plan Examiner. The Clerk had liaised with Mr Stuart Carter of DCC who had agreed that once applications were received from potential candidates that a joint meeting be scheduled with the Town Council in order to appoint an Examiner. DCC's Regulation 16 statutory consultation period will end on Friday 30th November 2018.

RESOLVED:

To receive this information.

11. Current Planning Applications:

The Clerk reminded all Cllrs that some time ago she had been asked to seek clarification from DCC as to why retrospective planning applications were permitted. The Clerk read out an email received from Mr John Byers of DCC's Planning Development Section dated 2nd November 2018 in which he explained that such applications are a perennial part of the planning system that come to prominence from time to time and often linked to a sense of injustice and illegality around unauthorized development. Central government did at one stage consider charging applicants an additional fee for these submissions but this was not followed through. Mr Byers said the number of retrospective applications was relatively small against the total number of submissions and that whilst the practice is in no way condoned by

the Planning Authority it is a legitimate way backed by statute that allows people to seek planning permission. When such an application is submitted it must be treated on its merits as any other. There are many reasons why applications can be made retrospectively but irrespective of the particular circumstances any such application still needs to be considered on its planning merits.

Cllr Chris Lines noted Mr Byers comment that the number of retrospective applications was relatively few in number but felt that of that number a significant percentage recently in Sedgefield had been from developers and businesses who do and should know the laws relating to planning and suspected that they were using this route to serve their own purpose. Cllr Alf Walton agreed.

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/18/02506/FPA – proposed replacement dwelling and retention of static caravan for duration of construction works, Cole Hill Farm, Elwick, County Durham:

Cllrs did not have any objection to this application.

11.2 DM/18/03169/FPA – orangery to replace existing conservatory, 6 Queens Drive, Sedgefield:

Cllrs did not have any objection to this application.

11.3 DM/18/03265/AD – 2 no non-illuminated ground standing monolith signs and 1 no illuminated ground standing monolith sign, Centre for Process Innovation, John Walker Road, Sedgefield:

Cllrs did not have any objection to this application. Cllr Gloria Wills suggested that the Town Council monitor any further lighting in this area as it is possible there could be an issue from the cumulative effect of such.

RESOLVED:

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

The Chair thanked everyone for attending and closed the meeting at 7.40pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 12th November 2018**

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael and Alda Hummelinck.

2. Declaration of interest:

Cllr Chris Lines declared an interest in agenda item 7.1 as a business tenant at the property to be discussed. No declarations of interest were made by any other Cllrs.

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 finalised following the announcement of the closure of the Barclays Branch of 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 Sedgfield Town Council Corporate Plan:

This matter has been discussed at the Policy & Records Management Working Group meeting held on 20th September 2018. 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 meeting at which the Town 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.

3.3 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. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.4 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 Cllrs in order to discuss this matter. Ms Porter has confirmed receipt of this request and forwarded it to her Line Manager. The Clerk had made County Cllr David Brown aware of this outstanding action and as a result a DCC Officer contact the Clerk the week commencing 5th November 2018 to seek further information and to subsequently liaise with Conservation Officer colleagues in order that a meeting

can be scheduled. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.5 Draft Revised Charter Between DCC and Local Councils in County Durham:

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. It was agreed that the Clerk would keep Cllrs updated as and when further information is received.

The Clerk had circulated to all Cllrs details of the recent CDALC AGM and this will be considered under agenda item 5.3.

RESOLVED:

To receive this information and to close this matter.

3.6 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 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 this information.

3.7 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 this information.

3.8 Unsafe Memorials:

Unsafe headstones and memorials at Butterwick Road Cemetery have now been laid flat.

RESOLVED:

To receive this information and to close this matter.

3.9 Cheques for Approval:

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

RESOLVED:

To receive this information.

3.10 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. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.11 New Tractor:

The Town Council's New Holland tractor was delivered on 1st November 2018. The Bloom Group took ownership of their Kyoti tractor on 1st November 2018 and removed it from the Town Council's compound. The Kyoti tractor was serviced before it was returned to the Bloom Group. The Kyoti tractor has been removed from the Town Council's insurance policy and paperwork submitted to Zurich in order to reclaim a small refund. The Clerk is also working with the Council's Internal Auditor to ensure this item is correctly removed from the Council's Assets Register and the New Holland tractor included.

When developing 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 these matters.

RESOLVED:

To receive this information.

3.12 Parish Hall Hearing Loop:

A Purchase Order has 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.

3.13 Parish Hall Sound System:

A Purchase Order has been submitted to Clockwork AV informing them of their successful quotation for the Parish Hall sound system but instructing them also to 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.

3.14 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 this information.

3.15 New Allotment Tenants:

The new tenancy procedure, i.e. a new tenant is required to pay a £50 deposit⁶, has been included in the Allotment Rules and Regulations. The updated Rules and

Regulations have been circulated to all existing allotment holders and put onto the Town Council's website. The updated Rules and Regulations were explained by Cllr Alf Walton and the Projects & Media Co-ordinator as part of their attendance at the Sedgefield Sowers & Growers AGM on 10th October 2018.

RESOLVED:

To receive this information and to close this matter.

3.16 External Grant Funding Policy & Procedures:

The adopted External Grant Funding Policy & Procedures document has now been uploaded to the Town Council's website.

RESOLVED:

To receive this information and close this matter.

3.17 Standing Orders:

The Council's Standing Orders have been updated as agreed and uploaded to the Town Council's website.

RESOLVED:

To receive this information and close this matter.

3.18 Publication Scheme:

The adopted Publication Scheme has been uploaded to the Town Council's website.

RESOLVED:

To receive this information and close this matter.

3.19 Code of Conduct:

The adopted Code of Conduct has been uploaded to the Town Council's website.

RESOLVED:

To receive this information and close this matter.

3.20 Social Media Policy:

The adopted Social Media Policy has been uploaded to the Town Council's website.

RESOLVED:

To receive this information and close this matter.

3.21 Draft Minutes:

Watermarked DRAFT minutes for October 2018 Council Committee meetings, excluding those for Personnel, will be uploaded to the Town Council's website with effect from 5th November 2018. These will then be replaced with watermarked APPROVED minutes following the November 2018 Monthly Meeting.

RESOLVED:

To receive this information and close this matter.

3.22 Public Meetings:

A further report by the Policy & Records Management Working Group to be taken to the December 2018 P&R Committee meeting following consideration of Cllr Blakemore's report to the November 2018 Community Development & Engagement Committee meeting. The Policy & Records Management Working Group to keep Cllrs updated on this matter.

No Cllrs forwarded to the Clerk any further ideas regarding public consultation.

RESOLVED:

To receive this information and to close this matter.

3.23 Proposed Treeworks:

This work has now been successfully completed.

RESOLVED:

To receive this information and to close this matter.

3.24 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 this information.

3.25 Sedgefield In Bloom Group Tractor Service Request:

The cost of a standard tractor service was obtained and this matter discussed at the Environment Committee meeting held on 15th October 2018.

RESOLVED:

To receive this information and to close this matter.

3.26 Repainting of War Memorial Fencing:

This work has now been successfully completed.

RESOLVED:

To receive this information and to close this matter.

3.27 Refurbishment of Register of Graves:

This work has now been successfully completed.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation:

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

Mrs Julia Bowles reported that she was pleased to see draft minutes on the Town Council's website and suggested the Council now promote this to residents. Mrs Bowles had noted in the Council's previous meeting DCC's comments regarding retrospective planning applications said that whilst the County Council were good a writing letters she felt that they took far too long to make a decision regarding such retrospective applications.

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

5. Reports:

5.1 Meeting with DCC Licensing Officers Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Meeting With DCC Licensing Officers Report which provided a summary of the meeting which took place between

the Town Council and DCC Officers on 22nd October 2018.

With regards to Hardwick Live, Cllr Gloria Wills noted that whilst DCC Licensing Officers had stated there was no requirement within the Premises Licence for that event to hold pre-event and post-event meetings 6 weeks before and after this event with the Town Council and residents groups, this requirement was actually detailed in the final paragraph of the conditions attached at a Hearing of the Statutory Licensing Sub-Committee meeting held on 29th April 2014 as detailed in the document forwarded from Ms Johnson. The Clerk was asked to liaise with Ms Johnson and seek clarification.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to schedule a meeting with the newly appointed DPS for Sedgefield Racecourse and invited Cllrs. The purpose of this meeting will be to meet and greet, work through questions previously suggested by Cllr Mark Cant and to agree future means of communication prior to events.**
- iii) The Clerk to liaise with Ms Helen Johnson of DCC in accordance with the Town Council's wishes.**

5.2 Six Monthly Lift Inspection Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Six Monthly Lift Inspection Report. Within this report it was noted that the lift at Ceddesfeld Hall requires some corrective attention and it was agreed that the Clerk notify the SCA Chair of this matter.

A discussion took place as to whether or not it was the Town Council's responsibility to continue to provide such inspections when the SCA have a fully repairing lease for Ceddesfeld Hall. The Clerk was asked to seek advice from the Council's insurer and keep Cllrs updated on this matter.

RESOLVED:

- i) To receive this information.**
- ii) The Clerk to inform the SCA Chair of the outcome of the most recent lift inspection findings.**
- iii) The Clerk to liaise with the Council's insurer to seek their advice on whether or not it is the Town Council's responsibility to provide such**

inspections.

5.3 72nd Annual General Meeting of CDALC Report by Cllr Gloria Wills:

Prior to the meeting the Clerk had circulated to all a 72nd Annual General Meeting of CDALC Report by Cllr Gloria Wills.

Cllr Mel Carr congratulated Cllr Allan Blakemore on his re-election as one of CDALC's Vice Presidents.

RESOLVED:

To receive this information.

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

6. Financial Matters:

6.1 Cheques for approval after 8th October 2018:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval numbered 109401 to 109420. A further list was circulated citing cheque numbers 109241 to 109250.

Cllr David Brown commented that he believed the Council's grass cutting contractor should be very appreciative of the business he had received this past growing season when considering the drought conditions experienced over the summer. Cllr Brown requested clarification regarding the grass cutting contract and the Clerk reminded all Cllrs that the contract awarded was for a period of two years, commencing in 2018/19 and ending in 2019/20.

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 1st November 2018:

Cllrs Gloria Wills and Mel Carr reported that whilst the Town Council's budget remains on target finance is very tight and careful monitoring will be required throughout the remainder of the financial year.

RESOLVED:

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

6.3 Debtors List as at 1st November 2018:

RESOLVED:

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

6.4 Direct Debits and BACS List for 1st October – 31st October 2018:

RESOLVED:

To receive the Direct Debits and BACS List for 1st – 31st October 2018.

6.5 Bank Reconciliations 1st – 31st October 2018 Report by Town Clerk:

RESOLVED:

To receive the 1st – 31st October 2018 Bank Reconciliations.

6.6 September 2018 Public Sector Deposit Fund Report by Town Clerk:

RESOLVED:

To receive the September 2018 Public Sector Deposit Fund Reconciliation contained in the Report.

6.7 Internal Audit Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Internal Audit Update Report which was accompanied by the Terms of Reference for the Internal Audit work in accordance with the Council's agreed programme of work. The Clerk reported that internal audit work had been successfully completed over 7th-8th November 2018. The Internal Auditor's findings will be presented to the Finance Working Group meeting later in November 2018 and then shared with all Cllrs via the December 2018 P&R Committee agenda.

RESOLVED:

To receive this information.

6.8 Town Council's VAT Reclaim 1st April – 30th September 2018 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Town Council's VAT Reclaim 1st April – 30th September 2018 Report which confirmed the Town Council had been reimbursed by HMRC for its recent VAT claim via the new on-line system.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Decision – Manor House, Sedgefield (email and attachments from Ms Karen Robson, DCC dated 22nd October 2018):

Prior to the meeting the Clerk had circulated to all an email and attachments from Ms Karen Robson of DCC dated 22nd October 2018 which detailed the Notice of Determination relating to The Manor House's recent request for a new Premises Licence. Cllrs agreed that they did not have any objections to Premises Licence and associated conditions assigned.

Cllr Mel Carr reminded Cllrs that he had, on behalf of the Town Council, attended the Statutory Licensing Committee meeting on 16th October 2018 at which the Manor House's application had been considered. Cllr Mel Carr confirmed that by the end of the meeting all parties had been satisfied with the outcomes achieved. Cllr David Brown reported that the Chair of the Committee. Cllr Crathorne, had said in her conclusion that this had been a very amicable meeting at which all parties had worked together to achieve an outcome agreeable to all. Cllr Mel Carr commented that he felt DCC had missed out on the opportunity to be proactive and review its County –wide Licensing Policy thereby enabling standardize licensing hours across the whole area which would have made the work of DCC Officers much easier. Cllr Mel Carr said this approach had been adopted elsewhere and implemented very successfully.

RESOLVED:

To receive this information.

7.2 New Disqualification Rules To Prevent People Found Guilty of Serious Crimes From Service As Councillors and Mayors (email from Mr Steve Ragg, CDALC dated 22nd October 2018):

Prior to the meeting the Clerk had circulated an email from Mr Steve Ragg of CDALC dated 22nd October 2018 detailing new disqualification rules to prevent people found guilty of serious crimes from service as Cllrs and Mayors.

RESOLVED:

To receive this information.

7.3 LCAS Risk Topic Updated – October 2018 (email from Ms Jayne Andrew, Zurich dated 19th October 2018):

Prior to the meeting the Clerk had circulated an email from Ms Jayne Andrew of Zurich dated 19th October 2018 which included an LCAS Risk Topic Update. Cllr Mel Carr commented that in relation to the Cemetery & Memorial Safety advice within this email, this proved that action recently undertaken by the Town Council in relation to the laying flat of such unsafe items at Butterwick Road Cemetery had been correct. Cllr Gloria Wills also highlighted the reference which stated “it is established law that ownership of memorials remains with the family of the deceased”.

RESOLVED:

To receive this information.

7.4 North End Garage (letter from Mr B Theakston dated 1st November 2018):

Prior to the meeting the Clerk had circulated to all a letter from Mr B Theakston dated 1st November 2018 regarding his lease with the Town Council for the forecourt of North End Garage.

RESOLVED:

- i) The Estates Working Group to review the existing lease and bring a recommendation report back to a future P&R Committee meeting.**
- ii) The Clerk to respond to Mr Theakston.**

7.5 2019/20 Subscription Fee (email from Mr Steve Ragg, CDALC dated 2nd November 2018):

Prior to the meeting the Clerk had circulated to all for information a 2019/20 subscription fee email from Mr Steve Ragg of CDALC dated 2nd November 2018. The Clerk reported that this information would be factored into the forthcoming work to prepare the Council's 2019/20 budget.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with Mr Steve Ragg to determine the number of electors used as the calculator within Sedgefield Parish.

Cllr Gloria 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 Station Road Playing Field Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Station Road Playing Field Report which detailed work undertaken recently by DCC without any prior agreement by the Town Council. Cllrs duly considered this report.

8.2 Village Green Ownership Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Village Green Ownership Update Report. Cllrs duly considered this report.

8.3 Unauthorised Parish Hall Lights Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Unauthorised Parish Hall Lights Update Report. Cllrs duly considered this report.

8.4 Use of Ceddesfeld Hall (email from Ms J Green dated 8th November 2018):

The Clerk read out an email received from Ms J Green dated 8th November 2018 in which she was seeking the Town Council's permission to use the grounds of Ceddesfeld Hall on Saturday 21st September 2019 and this was duly considered by Cllrs.

The Chair thanked everyone for attending and closed the meeting at 9.26pm.

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



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

Present **Cllr. Alf Walton (Chairman)**
Cllr. Mark Cant (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Julie Towler,
Mavis Wayman and Stephen Winter

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Chris Lines, Leo McCormack, 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.

RESOLVED:

To receive this information and to close this matter.

3.2 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. Cllr Mark Cant's
email detailing concerns regarding vehicles parking on the grass near to the war
memorial were considered at the last Estates Working Group meeting and as a result
of this several tubs have been moved to this location to act as a deterrent as agreed

by the Clerk, Chair of the Environment Committee and Gardener.

RESOLVED:

To receive this information and to close this matter.

3.3 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. The Clerk read out an email from Mr Paul Vasey of DCC dated 8th November 2018 in which he reported that the footpath from the Garth to the Medical Centre is not adopted and therefore street lighting is not warranted under the DCC Street Lighting Policy and the Town Council's request cannot be accommodated. Cllrs requested the Clerk to undertake work to try to determine who owned this footpath.

The Clerk confirmed that she had complied and sent to County Cllr David Brown a list of all outstanding DCC matters for him to investigate and report back to the Town Council. A full list of these outstanding matters was shared with Cllrs for information under the November 2018 Monthly Meeting agenda. The Clerk confirmed that this arrangement of forwarding matters to County Cllr Brown will continue. The Clerk thanked County Cllr Brown for his assistance.

RESOLVED:

i) To receive this information.

ii) The Clerk to investigate to determine who owns the footpath from the Garth to the Medical Centre.

3.4 Village Greens:

The Clerk has liaised with Sgt Alex Clarke who confirmed that the matter of glass bottles and glasses outside licensed premises in the Town had been discussed at the Pub Watch meeting held on 16th October 2018. All licensed premises owners have agreed to monitor their respective premises and to clear up any mess. PC John Lamb will discuss this matter again at the next Pub Watch meeting and will also speak directly to those premises which the Town Council had received particular reports about. Cllrs to monitor this situation.

RESOLVED:

To receive this information and to close this matter.

3.5 Station Road Playing Field:

The Clerk verbally reported that since the production of the papers for this meeting the issue of Station Road Playing field had been considered at the previous week's P&R Committee meeting at which an explanation from Mr John Reed of DCC regarding recent unauthorized work on the field had been considered and Town Council action agreed. This matter will now be considered under the P&R Committee's agenda.

RESOLVED:

To receive this information and to close this matter.

3.6 Public Participation – Bus Shelters:

Cllr Alf Walton reported that he had earlier that day completed his audit of bus shelters in the Town. The Clerk confirmed that this would be shared with the Estates Working Group at their next meeting on 26th November 2018. Cllr Walton confirmed that whilst the majority of bus shelters were in an acceptable condition two did require consideration. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.7 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 this information.

3.8 Bins Outside Pizza Castle:

Some time ago 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 awaited and it was agreed that in the meantime

Cllr Alf Walton would continue to monitor this matter.

Cllrs Walton and Stephen Winter reported that bins outside this property had been left open on 12th, 17 and 19th November 2018. Both Cllrs had taken photographs which they would forward to the Clerk in order that a further letter with accompanying evidence can be sent to the business owner. All Cllrs agreed that action was needed to keep bin lids shut in order to deter attracting rodents to this area. The Clerk was also instructed to inform Ms Kellie Craze-Gilmore of DCC's Environmental Health of this latest action for her records. Cllr Walton to continue to monitor this area.

Cllr Winter commented that when driving/walking through the Town's Conservation Area the external area around Pizza Castle is an eyesore. Whilst other businesses within the Conservation Area seem to have taken action to tastefully screen their rubbish bins this is not the case with the Pizza Castle. Cllr Walton questioned who owned the land around the Pizza Castle upon which the bins are standing. Cllr Mel Carr believed that this area of land belonged to DCC's Highways. Cllr Mark Cant proposed that the Estates Working Group explore this matter through Land Registry. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

- i) To receive this information.**
- ii) Cllrs Walton and Winter to forward to the Clerk their photographic evidence relating to the Pizza Castle.**
- iii) The Clerk to write to the Pizza Castle owner requesting that bin lids are closed at all times.**
- iv) The Clerk to inform DCC Environmental Health.**
- v) The Estates Working Group to determine ownership of the land at the side of the Pizza Castle upon which the bins are stood.**

3.9 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 this information.

3.10 Public Participation – Heated Wall:

Concerns expressed by a member of the public regarding the Town's Heated Wall had been reported to both Livin and DCC's Conservation Officer. The Clerk read out an email from Mr Tom Betts of DCC dated 2nd November 2018 in which is confirmed that although the wall is unlisted it is considered a non-designated heritage asset that affords a positive contribution towards the character and appearance of Sedgefield's Conservation Area. Mr Betts confirmed that DCC have conducted a site visit and found that there may be the need for some remedial works to be undertaken on the wall. DCC have also undertaken a land search through Land Registry and agreed that the heated wall is within the ownership of Livin (title number DU320221). DCC are now making contact with Livin to also make them aware of concerns with a request they carry out an investigation into any necessary repairs to the wall. Cllr Allan Blakemore expressed surprise that Livin had not already highlighted this wall as an area of concern prior to them proceeding to building new bungalows on the borderline. This matter will now be dealt with by DCC and Livin.

RESOLVED:

To receive this information and to close this matter.

3.11 RoSPA Play Report – Eden Drive Play Area:

Mr Barrie Alderson of DCC emailed the Clerk on 31st 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 surface which will require attention in the 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 2nd November 2018. The Clerk confirmed that as yet no such report has been received.

RESOLVED:

To receive this information.

3.12 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 this information.

3.13 Churchyard Overgrown Ivy:

Cllr Alf Walton confirmed that all ivy has now been removed from this location which had been encroaching to the back of the Social Club.

RESOLVED:

To receive this information and to close this matter.

3.14 Public Participation – Dog Fouling:

Concerns regarding dog fouling in the Town have been reported to DCC's Neighbourhood Wardens for investigation. Mr Dave Henderson, DCC Neighbourhood Warden emailed the Clerk on 1st November 2018 and reported his team had responded to 10 dog fouling complaints in Sedgefield in 2018 with 2 fixed penalties having been issued along with 2 warning letters. DCC are unable to respond to comments like "Sedgefield has a problem all over with dog foul" as they carry out intelligence led patrols for which they need to have a location, ideally with times when the offences take place and either descriptions/addresses of person(s) possibly responsible. DCC try not to patrol an area ad hoc on the chance of catching someone. DCC have received complaints about hunt dogs but no action can be taken against those as they are classed as working dogs.

The Clerk reported that she had informed DCC's Neighbourhood Wardens of comments made at the Council's previous Committee meetings earlier in November 2018 when concerns were expressed regarding dog fouling at Beacon Lane Cemetery and surrounding area. DCC Wardens have visited and cleaned this area.

RESOLVED:

To receive this information and to close this matter.

3.15 Land at Mitford Court:

This matter will be considered under agenda item 6.1. Note: As previously agreed the Clerk has notified Mr Brian Mulligan that this matter will be considered at this Environment Committee meeting.

RESOLVED:

To receive this information.

3.16 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 to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

3.17 Sedgfield Race Course:

A meeting with DCC Licensing Officers took place on Monday 22nd October 2018. A report regarding the outcome of this meeting was considered at the November 2018 P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

3.18 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 to keep Cllrs updated on this matter.

With regards to the footpath in this location, see agenda item 5.1.

RESOLVED:

To receive this information.

3.19 Parking in Sedgfield:

Cllrs to inform the Clerk whether or not they will be attending the next Parking in Sedgfield meeting on Wednesday 5th December 2018 at 10am in the Council Offices. The Clerk to keep Cllrs updated on this matter.

The Clerk has shared with Mr Phil Broomhead of the SCA a copy of the report which she presented to the Council's October 2018 Environment Committee meeting.

The Clerk has liaised with Mr Lee Mowbray and asked with regards to the belisha beacon crossing from The Square to The High Street whether any forecasting consideration has been given to the rise in footfall, traffic flow etc as a result of the 300 new homes at Eden Drive and would this influence the decision regarding potentially building out the crossing? Mr Mowbray has liaised with a colleague in DCC's Traffic Signals Team who has confirmed that consideration would normally only be given if the development was immediately adjacent.

Cllr Alf Walton reported that for some consideration time a Mercedes has been parked on the zig zag lines near to the Town's pedestrian crossing. He has reported this matter directly to the Police and requested they investigate.

RESOLVED:

To receive this information.

3.20 Bloom Sponsorship Donation:

The Clerk confirmed that a donation had now been received from the Sedgefield In Bloom Group and a letter of thanks sent to them.

RESOLVED:

To receive this information and to close this matter.

3.21 Allotment Hedges:

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

RESOLVED:

To receive this information.

3.22 Boundaries – Conifer Avenue:

The Clerk had written to Ms del Pozo informing her that the land identified does not belong to the Town Council and suggested that she liaises with DCC or seeks advice through Land Registry or a solicitor.

RESOLVED:

To receive this information and to close this matter.

3.23 Tractor Service:

The Kyoti tractor had been given a standard service before being returned to the Sedgefield In Bloom Group on 1st November 2018.

RESOLVED:

To receive this information and to close this matter.

3.24 Current Planning Application DM/18/02057/AD – land to the south of Eden Drive:

The Clerk had circulated to all additional information requested from Ms Hilary Sperring, DCC Planning Officer. A response was submitted requesting that DCC ensure that the site entrance relating to this application is not developed onto the verge and that the entrance to Sedgefield is kept rural and not urbanized in appearance with metal railings.

RESOLVED:

To receive this information and to close this matter.

3.25 Stockton on Tees Borough Local Plan: Consultation on Main Modifications:

The Clerk had liaised with Stockton on Tees Borough Council to determine the exact location of 40 houses being built at Thorpe Thewles. A response was received from Mr John Dixon as follows: The location of the 40 houses is shown at the map accessed from the following link

<https://www.stockton.gov.uk/media/1584589/map4afterlabel.pdf> . It is site denoted

as H1 (2, V8) and is change PM14 in the policies map schedule of modifications

(available at <https://www.stockton.gov.uk/media/1584571/201809-v7-pm-schedule.pdf>).

For information this site has planning permission and the Local Plan is seeking to re-affirm this position. Details of the planning application can be viewed

online at <https://www.developmentmanagement.stockton.gov.uk/online-applications/>

which provides a map search facility. Cllr Alf Walton said he believed that the site at Thorpe Thewles was a filled in former quarry.

RESOLVED:

To receive this information and to close this matter.

3.26 Village Green Update:

The Town Council's solicitor had provided feedback on the information provided by The Pickled Parson's legal representative. A report regarding this matter was presented to the November 2018 P&R Committee meeting.

RESOLVED:

To receive this information and to close this matter.

4. Public Participation:

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

In relation to the matter of ownership of the footpath between the Garth and Medical Centre, Mr Howard Smith commented that DCC cut the hedges and grassed areas next to this footpath and is therefore surprised that such work is undertaken at a location which is not adopted by them. It was agreed that the Clerk should request County Cllr David Brown investigate this matter with DCC Officers. With regards to the bins outside the Pizza Castle, Mr Smith commented that bins used to be placed outside the Social Club but trellising was put up around them to screen the area to ensure it was more in keeping with the Conservation Area requirements. Mr Smith said that such action could be an option at the Pizza Castle and that if the owner provided such materials then the Bloom Group would install them. Mr Smith commented that the Bloom Group have been very busy leaf clearing and during this work members had found the area adjacent to the concrete ramp next to the Pizza Castle to be saturated with oil. The Clerk was asked to make DCC Environmental Health aware of this matter. Mr Smith said that he had noted the relocation of several tubs to the grass near the war memorial and believed this was a good move to deter people from parking their vehicles in this location. Finally, Mr Smith was pleased to report that several new members have recently joined the Bloom Group.

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

5. Reports:

5.1 Footpath Condition – Stockton Road Report by Cllr Stephen Winter:

Prior to the meeting the Clerk had circulated to all a Footpath Condition – Stockton Road Report by Cllr Stephen Winter. Cllr Winter commented that whilst footpath 16

has temporarily been closed this now means that children are walking to school along the A689 and up along Stockton Road. Cllr Winter was concerned that this coupled with the state of the footpath identified in his report, and cars speeding in this area of the Town, created a very unsafe situation which will only be made worse over the winter months. Cllr Winter's report contained photographic evidence of his concerns.

RESOLVED:

This matter to be reported to DCC via their Do It Online system as well as the Clerk writing a letter with Cllr Winter's photographs as way of further explanation. A copy of the letter to also be shared with both County Cllrs.

6. Correspondence:

6.1 [Trees at] Mitford Court (email and accompanying report from Mr Simon McGinney, DCC dated 17th October 2018):

Prior to the meeting the Clerk had circulated to all a [Trees at] Mitford Court email from Mr Simon McGinney of DCC dated 17th October 2018. Accompanying this email was a Tree Assessment Report produced by Mr McGinney following his consideration of trees on Town Council owned land at Mitford Court. Cllrs noted the content of this report and that no work was recommended at this time.

RESOLVED:

i) To receive this information.

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

6.2 Station Road Playing Field – Willows Removal, Bunding & Shallow Wetlands Feature (emails from Station Road Residents' Alliance dated 18th and 23rd October 2018 plus attachments):

Prior to the meeting the Clerk had circulated to all emails from Mr and Mrs Scott on behalf of the Station Road Residents' Alliance dated 18th and 23rd October 2018, plus attachments, relating to willows removal, bunding and shallow wetlands feature at Station Road Playing field. Cllrs noted this correspondence and the Clerk reminded all that the matter of the playing field had been discussed at the November 2018 P&R Committee meeting.

Cllr Alf Walton expressed his disappointment at numerous inaccuracies in the

correspondence received as the Town Council had previously expressed concerns regarding the type of verti-draining undertaken being different to that originally specified by DCC, the lack of evidence and information regarding newts at the field and the fact that the Town Council have coppiced and maintained the willows correctly in order to assist in water up-take at the field.

RESOLVED:

The Clerk to write 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 a further update in due course.

6.3 Eden Drive Play Area (email from Cllr Mel Carr dated 22nd October 2018):

Prior to the meeting the Clerk had circulated to all an Eden Drive Play Area email received from Cllr Mel Carr dated 22nd October 2018 in which a resident had expressed a request for a “No Dogs” sign for the small play area at Eden Drive play area. Cllr Mark Cant suggested that consideration be given to a similar sign at Beacon Lane Cemetery in-light of recent dog fouling complaints made in relation to that locality.

RESOLVED:

The Clerk to forward these requests to DCC’s Neighbourhood Warden and request these be considered and an update made to the Town Council.

6.4 Flower Tubs On The Green (email and photographs from Mr Roger Clubley, Sedgefield Development Trust dated 24th October 2018):

Prior to the meeting the Clerk had circulated to all an email and accompanying photographs from Mr Roger Clubley regarding the location of flower tubs on the village green. Within this correspondence Mr Clubley was asking if certain tubs could be relocated in order to accommodate the growing Farmers Market.

RESOLVED:

The Clerk to arrange a meeting between Mr Clubley (Farmers Market), Cllr Mel Carr, Mr Howard Smith (Chair of 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.

6.5 Sedgefield In Bloom (minutes of meeting held on 3rd October 2018):

Prior to the meeting the Clerk had circulated to all the minutes from the Sedgefield In

Bloom Group meeting held on 3rd October 2018.

RESOLVED:

To receive this information.

6.6 Northumbria In Bloom 2019 (email from Jo Wood dated 1st November 2018):

Prior to the meeting the Clerk had circulated to all an email from Jo Wood received on 1st November 2018 inviting the Town Council to enter the Northumbria In Bloom 2019 competition. The Clerk confirmed at the Joint Town Council/Bloom Group meeting in October 2018 the Sedgefield In Bloom Group had said they would be prepared to support any Town Council entry to the Northumbria In Bloom competition in 2019.

The Clerk reported that on 14th November 2018 a letter had been received from Ms Va Giles, Secretary of the Northumbria In Bloom, on behalf of the Trustees to enquire whether Sedgefield would agree to being nominated as its entry in the Small Town category in the Britain in Bloom finals in 2019. The Clerk informed Cllrs that she had asked Ms Giles to confirm the deadline date for such an entry as this did need consideration by the Town Council. The Clerk made Cllrs aware that Mr Smith had emailed her to say that the Bloom Group were keen to participate but appreciated that this was a Town Council decision. Cllr Allan Blakemore proposed that the Town Council be happy in principle to enter but the final decision be made by the Clerk, Town Council Gardening Staff and Chair of the Council following collective discussion between themselves. Cllrs agreed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

- i) Sedgefield Town Council to enter the 2019 Northumbria In Bloom competition.**
- ii) The Clerk to submit required entry application paperwork plus raise a cheque for the entry fee for Northumbria In Bloom.**
- iii) The Clerk, Town Council Gardening staff and Chair of the Council to meet and determine whether or not the Town Council enters the Britain in Bloom competition for 2019.**

6.7 Northumbria In Bloom Plaque (email from Ms Norma Neal dated 7th November 2018):

Prior to the meeting the Clerk had circulated to all an email from Ms Norma Neal dated 7th November 2018 in which she was seeking the Town Council's approval for the Bloom Group to place an additional plaque on the front of Sedgefield Parish Hall to be

placed on the right hand side of the frontage, underneath the Heritage plaque. Cllrs agreed to this request.

RESOLVED:

The Clerk to inform Ms Norma Neal of the Town Council's approval.

6.8 Green Waste (email from Mr Howard Smith dated 7th November 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 7th November 2018 in which the Sedgefield In Bloom Group were requesting authority to transport green waste to the compost (recycling) bays at Butterwick Road Cemetery. In addition, permission was sought for collected leaves which will not fit into the Bloom Group's bays at their Ceddesfeld compound being taken to the bays again at Butterwick Road Cemetery. Cllr Alf Walton expressed a note of caution that the bays at the Cemetery are already full and taking further items will mean the Town Council faces increased costs for them being cleared. Cllr Mark Cant also believed that certain materials such as ivy should not be placed in the recycling bays. Cllr David Brown said that he was sure that a place for gathered leaves could be found near to the location now being used for the storage of the Bloom Group's tractor.

RESOLVED:

Permission not be given at this moment in time but for this matter to be discussed at the next Joint Bloom/Town Council meeting scheduled for March 2019 and the Clerk to inform Mr Smith accordingly.

6.9 Bloom Work In Ceddesfeld (email from Mr Howard Smith dated 7th November 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 7th November 2018 which detailed planned clearance work to be undertaken by the Bloom Group within the grounds of Ceddesfeld Hall from the car park towards the Squash Club as previously discussed at the Joint Bloom/Town Council meeting in October 2018. Cllr Alf Walton confirmed that this work has already started. The Bloom Group have given an assurance that this work will not result in any additional waste for the Town Council to clear.

RESOLVED:

To receive this information.

6.10 Malton Terrace Update (email from Mr Howard Smith dated 26th October 2018):

Prior to the meeting the Clerk had circulated to all an email from Mr Howard Smith dated 26th October 2018 in which he reported the work that the Sedgefield In Bloom Group will be undertaken at the various beds located at Malton Terrace as well as confirming they are happy to undertake the task of trying to sort out the grass and reduce the amount of weeds in the area.

RESOLVED:

To receive this information.

6.11 Parish Hall Carpark: Parking and Parish Hall Carpark: Traffic Movement (letters from Mr Roy Smeeton dated 2nd November 2018):

The Clerk circulated to all two letters from Mr Roy Smeeton relating to parking matters and traffic movement in the Parish Hall carpark. The Clerk confirmed that she had forwarded these to Mr Lee Mowbray of DCC. Attached to these letters was a response sent from DCC's Strategic Traffic Team to Mr Smeeton on 15th November 2018.

RESOLVED:

To receive this information.

6.12 Sedgefield In Bloom (minutes of meeting held 7th November 2018):

The Clerk circulated to all minutes from the Sedgefield In Bloom Group meeting held on 7th November 2018.

RESOLVED:

To receive this information.

6.13 Stockton Road Bed (email from Mr Howard Smith dated 7th November 2018):

The Clerk circulated to all an email from Mr Howard Smith dated 7th November 2018 in which he wanted to make the Town Council aware of discussions between the Sedgefield In Bloom Group and DCC in order to redesign the bed on Stockton Road, which is DCC owned land.

Cllr Stephen Winter commented this particular bed had looked stunning during 2018.

RESOLVED:

To receive this information.

6.14 Licensing Act 2003 – Applications Received: Minor Variation [The Pickled Parson] (email from Mr Steve Ragg, CDALC dated 13th November 2018):

The Clerk reminded all that on 14th November 2018 she had shared electronically with all an email from Mr Steve Ragg of CDALC in which he informed the Town Council that a minor variation to an existing Premises Licence had been submitted by The Pickled Parson to remove the condition that states outdoor furniture will be taken indoors on a night time. There is physically no internal space to accommodate this and the furniture itself is too heavy for the staff to lift. The business owner does not believe this will have an adverse effect on the promotion of any licensing objectives as this area has never been subject to any anti-social behavior. The business owner believes that it is in the interest of the hotel guests to ensure this area remains as quiet/trouble free as possible.

This matter was considered. The Town Council note that DCC's Licensing Policy (2014-2019) states in Section 2.5 "In adopting this Licensing Policy, the Licensing Authority recognizes that residents need to live and work in a safe and healthy environment. ... The Licensing Authority's aim is to facilitate well managed premises and to support licence holders displaying sensitivity to the impact of their premises on local residents". In Section 9 Prevention of Public Nuisance of this same Policy, item 9.1 states "... especially those operating late at night ... can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises" and item 9.2 particular relates to preventing public nuisance, i.e. "... of preventing public nuisances relevant to the individual style, location and characteristics of the premises and events". Item 9.4 clearly states "The placement of tables and chairs outside of licensed premises may give rise to public nuisance including noise and litter. When tables and chairs are situated on the public highway relevant consents will often be required ... the Council will normally expect them to be removed before the premises close, and any resulting litter/debris cleared away". The existing Premises Licence for The Pickled Parson had been determined following a Statutory Licensing Committee hearing at which the Town Council had been represented by Cllr Gloria Wills. The Licensing Authority had received 12 objections to the original premises licence application. After careful consideration of the DCC Policy the Licensing Committee they agreed to most of the applicant's original requests but set the condition that the benches and table outside the property be removed each night after 23:00 hours to prevent public nuisance. The fact that the benches are difficult to lift or store because they are unsuitable should not be a reason to have this important

condition removed. There must be many more suitable types of furniture available, as many other premises have overcome this problem. As a large portion of the original hearing was based on the issue of public nuisance in relation to local residents the Town Council does not consider the variation now being sought is of a minor nature. Indeed the Home Office clearly stipulate that a “minor variation is defined as one that could not impact adversely on any of the four licensing objectives” one of which is the prevention of public nuisance. The Town Council therefore request that DCC Licensing Officers do not grant this application. Finally, Cllrs noted that the Home Office stipulate in their guidance “under the minor variation process, you are not required to advertise the variation in a newspaper or circular or copy it to responsible authorities. However, you must display it on a white notice the notice must be displayed for a period of ten working day ..”. It is unknown whether or not this action has been undertaken by the business owner.

RESOLVED:

The Clerk to write to DCC Licensing detailing the Town Council objections to the variation now being sought by The Pickled Parson.

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

COMMUNITY DEVELOPMENT & ENGAGEMENT

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

Present

Cllr. Allan Blakemore (Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Julie Towler, Alfred Walton, Mavis Wayman and Stephen Winter

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Alda Hummelinck, Chris Lines, Leo McCormack, Fiona Warrand and Gloria Wills.

2. Declaration of interest:

None.

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.

RESOLVED:

To receive this information.

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

On 24th October 2018 email confirmation was received that Sedgefield Youth Club's application to the Co-op Local Community Fund had been unsuccessful. Due to the

high number of applications received (nearly 12,000 submissions) the Funding Team will not be able to provide any specific feedback on why applications were unsuccessful.

RESOLVED:

To receive this information and to close this matter.

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

RESOLVED:

To receive this information.

3.4 Remembrance Silhouettes:

The remembrance silhouettes produced by Cllr Gloria Wills and Mr Ray Carmichael had been displayed around the war memorial on Remembrance Sunday. The Clerk has conveyed the Council's thanks to Cllr Wills and Mr Carmichael.

RESOLVED:

To receive this information and to close this matter.

3.5 Meeting Invitation: Skerne Medical Group:

Cllr Alda Hummelinck represented the Town Council and attended a meeting called by the Skerne Medical Group. Cllr Hummelinck's report regarding this meeting was considered at the Council's November 2018 Monthly Meeting.

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 their views and comments. The member of the public present did not have views or comments to make. The meeting was then re-opened.

5. Reports:

5.1 November 2018 Annual Fireworks Display Update Report by Fireworks Working Group:

Prior to the meeting the Clerk had circulated to all a November 2018 Annual Fireworks Display Update Report by the Fireworks Working Group which contained a series of recommendations for Cllrs to now consider.

Cllr Mark Cant expressed his concern that this event is a loss leading exercise and urged fellow Cllrs to consider it in the context of a business case whereby only two thirds of the tickets had been sold and that the same amount of money spent on this event could see the re-opening and running of public toilets which would benefit residents and visitors to the Town all year round. Cllr Julie Towler believed the display was an important community event and felt there would be strong opposition if it was stopped. Cllr David Brown noted Cllr Cant's perennial comment and asked where Cllr Cant lived and the amount of precept which he paid. Cllr Cant replied that he lived in Mordon and was present to represent Sedgfield Town Council. Cllr Ann Carr urged Cllrs not to make this matter personal and all Cllrs agreed. Cllr Alf Walton agreed with comments made earlier by Cllr Towler and said that the November display was a good community service which ensured that people were able view fireworks in a safe setting. Cllr Walton said he appreciated that public toilets were an important issue but said there were a separate matter not to be confused with the fireworks display. Cllr Allan Blakemore said he believed the Town Council's Fireworks Display provided the community with a safe and enjoyable event at a price which people could afford to pay. Cllr Blakemore was concerned that if ticket prices for this event were increased this would run the risk of pushing people towards buying their own fireworks and having non-regulated displays at which people could be injured. Cllr Ann Carr suggested that for next year's event the Town Council give consideration to having a family priced ticket. Cllr Mel Carr commented that he had been approached by several residents who had expressed their thanks to the Town Council for such a reasonably priced fireworks display, a display which they considered to have been the best they had attended. Cllr Stephen Winter reported that the recent display had been his first in the Town and he felt that it had been fantastic for community spirit and he had also received lots of positive feedback. Whilst he understood there was a cost to this event he would like it to continue with the Town Council placing a greater emphasis in 2019 on selling more tickets rather than raising the price of such tickets. Cllr Winter suggested that thought be given to more active use of social media.

It was noted that this event also generates additional financial support for both the SCA and the local Scouts.

RESOLVED:

- i) The Town Council to host a Fireworks Display on Friday 1st November 2019 in the grounds of Ceddesfeld Hall.**
- ii) G2 Fireworks be re-appointed as the Council's Fireworks Contractor for 2019 within the same budget and for the same timescale as for the 2018 display.**
- iii) AES be re-appointed as the Council's Stewarding Contractor for 2019.**
- iv) The Clerk to liaise with British Red Cross and St John's Ambulance in order to appoint a First Aid Contractor for 2019.**
- v) Ticket prices for the 2019 Display to be considered in 2019 with consideration given to family priced tickets. Future tickets will clearly state that they are non-refundable.**

5.2 Snow Party 2018 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Snow Party 2018 Report. The Clerk thanked those Cllrs who had volunteered to assist with this event and confirmed that further updates to each would be issued via email in the build-up to the Snow Party on Saturday 1st December 2018.

Cllr Mel Carr confirmed the Town's Christmas Tree is due to be delivered and installed during the morning of Thursday 29th November 2018.

RESOLVED:

To receive this information.

5.3 Sedgefield Youth Club Management Committee Update Report by Cllr Julie Towler:

Cllr Julie Towler reported that it had been necessary to postpone the Sedgefield Youth Club Management Committee meeting which had been scheduled for earlier that evening. This meeting will be rescheduled as soon as possible and Cllr Towler will keep the Town Council updated.

Cllr Towler was pleased to report that since the Youth Club's relaunch attendance figures have doubled. Cllr Towler proposed that copies of the Youth Club's

promotional flier be included as inserts in a future edition of the Sedgefield News. Cllrs agreed this was a good idea and requested the Clerk liaise with the Sedgefield News Editors.

Cllr Towler noted the Youth Club's request to the Community Chest had been unsuccessful but confirmed that with money obtained from both local County Cllrs considerable equipment had been purchased for the young people. A further request to the Community Chest could be considered in the future.

RESOLVED:

i) To receive this information.

ii) The Clerk to liaise with the Projects & Media Co-ordinator plus Sedgefield News Editors to determine if it is possible for Youth Club fliers to be inserted into a future edition of the Sedgefield News.

5.4 Public Engagement/Annual Town Meeting Recommendation Report by Cllr Allan Blakemore:

Prior to the meeting the Clerk had circulated to all a Public Engagement/Annual Town Meeting Recommendation Report by Cllr Allan Blakemore.

Cllr Blakemore said that whilst he did not wish to see additional meetings being created he would prefer instead to see the Town Council fully maximizing the opportunities presented by existing meetings and events to further engage with the public. Cllr Blakemore suggested the Town Council's Annual Town Meeting in the Parish Hall start at 6.30pm instead of 7pm but it be advertised to the public that all Cllrs will be present from 6pm in order to meet with the public. The meeting would be followed by the presentation of the Mayor's cheques and Citizen of the Year with a conclusion at 9pm. Cllrs agreed this was a good idea and that community groups be invited to attend and host a promotional stall which can be used as a means of raising awareness of their work and potential for new members. It was agreed that letters be written to a range of community groups in the New Year to seek whether they would be agreeable to such an event and once agreed then to advertise the meeting as widely as possible including Sedgefield Extra, website, round-up and Twitter.

RESOLVED:

i) To receive this information.

ii) Letters be written to community groups in early New Year.

- iv) **The Clerk to keep the Community Development & Engagement Committee updated.**
- v) **Cllr Allan Blakemore to recommend to the Finance Working Group that a budget of £100 be set aside for this event.**

6. Correspondence:

6.1 Christmas Tree Festival Banner (request from St Edmund's Church dated 7th November 2018):

The Clerk read out a request from St Edmund's Church in which they sought the Town Council's permission to place their 6' x 2' Christmas Tree Festival banner around the war memorial railings from Saturday 1st – Thursday 6th December 2018. The Clerk confirmed that this banner was used for the last such festival and there was enough space for the Snow Party banner to also be displayed.

RESOLVED:

The Clerk to inform St Edmund's Church that the Town Council is happy for the Christmas Tree Festival banner to be displayed around the war memorial fencing.

The Chair thanked everyone for attending and closed the meeting at 8.41pm.

