

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **JANUARY**  
**MONTHLY MEETING** of the **Council** held at  
**7 p.m.** in the **Council Offices**, Sedgefield, on **Monday**  
**14<sup>th</sup> January 2019**

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

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

**1. Apologies:**

None.

**2. Declaration of interest:**

Cllr Chris Lines declared an interest in planning application 4 to be considered under agenda item 11.2 due to the involvement of a family friend. No other Cllrs made any declaration of interest.

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

**a. Minutes of the Monthly meeting held Monday 10<sup>th</sup> December 2018:**

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

**b. Minutes of the P&R committee held Monday 10<sup>th</sup> December 2018:**

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

**c. Minutes of the Community Development & Engagement committee meeting held Monday 10<sup>th</sup> December 2018:**

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

**d. Minutes of the Environment committee meeting held Monday 10<sup>th</sup> December 2018:**

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

**e. Minutes of the Finance Working Group held Wednesday 12<sup>th</sup> December 2018:**

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

**RESOLVED:**

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

#### **4. Matters of Information:**

##### **4.1 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.

Cllr Stephen Winter reported to the Clerk on 10<sup>th</sup> December 2018 his concerns that Taylor Wimpey have already completed the base footpath exit to the original exit into Eden Drive and asked this update be shared with Mr Owen Shaw. The Clerk shared this information. Mr Owen Shaw replied on 14<sup>th</sup> December 2018 stating the base footpath described by Cllr Winter would form part of a path which he understood Taylor Wimpey had already received planning approval for. Mr Shaw confirmed he had re-contacted Taylor Wimpey and they have again been made aware of the Town Council's objection to their proposal. Mr Shaw is still awaiting to hear about how they would like to proceed with the diversion of Sedgefield footpath no 16 and will get back in touch with the Clerk when any further update is received.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

##### **4.2 EDRC AAP Board Meeting:**

County Cllr Brown was asked to provide a detailed explanation of money spent by local County Cllrs during 2018/19. County Cllr Brown duly supplied this and it had been circulated to all prior to the meeting for information.

**RESOLVED:**

**To receive the information.**

##### **4.3 Current Planning Applications:**

The Clerk had forwarded to DCC Planning Officers comments on applications 1-4.

No Cllrs had forwarded to the Clerk any comments relating to planning applications

DM/18/03681/LB, DM/18/03682/FPA or DM/18/03707/FPA.

**RESOLVED:**

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

**5. Dates of Meetings:**

Prior to the meeting the Clerk had circulated to all the dates of all meetings in January 2019 as well as civic events from January – March 2019. In addition to this had also been a programme of Council Committee meeting dates for 2019/20.

**RESOLVED:**

**i) To receive this information.**

**ii) The Clerk to display the Council's 2019/20 timetable of Committee meetings in the Council Offices, Council noticeboard and website.**

(Cllr Alda Hummelinck joined the meeting)

**6. Public Participation:**

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

Mrs Julia Bowles commented that the latest rendition of the County Durham Plan is out for consultation again and she had noted that within it an area of land east of the B1278, approaching Winterton Cottages, had been identified. Mrs Bowles understood this area of land was not currently available and was not within the boundary of The Sedgefield Plan, however, she urged the Town Council to be mindful of this matter when considering the County Durham Plan in the future. Mrs Bowles also noted that no agendas for January 2019 had been displayed on the Council's website. The Clerk replied that agendas had been sent to the Council's website provider on 4<sup>th</sup> January 2019 for uploading.

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

**7. Internal Reports**

**7.1 Chairman's Report:**

The Clerk circulated to all a report which had been produced by the Chairman which detailed his action since the last Monthly Meeting. In addition to his report, the Chairman informed fellow Cllrs that he had also attended the Mayor of Sedgefield's

fundraising dance on Saturday 12<sup>th</sup> January 2019 which had been a very entertaining and successful evening. He had also represented the Town Council at a meeting with Sedgefield Racecourse earlier that day, which the Clerk would update Cllrs on at the following P&R Committee meeting.

**RESOLVED:**

**To receive this information.**

**7.2 Mayor's Report:**

The Mayor, Cllr Mavis Wayman, reported that her last engagement prior to the festive break had been her attendance at St Aidan's Carol Service at Chilton on 13<sup>th</sup> December 2018. To date in 2019, the Mayor had represented the Town Council at the inauguration of the new Rector and Vicar for the Upper Skerne which had been held at St Edmund's Church. The service had been conducted by the Bishop of Durham on Thursday 3<sup>rd</sup> January 2019. The Mayor had also hosted a very successful Fundraising Dance at Sedgefield Parish Hall on Saturday 12<sup>th</sup> January 2019. The Mayor expressed her thanks to all fellow Cllrs who had helped to set up the Hall prior to this event. She expressed special thanks to Cllrs Gloria Wills and Leo McCormack whose band had provided the wonderful entertainment at this event and who also provided their services free of charge in order that Cllr Wayman's chosen charities could benefit as much as possible.

**RESOLVED:**

**To receive this information.**

**8. External Reports:**

**8.1 East Durham Rural Corridor Area Action Partnership Board Meeting Key Message: (6<sup>th</sup> December 2018):**

Prior to the meeting the Clerk had circulated to all the Key Messages received from the East Durham Rural Corridor Area Action Partnership Board's meeting held on 6<sup>th</sup> December 2018.

Cllr Gloria Wills questioned where AAP Board money came from and expressed her disappointment that the projects which had been supported by the Board at its meeting in December 2018 were DCC projects rather than support for struggling local community groups which was where she believed that such monies were to be spent. Cllrs David Brown and Mel Carr replied that each AAP receives £120,000 of funding which is

completely separate to the money allocated to each County Cllr (£20,000 and £2,000 plus allocation for highways projects). Cllr David Brown pointed out that the EDRC AAP's geographical area is far larger than that of the electoral ward for Sedgefield and that it was permitted that AAPs could join money together so as to support cross boundary projects. Cllr Gloria Wills said she felt the projects which had been supported by the EDRC AAP's Board should have been funded by DCC as they did not serve the purpose of why AAPs were created and that projects should be supported which directly relate to the area they serve. Cllr Mel Carr agreed that in some instances DCC should be funding some projects exclusively and he personally believed that the best way for AAPs to distribute their money were through participatory budgeting events at which the public within the AAP area voted and expressed their preference. Cllr Mel Carr noted that over recent years Sedgefield have been very successful in obtaining money through such events, however, DCC limit the amount of money which can be allocated through such. Cllr Mel Carr said that as a public member on the EDRC AAP Board he would take Cllr Wills comments back to the Board's next meeting.

Cllr Wills noted that both local County Cllrs had money remaining within their respective personal funds. Cllr David Brown confirmed that this was correct but made Cllrs aware that there some additional funding requests currently going through the vetting process and it was possible that further money would be allocated to those soon. Cllr Brown also pointed out that he had carried forward some of his funding from 2017/18 into 2018/19, however, County Cllr John Robinson had used his entire allocation in 2017/18. Cllr Wills expressed her concern that the information detailed on DCC's website regarding each local County Cllr's funding did not balance correctly and suggested that Cllr Brown may wish to investigate that matter. Cllr Allan Blakemore said that in many instances such funding was for capital projects of which there were fewer than those that would benefit from revenue. Cllr Mark Cant noted that County Cllr John Robinson had provided funding for the refurbishment of toilets at Fishburn and asked why such was not available to Sedgefield. Cllr Brown replied that such funding needs to go to community projects and not to a Town/Parish Council.

**RESOLVED:**

**Cllr Mel Carr to feed comments made by Cll Gloria Wills back to the EDRC Area Action Partnership's next Board meeting at Cassop Community Centre on Thursday 7<sup>th</sup> March 2019.**

**9. Correspondence:**

**9.1 Hartlepool Borough Council Statement of Community Involvement (letter from Planning Policy Section dated 18<sup>th</sup> December 2018). Note: Attachments issued to all Cllrs on 4<sup>th</sup> January 2019 electronically:**

Prior to the meeting the Clerk had circulated to all a letter and accompanying attachments from Hartlepool Borough Council's Planning Policy Section dated 18<sup>th</sup> December 2018 regarding their latest Statement of Community Involvement.

**RESOLVED:**

**To receive this information.**

**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. The Clerk confirmed that as a result of the time delay in Ms Rosemary Kidd being able to perform the role of the Plan's Independent Examiner the decision had been made to appoint Mr Robert Bryan who has confirmed to DCC that he will be able to undertake an independent examination late January 2019/early February 2019. The Clerk reported that work to refresh and refine the neighbourhood plan's evidence base has been completed and it is hoped that the Plan's dedicated website will be completed by the close of the week. As soon as this work is done then Mr Stuart Carter of DCC will send to the examiner all necessary paperwork to undertake his task. Cllr Gloria Wills questioned why the evidence base will not be on the Town Council's website. The Clerk replied that the Town Council had previously agreed to continue the Plan's dedicated website until the neighbourhood plan was made and at that point the Plan and new evidence base would be incorporated into the Town Council's website. With regards the work in relation to the Plan's evidence base the Cllr Wills sought assurance that other Cllrs had been involved rather than just the Clerk and Cllr Lines. Cllrs Blakemore and Mel Carr confirmed that they had also been involved. The Clerk confirmed that invitations had been issued to all those Cllrs who had expressed an interest in progressing The Sedgefield Plan following the Council's decision last year regarding repeating Regulation 14 statutory consultation. Cllr Wills thanked the Clerk for this update.

**RESOLVED:**

**To receive this information.**

**11. Current Planning Applications:**

**11.1 Town and Country Planning Act 1990 – Planning Consultation: Creation of all weather bowling green and associated works (letter from Mr Stuart Timmiss, DCC dated 18<sup>th</sup> December 2018):**

Prior to the meeting the Clerk had sent to all a letter from Mr Stuart Timmiss of DCC dated 18<sup>th</sup> December 2018 outlining the planning application relating to the creation of an all weather bowling green and associated works in Sedgefield.

**RESOLVED:**

**To consider this planning application under agenda item 11.2 (planning application 2).**

**11.2 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):

- 1. DM/18/03482/FPA – single and two storey extension to rear, attic conversion with dormer windows to rear, external alterations to front elevation, replacement windows and detached single garage to rear garden, 5 Church View, Sedgefield:**  
Cllrs did not have any objection to this application.
- 2. DM/18/03505/FPA – creation of all weather bowling green and associated works, land to the South West of Sedgefield, Station Road, Sedgefield:**  
Cllrs did not have any objection to this application.
- 3. DM/18/03664/FPA – orangery extension to PH and ancillary events building within beer garden, The Hammers and Pincers Inn, Preston Lane, Preston Le Skerne, Sedgefield:**  
Cllrs did not have any objection to this application.
- 4. DM/18/03824/FPA – 1 no bungalow with revisions to access, 6 Durham Road, Sedgefield:**  
Cllrs did not have any objection to this application.
- 5. DM/18/03854/TPO – felling of 1 no Horse Chestnut (T1) and crown reduction by 20% of 1 no lime (T2) protected by TPO SBC-13-2004, Hardwick House, 3 Farfield Manor, Sedgefield:**  
Cllrs did not have any objection to this application.

**RESOLVED:**

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

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

DM/19/00008/FPA – rear roof alterations inc re-roofing of whole roof, single storey rear extension, re-rendering and replacement windows and front door, Wayside Cottage, Mordon, Sedgfield

DM/19/00054/HRN – removal of hedgerow in order to convert the current footway to a shared use cycleway, B1278 Salters Lane, Fishburn

**RESOLVED:**

**Cllrs to consider and discuss the above planning applications at the Environment Committee meeting to be held on Monday 21<sup>st</sup> January 2019.**

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

APPROVED

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **JANUARY POLICY & RESOURCES** of the Council held following the Monthly meeting in the Council Offices, Sedgefield, on **Monday 14<sup>th</sup> January 2019**

**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, Alfred Walton, Fiona Warrand, Mavis Wayman and Stephen Winter

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

**1. Apologies:**

Cllr Vanessa Carmichael.

**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.

**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 these matters.

**RESOLVED:**

**To receive the information.**

**3.4 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 has worked through this, however, this information relates to Beacon Lane Cemetery and adjacent field. This information has revealed some information which will be reported to the next Butterwick Road Cemetery Working Group as it directly links to matters which they are considering. The Clerk and Admin Assistant/Mayor's Secretary are now looking through additional indexes held at Durham Records Office to try to locate information required regarding the closed churchyard at St Edmund's Church. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.5 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.**

**3.6 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 these matters.

**RESOLVED:**

**To receive the information.**

**3.7 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 has been received which states that paperwork will be released by DCC imminently to the Town Council's solicitor. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.8 New Tractor:**

When developing the 2019/20 budget proposals the Finance Working Group did 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. It was agreed that discussions would take place between the Town Clerk and Head Gardener & Cemetery Superintendent in the first instance and if felt necessary then options and quotations sought as normal practice through the course of 2019/20 and a recommendation brought to a future P&R Committee meeting.

**RESOLVED**

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

**3.9 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.**

**3.10 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.**

**3.11 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.**

**3.12 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.**

**3.13 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.**

**3.14 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.**

**3.15 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. Mr Reed had written to the Clerk on 20<sup>th</sup> December 2018 confirming receipt of the Town Council's letter and stated that DCC were preparing a response which will be forwarded to the Town Council as soon as possible. The Clerk reported that a response has now been received and will be circulated under agenda item 8.1.

**RESOLVED:**

**To receive the information.**

**3.16 Retention & Disposal Policy:**

The Policy has been put into the Town Council's format with a copy uploaded to the website.

**RESOLVED:**

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

**3.17 Information & Data Protection Policy:**

The Policy has been put into the Town Council's format with a copy uploaded to the website.

**RESOLVED:**

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

**3.18 Subject Access Request Form:**

This form has been uploaded to the Council's website.

**RESOLVED:**

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

**3.19 Data Security Breach Reporting Form:**

This form has been uploaded to the Council's website.

**RESOLVED:**

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

**3.20 Corporate Risk Management Schedule:**

This Schedule has been uploaded to the Council's website.

Cllr Stephen Winter has forwarded to the Clerk suggestions regarding terminology and these will be taken by the Clerk to the next Policy & Records Management Working Group for consideration when the Schedule is next reviewed.

**RESOLVED:**

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

**3.21 Councillor and Staff Working Protocol:**

This Protocol has been uploaded to the Council's website.

**RESOLVED:**

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

**3.22 Local Council's Charter:**

The Clerk has forwarded to Mr Steve Ragg of CDALC the Town Council's comments on the latest version of the Charter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.23 2019 Royal Garden Party:**

The Clerk has submitted to Mr Steve Ragg of CDALC the names of Cllr David Brown and his wife Elizabeth to be entered into the ballot for the 2019 Royal Garden Party to represent Sedgefield Town Council. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.24 Village Green Issues:**

The Clerk has written to the owner of The Pickled Parson in accordance with the Town Council's wishes stipulating a one month deadline for the removal of tables, benches and trees from outside the property. This deadline expires on 17<sup>th</sup> January 2019. The Clerk has informed the Town Council's solicitor of this action. To date no response has been received from The Pickled Parson's owner. Cllr Julie Towler commented that a Facebook poll was being run seeking public views regarding whether the outside of the property was better with or without tables and benches. Cllr Stephen Winter confirmed that he had already made the Clerk aware of the matter. Cllrs agreed that such a poll was irrelevant to the matter needing to be dealt with by the Town Council. The Clerk reminded all Cllrs that The Pickled Parson's

minor variation application to its premises licence to remove the condition regarding removing tables and benches daily from outside the property had been refused by DCC. The Clerk had asked Ms Yvonne Raine of DCC's Licensing Section for an update regarding this matter. Ms Raine had confirmed this matter was being dealt with by DCC's Licensing Enforcement Team who have provided the licence holder at The Pickled Parson with options now available to them to resolve the issue. The licence holder has 14 days in which to choose and implement one of the available options before any further enforcement action is taken. The Clerk has requested that she be kept updated on this matter. Cllrs agreed this matter should be discussed under Exempt Information at the next P&R Committee meeting when the outcome is known regarding the latest licensing situation and the deadline has passed in relation to the Town Council's correspondence.

The Estates Working Group to oversee the production of a letter to businesses/resident whose properties border village green that the Town Council is reviewing its Village Green Policy. A short explanatory article will feature in the next edition of the Sedgefield Extra.

**RESOLVED:**

- i) To receive the information.**
- ii) This matter to be placed under Exempt Information at the February 2019 P&R Committee meeting.**

**3.25 Durham Records Office:**

The Clerk has arranged for representatives from Durham Records Office to attend the Town Council Offices on Thursday 7<sup>th</sup> February 2019 in order to consider data held and recommend which should be stored in the Durham Records Office. The remaining data then to be considered as part of the Policy & Records Management Working Group's on-going task to oversee compliance with GDPR. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.26 Patching/Resurfacing Village Green areas:**

The Clerk reminded all that at the December 2018 it had been resolved to set a

financial allocation for essential patching/resurfacing work on some areas of village green around the Town. It was also resolved that the decision on appointing a contractor be delegated to the Town Clerk, the Chair of the Council and the Vice Chair of the Council upon receipt of new quotes based upon contractors performing work on all of the areas now agreed and assurances regarding previous work. Cllr Mel Carr confirmed that revised quotations have been received and considered. A contractor has been appointed. A final site meeting will take place on Friday 18<sup>th</sup> January 2019 with an envisaged start date of Monday 21<sup>st</sup> January 2019. Appropriate letters will be drafted to residents and businesses living/operating near those areas. It is envisaged that work will take two weeks to completed. Cllr Wills thanked Cllr Mel Carr for his work on this matter. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**4. Public Participation:**

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

Mrs Julia Bowles noted that a Licensing Report was to be considered later in the meeting's agenda and asked if there had been any discussions with DCC regarding pre and post Hardwick Live event meetings. The Clerk confirmed that this matter had been discussed and will be covered under the update to be considered at agenda item 5.1.

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

**5. Reports:**

**5.1 Licensing Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Licensing Update Report which informed Cllrs of discussions between the Clerk and Mr Martin Haigh of DCC's Licensing Enforcement Team in relation to Hardwick Hall Hotel. Mr Haigh confirmed that in relation to Hardwick Live there is a condition that the Hall's Management must meet 6 weeks prior to and 6 weeks after Hardwick Live events. Mr Haigh has duly informed Hardwick Hall's Manager and they have confirmed that such meetings will be reinstated for 2019. Mr Haigh made the Clerk aware of on-going work between DCC

and the Hall in relation to noise matters and that a meeting will be scheduled in early 2019 before marquees are erected in order to consider this matter further.

The Clerk reported that earlier that day along with Cllrs Allan Blakemore, David Brown and Mel Carr she had met with representatives of Sedgefield Racecourse in order to confirm communications arrangements for ensuring that condition e (“4 weeks prior to any licensable event involving the playing of external live or recorded music, communication should be facilitated between the Licensee, Sedgefield Town Council and Sedgefield Residents Association on the event proposal, the noise management plan, timetable, map and location of the stage area and speakers. This will include the location of monitoring points if required”) of their Premises Licence is met. The Clerk explained the monthly cycle of Council meetings and Racecourse representatives volunteered to provide the Clerk with notification 8 weeks in advance of an event in order to ensure appropriate discussions could take place at Council meetings. Racecourse representatives confirmed that this year’s Ladies Evening event will take place on 29<sup>th</sup> August 2019. The Clerk informed Racecourse representatives that the Sedgefield Residents Association is no longer in existence and suggested that they consider alternative ways to communicate with residents such as via the Sedgefield News, however, this is a matter for the Racecourse and not the Town Council. It was agreed by both parties that this had been a very productive meeting.

The Clerk had circulated electronically to all Cllrs earlier that day information from Mr Steve Ragg of CDALC detailing DCC’s review of its Statement of Licensing Policy. Within this information had been a hyperlink to a report by Mr Ian Thompson, DCC’s Corporate Director of Regeneration and Local Services to DCC’s Cabinet outlining the timetable for the review of the Policy. It is envisaged that a 12 week public consultation period will commence on Monday 11<sup>th</sup> February 2019. The Clerk will keep Cllrs updated on this matter.

**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 Invoices for payment by cheques for approval after 10<sup>th</sup> December 2018:**

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109275 to 109283.

**RESOLVED:**

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

**6.2 Invoices for payment by BACS for approval after 10<sup>th</sup> December 2018:**

Prior to the meeting the Clerk had circulated to all a list of BACS payments for approval. The Clerk circulated to all a further updated list which included an additional five payments.

Cllr Stephen Winter queried the payment to be made in relation to Town Council Office lighting. The Clerk confirmed that this relates to the on-going, and as required, replacement of old strip lights to new LED lighting.

**RESOLVED:**

- i) All BACS payments were approved for payment.**
- ii) Cllrs Mel Carr and Gloria Wills plus the Town Clerk to duly sign the approval paperwork.**
- iii) The Town Clerk plus Financial Assistant/Receptionist to process BACS payments on Wednesday 16<sup>th</sup> January 2019.**

**6.3 Financial Budget Comparison as at 7<sup>th</sup> January 2019:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 7<sup>th</sup> January 2019.**

**6.4 Debtors List as at 7<sup>th</sup> January 2019:**

**RESOLVED:**

**To receive the Debtors List as at 7<sup>th</sup> January 2019.**

**6.5 Direct Debits and BACS List for 1<sup>st</sup> – 31<sup>st</sup> December 2018:**

**RESOLVED:**

**To receive the Direct Debits and BACS list for 1<sup>st</sup> – 31<sup>st</sup> December 2018.**

**6.6 December 2018 Bank Reconciliations Plus October – November 2018 Public Sector Deposit Fund Reconciliations Report by Town Clerk:**

**RESOLVED:**

**To receive the 1<sup>st</sup> – 31<sup>st</sup> December 2018 Bank Reconciliations plus 1<sup>st</sup> October – 31<sup>st</sup> November 2018 Public Sector Deposit Fund Reconciliations.**

**6.7 2019/20 Budget and Precept Request Proposal Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a 2019/20 Budget and Precept Request Proposal Report produced by the Finance Working Group. The Clerk highlighted that Recommendation 1 should read "... (i.e. an increase of £18,674.39). ..." and that whilst a 5.49% increase on a Band D tax was correct it was likely that DCC in any materials they produce could round this up to read a 5.5% increase. Cllrs duly considered this report and agreed with the recommendations presented. Cllr Alf Walton said that whilst the precept would be increasing it was clear to residents what the Town Council was doing with its money and how Sedgefield was benefitting from that money. Cllr Chris Lines echoed the comments made by Cllr Walton and suggested that in relation to the information article proposed for inclusion in the next edition of the Sedgefield Extra the words "essential work to" be inserted before "extend Sedgefield Cemetery". Cllrs thanked the Finance Working Group for their work.

Cllr David Brown suggested that a 'funding quiz' be included in the Sedgefield Extra in which members of the public are asked how much they believe the Town Council spends on services such as grass cutting, running the Parish Hall etc. Cllr Gloria Wills believed this was a good idea but suggested that it would be more appropriate at the Town Council's Annual Meeting at which there would be direct conversations with the public. Cllr Stephen Winter suggested that for such an initiative social media could be used to assist and suggested a link to Twitter and polls. Cllr Alda Hummelinck said it would be good to have such conversations but said that careful thought needed to be given to the questions posed so it was not possible to please

everyone. Cllr Lines said it was possible to use this type of event to start a realistic conversation. It was agreed to think about this as part of the work to refresh the format of this year's Annual Town Meeting.

**RESOLVED:**

- i) Sedgefield Town Council to increase its precept for 2019/20 by 7% thereby requesting from DCC £285,451.48 (i.e. an increase of £18,674.39). This would mean that in 2019/20 the Town Council would receive £292,803.48 from DCC (i.e. precept of £285,451.48 plus LCTRS Grant of £7,352.00).**
- ii) The agreed information article to be included in the next edition of the Sedgefield Extra and displayed on the Town Council's website.**
- iii) To approve the 2019/20 Income and Expenditure budget.**

**6.8 Review of Fees and Charges for 2019/20 Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Review of Fees and Charges for 2019/20 Recommendation Report by the Finance Working Group.

**RESOLVED:**

- i) From 1<sup>st</sup> April 2019, the price of a pack of dog bags will remain at 60p0 per pack as per the current charge in 2018/19.**
- ii) From 1<sup>st</sup> April 2019, allotment charges for 2019/20 will be £42 for a full plot and £32 for a half plot. The Clerk to write to allotment holders to inform them of the price increase.**
- iii) From 1<sup>st</sup> April 2019 the Town Council charges for photocopying will be:  
To regular groups – 10p per page black and white copying and 12p per page colour copying  
To private individuals – 18p per page black and white copying and 22p per page colour copying  
(Note: These charges are for single sided copies. Double sided copies would be charged at double the price)  
Signage to be displayed within the Council Offices detailing the price increase.**
- iv) From 1<sup>st</sup> April 2019, Parish Hall hire charges will increase by 2% rounded up/down to the nearest 50p with the exception of half day and full day charges for craft fayres by outside groups/organisations/visitors and commercial sales**

by outside groups/organisations/visitors which will increase to £100 and £200 respectively. The new prices to be reported at the next Parish Hall User Forum meeting, a letter to all Parish Hall users and new prices to be included in the Parish Hall User Guide and on the Council's website.

v) From 1<sup>st</sup> April 2019, cemetery fees will increase by 2%. The new prices to be incorporated into the Butterwick Road Cemetery Rules and Regulations as well as displayed in the Council Offices.

**6.9 Medium Term Financial Plan Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk circulated to all a Medium Term Financial Plan Recommendation Report by the Finance Working Group.

**RESOLVED:**

i) To adopt the updated Medium Term Financial Plan with immediate effect.

ii) The Finance Working Group, in conjunction with the Council's Internal Auditor, during Summer 2019 to review the Medium Term Financial Plan in order to ensure that the Council's progress towards greater openness and transparency relating to all financial matters continues. Consideration to be given to whether each Council Committee be assigned its own budget.

**7. Correspondence:**

**7.1 Bin Stores – Sedgefield (email from Mr John Byers, DCC dated 19<sup>th</sup> December 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr John Byers of DCC dated 19<sup>th</sup> December 2018 in which he responded to the Town Council's request for clarification regarding whether or not the erection of bin stores outside residential properties within the Town's Conservation Area was appropriate. From Mr Byers email it was apparent that such structures are permitted from a planning perspective as they lack the necessary degree of permanence to constitute development from which planning permission is required. Mr Byers commented that in the most part the store units also serve a useful purpose in hiding/containing various plastic bins at terraced properties that otherwise would be visible at all times. Mr Byers said he appreciated that the appearance and quality of the structures vary and that this could become more of an issue if there was a greater take up in the village, however, he considered that the way to deal with this was through guidance

locally rather than through planning powers, except in cases where development is involved. Cllrs appreciated Mr Byers email but requested that the Clerk write to him again to ask for clarification as to what any local guidance would be in terms of what is considered acceptable in the Town's Conservation Area.

**RESOLVED:**

**The Clerk to request further clarification from Mr Byers in accordance with the Town Council's wishes.**

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

**8. Consideration of Reports Exempt from Public:**

**8.1 Station Road Playing Field Update Report by Town Clerk:**

As reported under agenda item 3.15, the Clerk had now received a reply from Mr John Reed, DCC's Head of Technical Services in response to the Town Council's letter to him dated 29<sup>th</sup> November 2018. The Clerk issued to all a brief covering report reminding all of the situation which had occurred at the field in October 2018 and attached to it the letters referenced in the report. It was agreed that Cllrs consider this information and discuss this matter in February 2019.

The Chair thanked everyone for attending and closed the meeting at 8.34pm

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT



Minutes of the proceedings of the **JANUARY ENVIRONMENT** of the  
**Council** held at **7 p.m.** in the **Council Offices**, Sedgefield, on  
**Monday 21<sup>st</sup> January 2019**

**Present**

**Cllr. Alf Walton (Chairman)**

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

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

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, Leo McCormack, Fiona Warrand and Gloria Wills.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Street Lighting Energy Reduction Project:**

DCC have confirmed that the footpath from the Garth to the Medical Centre their footpath. The Clerk has relayed this information to Mr Paul Vasey DCC's Street Lighting Technician and his response will be considered under agenda item 6.2.

**RESOLVED:**

**To receive the information.**

**3.2 Bollards at Winterton Park:**

An on-site meeting to discuss the possible installation of two metal bollards between the houses allowing ample space for pushchairs etc to gain access had been scheduled for 17<sup>th</sup> January 2019, however, the DCC Officer who had been due to

attend had cancelled. A response is now awaited in order for this meeting to be rescheduled. Once a date has been arranged for such a meeting an invitation will be extended to all Cllrs.

**RESOLVED:**

**To receive the information.**

**3.3 Bins outside the Pizza Castle:**

DCC's Environmental Health have confirmed they are continuing to visit this property when in the area and on their last visit (week commencing 10<sup>th</sup> December 2018) the site was found to be clear of refuse and no evidence of oil having been deposited there or on the adjacent grass. As DCC have been unable to substantiate the complaint they have now closed the case. However, their officers will check on this location when in the area. Cllr Alf Walton said he will continue to monitor this area but disputed DCC's comment that they could find no evidence of oil when in his belief this was clearly visible.

**RESOLVED:**

**To receive the information.**

**3.4 Sedgfield In Bloom Minutes / Considerate Parking on Village Green:**

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

**RESOLVED:**

**To receive the information.**

**3.5 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 made County Cllr David Brown aware. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Footpath Condition (Stockton Road):**

The Clerk has written to Mr John Reed of DCC plus both local County Cllrs requesting that consideration of Stockton Road footpath be included in the DCC annual maintenance programme to maintain the condition of adopted roads and footpaths. A response is now awaited. The Clerk to keep Cllrs updated on this matter.

Cllr Julie Towler requested that the state of the footpath from Sandshall roundabout to Sandshall Gate be reported to DCC as it has been left strewn by debris following recent maintenance work undertaken by DCC.

**RESOLVED:**

**i) To receive the information.**

**ii) The state of the footpath from Sandshall roundabout to Sandshall Gate be reported to DCC.**

**3.7 Flower Tubs on the Green:**

An on-site meeting between Cllr Mel Carr, Mr Roger Clubley (Farmers Market), Howard Smith (Sedgefield In Bloom) and the Council's Head Gardener & Cemetery Superintendent took place on Wednesday 19<sup>th</sup> December 2018 to consider the location of flower tubs on the village green. It had been agreed at this meeting that the Farmers Market representative would prepare a proposal. This had duly been submitted but there were differing opinions between the Farmers Market and the Bloom Group therefore the Clerk had asked them to meet together and prepare a proposal to the Town Council upon which both the groups were in agreement. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.8 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. This matter to be discussed at the Joint Bloom/Town Council meeting scheduled for March 2019.

#### **RESOLVED:**

**To receive the information.**

### **3.9 Parking in Sedgefield:**

The Clerk circulated to all at the meeting an email from Mr Martin Williams dated 10<sup>th</sup> December 2018. Cllrs requested time to consider this correspondence and to discuss this matter at the January 2019 Environment Committee meeting (see agenda item 6.1.). Parking proposals recently received from DCC had been circulated to all Cllrs and would be considered under agenda item 6.4.

#### **RESOLVED:**

**To receive the information.**

## **4. Public Participation:**

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

Mr Howard Smith reported that in his capacity as Bloom Group Chair he had arranged to meet with Mr Roger Clubley of the Farmers Market on 24<sup>th</sup> January 2019 to discuss further the issue of the location of flower tubs on the village green. Mr Smith confirmed that currently there wasn't a plan that suited both the Market and the Bloom Group and that any such plan which was prepared needed to reflect that the village greens are working areas of the Town which the Bloom Judges recognise as currently being well constructed. Mr Smith said that he recognised that locations was ultimately a matter for Town Council decision but hoped that flower tubs were not moved until after this year's Bloom judging dates. In relation to parking in Sedgefield, Mr Smith reported he had recently been involved with discussions with residents living at the housing complex near to Rectory Row who believed there was a guarantee that no yellow lines would be put around the corner at Crispin Court. Mr Smith

said he would like confirmation of this matter. Finally, Mr Smith said that, subject to determination of land ownership, the Bloom Group would consider obtaining and installing a screening structure around the bins area at Pizza Castle in a way similar to the work they have done near to the Social Club. Ideally the Bloom Group would like to do this work before July 2019. Cllr Alf Walton thanked Mr Smith for his offer and suggested that the Bloom Group forward to the Town Council in the first instance suggested ideas which could be considered.

The Chairman thanked the member of the public for their comments and he then re-opened the meeting.

## **5. Reports:**

### **5.1 Annual Headstone Safety Testing Findings Report by Town Clerk and Head Gardener & Cemetery Superintendent:**

Prior to the meeting the Clerk had circulated to all an Annual Headstone Safety Testing Findings Report produced by herself and the Head Gardener & Cemetery Superintendent. The Clerk talked through the Report which detailed the findings from the 2018/19 testing regime at Butterwick Road Cemetery, St Edmund's Churchyard, Winterton Cemetery and Beacon Lane Cemetery. The Clerk confirmed that all unsafe headstones have been appropriately marked with red/white warning tape with accompanying notices and instruction displayed as well as an article in the forthcoming Sedgefield Extra. Letters to next of kins are currently being prepared. The Clerk will keep Cllrs updated on this matter.

Cllr Alf Walton confirmed that in relation to Winterton Cemetery he is liaising with the Head Gardener & Cemetery Superintendent as well as the Council's pest control contractor.

#### **RESOLVED:**

**To receive the information contained in this report.**

### **5.2 Britain In Bloom Competition Verbal Update by Town Clerk:**

The Town Clerk reported that a Britain In Bloom Finalists Seminar is to take place in Manchester on Friday 8<sup>th</sup> February 2019. The purpose of this event is to introduce this year's competition and give advice to those who have entered. This event will be attended by Mr and Mrs Howard Smith on behalf of the Sedgefield In Bloom Group. Mr Smith will keep the Clerk updated regarding any relevant matters.

**RESOLVED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Sedgefield Parking (email from Mr Martin Williams dated 10<sup>th</sup> December 2018)**

**Note: This has previously been circulated to all Cllrs and it was agreed to discuss further at this meeting.**

The Clerk reminded all that at the December 2018 Environment Committee meeting she had circulated to all an email from Mr Martin Williams dated 10<sup>th</sup> December 2018 entitled Sedgefield Parking in which he expressed his concerns surrounding The Square. Cllrs had requested time to consider Mr Williams emails and for this to be discussed at the Committee's January 2019 meeting.

Cllrs noted the comments made by Mr Williams and it was recognised that these issues needed to be considered when the Town Council progresses its Village Green Policy and well as reviewing parking restrictions upon areas of land which it owns. Cllr Allan Blakemore commented that whilst the Town Council can impose parking restrictions upon land it owns and request DCC Enforcement Officers take on the role of enforcing those restrictions it was important to note that DCC has only a limited number of such Officers.

**RESOLVED:**

**The Clerk to write to Mr Williams to thank him for his comments and assure him that the Town Council will consider the points he has raised when considering parking restrictions in relation to areas of village green.**

**6.2 Customer Request 56045 [Street Lighting from The Garth to the Medical Centre] (email from Mr Paul Vasey, DCC dated 18<sup>th</sup> December 2018):**

Prior to the meeting the Clerk had circulated to all an email from Mr Paul Vasey of DCC dated 18<sup>th</sup> December 2018 which was in response to the Town Council's confirmation to him that the footpath between The Garth and the Medical Centre is a DCC adopted footpath. Mr Vasey acknowledged the latest information supplied by the Town Council but explained that DCC has the power but not the duty to light the adopted highway under the Highways Act 1980. Whilst there are British Standards in respect of street lighting these have no statutory basis but are advisory only. The footpath identified is :

public right of way, it is not adopted highway and, therefore, DCC would not fund additional lighting. To install lighting on unadopted footpaths would require the installation costs to be funded from other sources, such as the local County Cllrs Neighbourhood budget, AAP or Town/Parish Councils. In addition a commuted sum would need to be paid which would cover energy, maintenance, and lifecycle costs for a period of 60 years.

Cllrs expressed their disappointment at this response, however, Cllr Alda Hummelinck did point out that there were other alternative lit routes which could be used instead. Cllr Julie Towler acknowledged this but did point out that such routes would not be particularly easy for the elderly and infirm to use. Cllr Chris Lines commented that the previous lighting which had been in place had given far better illumination and the concerns now being discussed had only arisen as a result of DCC's replacement policy to use LED lighting which is far dimmer. Cllr Allan Blakemore said DCC's new policy for LED lighting was due to energy saving and environmental constraints but did wonder if the heads on some of this lighting could be changed in order to give greater illumination. Cllr Ann Carr commented that NETPark, an area without any residential housing, is always very well lit and that it seemed strange such a facility could have this level of illumination. Cllr David Brown offered to investigate this matter under his remit as County Cllr.

**RESOLVED:**

**Cllr David Brown to investigate this matter with DCC Officers and report back to the Cllrs.**

**6.3 Speed Watch (email from PCSO Amy Jorgeson dated 18<sup>th</sup> December 2018):**

Prior to the meeting the Clerk had circulated to all an email from PCSO Amy Jorgeson dated 18<sup>th</sup> December 2018 which detailed the findings of recent community speed watch work undertaken along Stockton Road and Durham Road (locations identified by local residents are areas of concern). PCSO Jorgeson reported that checks were carried out on three separate occasions at various times of day including school times and no areas met Durham Constabulary's hot spot requirements for further action. Cllrs did not feel the findings gave an accurate representation of daily traffic in the Town. Cllr Alf Walton felt that the current traffic calming measures on Durham Road exacerbated speeding as drivers tried to get through without having to pause. The Clerk reminded all that concerns regarding the current traffic calming measures had

previously been submitted to Mr Dave Wafer of DCC who had agreed to investigate this matter. A response is still awaited from Mr Wafer. Cllrs requested that County Cll David Brown seek progress on this matter and report back to the Town Council.

**RESOLVED:**

**County Cllr David Brown to seek a response from Mr Dave Wafer of DCC.**

**6.4 Proposed [Parking] Restrictions Sedgefield (email and attachment from Mr Peter Broxton, DCC dated 14<sup>th</sup> January 2019):**

Prior to the meeting the Clerk had circulated to all electronically a copy of proposed parking restrictions for Sedgefield as issued by Mr Peter Broxton of DCC dated 14<sup>th</sup> January 2019. Mr Broxton had confirmed that such proposals were also being sent to statutory consultees and after two weeks with no objections the individual plans will then be sent to residents who are directly affected. The Clerk reminded all Cllrs that the next Parking in Sedgefield meeting was due to take place on Wednesday 30<sup>th</sup> January 2019 and requested that Cllrs let her know whether or not they would be attending.

Cllr Allan Blakemore reminded all Cllrs that the discussions which have taken place with DCC Parking Officers has been to try to overcome as much as is possible two issues – firstly, to identify areas where additional parking can be fitted/created without causing obstruction and secondly, to try to stop people from driving into the Town and leaving their car there for the day whilst they go away either on the bus or using a car share arrangement.

Cllr Julie Towler expressed her concerns regarding the proposals being put forward for North End as she believed these would stop residents from parking resulting in displaced cars elsewhere. Fellow Cllrs agreed. Cllr Towler also proposed that yellow lines be extended around the bend on West End (opposite Durham House) so as to improve visibility and road safety. Cllr Alda Hummelinck agreed, however, other Cllrs disagreed as it they believed the majority of cars parked in this location belong to residents and questioned where else they would go. Cllr Blakemore reminded all Cllrs that when public consultations are undertaken then private individuals will be able to submit their views.

Cllr Ann Carr noted that during 10am – 6pm the car park next to the Parish Hall was

to be time limited for 2 hours. Cllr Ann Carr did not believe this provided Parish Hall users with sufficient time to attend events in the Hall and was worried that this would impact upon the Hall's usage as well as displacing vehicles elsewhere. Cllrs were in agreement that the car park should have a time constraint but it was felt that 3 hours rather than 2 would be a more accurate reflection on need.

At this point in the meeting debate became of a more general nature rather than focused upon the parking proposals presented. The Clerk requested from Cllrs that any further comments relating to the proposals be submitted to her by no later than 9am on Monday 28<sup>th</sup> January 2019 in order that they can be collated prior to the next Parking in Sedgefield.

**RESOLVED:**

**i) Cllrs to inform the Clerk as soon as possible as to whether or not they will be attending the Parking In Sedgefield meeting being held on Wednesday 30<sup>th</sup> January 2019.**

**ii) Cllrs to forward to the Clerk by no later than 9am on Monday 28<sup>th</sup> January 2019 their comments on the parking proposals.**

**ADDITIONAL ITEMS:**

The Clerk reminded Cllrs that several planning applications had been deferred for consideration from the previous week's Monthly meeting:

**A1: Current Planning Applications:**

**DM/19/00008/FPA – rear roof alterations inc re-roofing of whole roof, single storey rear extension, re-rendering and replacement windows and front door, Wayside Cottage, Mordon:**

Cllrs did not have any objection to this application.

**DM/19/00054/HRN – removal of hedgerow in order to convert the current footway to a shared use cycleway, B1278 Salters Lane, Fishburn:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The Clerk to forward to DCC Planning Officers comments on the above planning applications.**

**A2: South West Planning Committee Meeting 24<sup>th</sup> January 2019:**

The Clerk reported that she had received a letter from Mr Stuart Timmiss of DCC dated 16<sup>th</sup> January 2019 informing the Town Council that a South West Planning Committee meeting would be held at 2pm on 24<sup>th</sup> January 2019 at Green Lane Council Offices to consider a two storey and single storey side extensions and alterations to existing detached dwelling at 6 Durham Road, Sedgefield. The Clerk reminded Cllrs that this planning application had been circulated to all Cllrs at the Monthly Meeting held on 10<sup>th</sup> December 2018 with instruction that any comments be forwarded to her by 17<sup>th</sup> December 2018. No Cllrs had made any comments regarding this application.

**RESOLVED:**

**No attendance is required at the forthcoming South West Planning Committee meeting.**

The Chair thanked everyone for attending and closed the meeting at 7.58pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **JANUARY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 21<sup>st</sup> January 2019**

**Present**

**Cllr. Allan Blakemore (Chairman)**

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

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

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs. Vanessa Carmichael, 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 the information.**

### **3.2 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.**

### **3.3 Sedgefield Youth Club Management Committee:**

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

Extra Youth Club fliers have been requested in order that they can be included as an insert into a future Sedgefield News for promotional purposes.

The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.4 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. A budget of £200 has been set aside for this event. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.5 Council Organised Coach Trips:**

The Clerk is yet to liaise with Zurich in order to review all procedures relating to organizing coach trips citing the example of another local community group's recent experience. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

### **3.6 Snow Party:**

A small Working Group is to be created and a meeting scheduled for early 2019 in order to discuss the format for a 2019 Snow Party event and identify a suitable date. The Clerk to keep Cllrs updated on this matter.

#### **RESOLVED:**

**To receive the information.**

### **3.7 Terrace Hill Funding:**

The Clerk has written to both 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.

#### **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.

Rev Martin King explained that he was in attendance as he would like to hear the Town Council's discussions regarding the Town's twinning arrangements and said that he hoped the Town Council would still be supportive of this work.

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

## **5. Reports:**

### **5.1 Cllr Surgeries Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cllr Surgeries Report which reminded Cllrs of the rationale behind the introduction of recent informal Cllr surgeries held 30 minutes prior to Monthly Meetings and that currently such surgeries had only been scheduled up until Monday 8<sup>th</sup> April 2019.

Cllr Alf Walton asked if Cllrs currently participating in these surgeries had found them

to be beneficial and whether it was felt they were publicized appropriately. Cllr Chris Lines said that the surgeries had been a very useful means of giving residents another opportunity to speak in a less formal setting than via public participation at a Committee meeting. All surgeries had attracted public attendance to varying degrees. It was felt that attendance would fluctuate depending upon issues in the Town. The Clerk had that such surgeries had been promoted via the Council's noticeboards, website, Twitter, residents database and Sedgefield Extra. Such promotional work would continue.

**RESOLVED:**

**The Town Council to continue to hold such meetings as an opportunity to engage further with the public and Cllrs to inform the Clerk by 9am on Monday 28<sup>th</sup> January 2019 as to whether or not they would be willing to volunteer to participate in any future such meetings as follows:**

**Monday 13<sup>th</sup> May 2019**

**Monday 10<sup>th</sup> June 2019**

**Monday 8<sup>th</sup> July 2019**

**Monday 9<sup>th</sup> September 2019**

**Monday 14<sup>th</sup> October 2019**

**Monday 11<sup>th</sup> November 2019**

**Monday 9<sup>th</sup> December 2019**

**Monday 13<sup>th</sup> January 2020**

**Monday 10<sup>th</sup> February 2020**

**Monday 9<sup>th</sup> March 2020**

**Monday 20<sup>th</sup> April 2020**

**(Note: once attending Cllrs are known these will be publicized on the Council's website, through the residents database and Twitter as well as in the Sedgefield Extra).**

**5.2 Young Citizen of the Year Report by Cllrs Mavis Wayman, Julie Towler and Chris Lines:**

Prior to the meeting the Clerk had circulated to all a Young Citizen of the Year Report produced by Cllrs Mavis Wayman, Julie Towler and Chris Lines. This report proposed the introduction of a Young Citizen of the Year award – to be presented alongside the existing Citizen of the Year award – as a means to enhance the Town Council's youth work and encourage more communication engagement and attendance at the Annual

Town Meeting. In addition to the report's content, Cllr Towler proposed that the age range for a Young Citizen award be set at residents aged under 21. Cllrs agreed.

Cllr Lines said that he was aware that the Town's Neighbourhood Watch current present a Young Citizen of the Year Award in local schools and said he would, out of courtesy, liaise with the Watch's new Chair Mr David Hughes so as to avoid any duplication.

**RESOLVED:**

- i) To launch the first Young Citizen of the Year Award alongside the existing Citizen of the Year (ideally in partnership with Sedgefield Development Trust and the Rotary Club, but independently if those organisations are not able to support the project).**
- ii) Nomination criteria for the new award should mirror the Citizen of the Year Award criteria (other than the category of length of time of community contribution).**
- iii) Organise judging to take place at the same time as – or as close as possible to – the Citizen of the Year judging, with a representative of Sedgefield Youth Club on the panel.**
- iv) The Clerk to schedule an initial meeting between Cllrs Allan Blakemore, Chris Lines, Julie Towler and Mavis Wayman with Mr John Fitzpatrick (Sedgefield Development Trust) and Mr Mel Broadbelt (Rotary Club).**

**5.3 Sedgefield and Hamminkeln Twinning Report by Cllrs Chris Lines and Alda Hummelinck:**

The Clerk circulated to all a Sedgefield and Hamminkeln Twinning Report by Cllrs Chris Lines and Alda Hummelinck. Cllr Lines summarized that much of the report explained the background to the 37 year old twinning link between the two Towns for the benefit of new Cllrs. It is recognised that there remains a strong appetite in both communities to maintain and develop the partnership it was noted that in recent years some of the focus had changed and cited the example of recent sports activities which had acted as a catalyst for additional visits in both directions which had allowed new people, particularly young people, to become aware and involved. Cllrs Lines and Hummelinck believed there were further such opportunities to explore with links via Scouts, Guides and educational establishments. The report explained the fundamental differences in approach between Hamminkeln and Sedgefield towards

the twinning arrangement reflected by the fact that Hamminkeln is a far larger, and better resourced Council, with a directly elected Mayor with twinning being one of his roles to lead. The current Mayor of Hamminkeln, Burgermeister Romanski is planning to visit Sedgefield in the near future and would like to discuss the future of the twinning partnership with Sedgefield Twinning Association and representatives from the Town Council in order to consider how it can be sustained and enhanced. Cllrs Lines and Hummelinck are the Town Council's appointed representatives on the Sedgefield Twinning Association and sought the Committee's approval to be involved in such discussions which would enable them to determine what was being requested in order that, if required, further reports and recommendations can be presented.

Cllr Allan Blakemore reminded Cllrs that the Town Council do set within its budget an allocation of £200 to supplement Sedgefield Twinning Association costs when visitors for Hamminkeln visit the Town. Cllr Blakemore also reported that the Town's Twinning Association undertake a range of fund raising activities throughout the year to support their work while Hamminkeln was a far bigger authority and able to fund far more in comparison.

**RESOLVED:**

- i) Sedgefield Town Council continues to support the principles of the twinning partnership with Hamminkeln.**
- ii) Cllrs Chris Lines and Alda Hummelinck, representing Sedgefield Town Council, to meet with Burgermeister Romanski and Sedgefield Twinning Association to discuss the best options for the future of the partnership between the two communities, including a review of formal structures and arrangements, and the development of ideas for visits and other initiatives/activities.**
- iii) Cllrs Chris Lines and Alda Hummelinck to keep the Town Council updated on this matter.**

**6. Correspondence:**

**6.1 Northumbrian Pipers in Sedgefield (email from Mr David Cook dated 8<sup>th</sup> January 2019):**

The Clerk reported that she had received a request from Mr David Cook asking if it was possible for the Northumbrian Pipers to play on the central village green on 12<sup>th</sup> June 2019 from approximately 8.15pm to 9pm. Cllrs agreed to this request.

**RESOLVED:**

**The Clerk to inform Mr David Cook that the Town Council gives permission for such a performance.**

**6.2 Dementia Friends Awareness Sessions (letter from Sedgefield Memory Café received 16<sup>th</sup> January 2019):**

The Clerk reported that she had received a letter from Sedgefield Memory Café offering Dementia Friends Awareness Sessions lasting for approximately 60 minutes during which they would highlight the issues of living with dementia and how to help a client/customer with this illness. On completion of each session each person will receive a Dementia Friends lapel pin, the establishment will get a door/window sticker both of which indicate to dementia clients and their families that people understand their needs and are able to help them. The Clerk had spoken to Town Council staff who had expressed a wish to undertake such training enabling the Town Council to become dementia friendly. Cllrs appreciate the willingness shown by staff and agreed to allow staff to attend training during work time.

**RESOLVED:**

**Willing Town Council staff to attend Dementia Friends Awareness Session and following completion appropriate signs to be displayed at the Town Council Offices and Parish Hall with appropriate promotion in Sedgefield Extra, on website and via Twitter.**

**6.3 S106 Monies Availability (email from Mr Stephen Reed, DCC dated 18<sup>th</sup> January 2019):**

Prior to the meeting the Clerk had circulated electronically to all an email from Mr Stephen Reed of DCC which was accompanied by a spreadsheet detailing all S106 monies available across the County. Within this information the Clerk had highlighted to Cllrs monies available to our electoral ward.

Cllr Chris Lines asked if there had been any recent update from Mr Reed regarding the public consultation which DCC had been planning in relation to the S106 monies generated from the large-scale development at Eden Drive. The Clerk confirmed that no further update had yet been received although in his last correspondence Mr Reed had envisaged this public consultation would take place early in the New Year. Cllr

Mel Carr expressed concern that the monies relating to this particular development and the allocations assigned to education, community and sports facilities differed from those stated in the original S106 agreement. Cllrs Lines and David Brown believed this may be because such monies would be released on a phased basis in accordance with when housing became available. Cllr Brown also reminded Cllrs that S106 monies are available to be spent across the entire electoral ward rather than just in the area impacted by the development. Cllr Allan Blakemore expressed his dissatisfaction with that arrangement as he believed the purpose of such monies was to alleviate where impacts were directly felt. Cllrs agreed that it was important clarification was sought from Mr Reed as to the current situation with the S106 monies from Eden Drive and to make him aware that the Town Council has currently identified two significant projects which would benefit from such investment, i.e. the expansion of Butterwick Road Cemetery and the repair/improvement of the footpath along Stockton Road.

**RESOLVED:**

**The Clerk to write to Mr Stephen Reed of DCC to request clarification in accordance with the Town Council's wishes and extend an invitation to him to meet with Town Cllrs.**

The Chair thanked everyone for attending and closed the meeting at 8.31pm.