

SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **MARCH MONTHLY MEETING** of the **Council** held at
7 p.m. in the **Council Offices**, Sedgefield, on **Monday 11th March 2019**

Present **Cllr. Mel Carr (Chairman) and**

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Vanessa Carmichael, Fiona Warrand and Gloria Wills.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of Community Chest Meeting held Monday 11th February 2019:

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

b. Minutes of the Monthly meeting held Monday 11th February 2019:

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

c. Minutes of the P&R committee held Monday 11th February 2019:

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

d. Minutes of Finance Working Group held Thursday 14th February 2019:

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

e. Minutes of Butterwick Road Cemetery Working Group held Thursday 14th February 2019:

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

f. Minutes of the Community Development & Engagement committee meeting held Monday 18th February 2019:

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

g. Minutes of the Environment committee meeting held Monday 18th February 2019:

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

h. Minutes of Personnel committee meeting held Monday 25th February 2019:

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

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 8th 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 10th 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 14th 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 Councillors updated on this matter.

RESOLVED:

To receive the information.

4.2 EDRC AAP Board Meeting Key Notes:

Cllr Mel Carr had been due to feed comments made by Cllr Gloria Wills into the EDRC AAP's next Board Meeting at Cassop Community Centre on Thursday 7th March 2019, however, this meeting was postponed. Cllr Mel Carr will undertake this task when the meeting has been rescheduled. Councillor Mel Carr to keep Councillors updated on this matter.

RESOLVED:

To receive the information.

4.3 Public Participation:

The Clerk reminded all that County Cllr David Brown had been asked to investigate the current status of the refused planning application in relation to the colour of the exterior of The Cornerhouse. The Clerk reported that the owner of The Cornerhouse has now submitted an appeal to the Planning Inspectorate regarding DCC's refusal of his planning application in this matter. Cllr Mark Cant asked if DCC's Conservation Officer was aware of this status. The Clerk confirmed she had spoken earlier that day to the Conservation Officer and he confirmed that he was aware of this matter. It is envisaged that it will be several more weeks before any further update is received. In addition, County Cllr David Brown was also asked to liaise with DCC Planning Officers to determine whether anything could be done regarding the large unfinished house opposite Butterwick Road Cemetery. The Clerk reported that an email had been received from Ms Susan Gettings of DCC on 7th March 2019 in which she confirmed that DCC have now served notice on the owner of this property and will board this property up if the notice is not complied with by Friday 15th March 2019. It is hoped these works will improve the area. The Clerk expressed her thanks to County Cllr David Brown for his assistance in obtaining updates on these long-standing matters. The Clerk to keep Cllrs updated as further information is received.

RESOLVED:

To receive the information.

4.4 County Durham Plan / County Durham Housing Strategy:

Cllrs Gloria Wills and Mavis Wayman met with SVAG representatives on Thursday 21st February 2019 to consider the latest versions of the County Durham Plan / County Durham Housing Strategy. A joint response was duly drafted and shared with all Cllrs and SVAG members for comment. Some comments were received and the response updated. The Clerk confirmed that joint response material was submitted to DCC on 8th March 2019 with copies circulated to all for information. Receipt of this response material has been confirmed.

RESOLVED

To receive the information and to close this matter.

4.5 Current Planning Applications:

Planning applications DM/19/00307/FPA, DM/19/00376/VOC, DM/19/00377/LB, DM/19/00378/VOC, DM/19/00385/LB and DM/19/00399/FPA were discussed at the

Environment Committee meeting held on 18th February 2019.

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 details of all meetings in March 2019 as well as civic events for the same period.

RESOLVED:

To receive this information.

6. Public Participation:

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

Mr Howard Smith expressed his annoyance at what he referred to as “the on-going saga” of parking proposals relating to the bottom of Rectory Row, Sedgefield. Mr Smith reported that one elderly resident at Crispin Court received on Saturday 9th March 2019 a letter from DCC dated the beginning of February 2019 asking for comment on parking proposals with a closing date for reply of 28th February 2019. Mr Smith questioned whether this letter had been stuck in the postal system or if it had been intercepted by someone. Mr Smith said that people living in this area of the Town could not believe what is happening in relation to parking proposals. Mr Smith said he had contacted Durham Constabulary with a Freedom of Information request in relation to the junction near Crispin Court and been informed that there had been two accidents at that location over the last 30 years – one a traffic accident and one involving a pedestrian. In addition, Mr Smith had been informed that only two parking tickets had been issued in that location which he said showed there was no problem with the junction and no necessity for any amendment. Mr Smith said that he believed DCC were placating one individual living in the area and asked that his comments be passed by the Town Council to DCC. Mr Smith concluded by stating that one resident in the locality has issued a formal complaint regarding this matter and the process is now being investigated.

Mr David Hughes introduced himself as the Chair of the Town’s new Neighbourhood Watch Group. Mr Hughes expressed concerns at the growing number of illegal signs advertising various companies which were appearing around the Town on fences, posts and trees, particularly at the entrance to the Salters Lane Industrial Estate. Mr Hughes asked what powers the Town Council have to remove these. The Clerk explained that powers for

removal of such signage lay with the County Council and not the Town Council but would refer this matter to them for investigation. Mr Hughes asked for an update on the current status of parking proposals in the Town. The Clerk replied that DCC as the Highways Authority as responsible for this matter and to date they have conducted consultation with statutory consultees, of which one is the Town Council, and are now considering the feedback received and will then move to public consultation. Finally, Mr Hughes asked if there was any updated on the proposed new filling station in the Town. The Clerk replied that no planning application has yet been submitted to DCC. If/when such an application is submitted once DCC are satisfied with its content it will then be published for consultation and at that point the Town Council will consider it.

Mr Alan Pattison reminded Cllrs that some time ago he pointed out there was an A board sign with incorporated planter displayed on village green land outside the Dun Cow. He noted the sign was still there and asked what action was being taken as he was aware that areas of village green were outside many other properties in the Town and if such action was allowed in one area others would follow. The Clerk reported that the Town Council is currently undertaking a full review of its Village Green Policy and in discussions with its solicitor as there were currently a number of issues relating to village green on-going in the Town including parking of vehicles, siting of skips, signs and street furniture.

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

Cllr Alf Walton said that it was the Town Council's intention to have a universal approach to the placing of signs and items on areas of village green so that everyone was treated the same.

7. Internal Reports:

7.1 Chairman's Report:

Prior to the meeting the Clerk had circulated to all a Chairman's Report which detailed his Council activities since the last Monthly Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

The Mayor, Cllr Mavis Wayman, reported that her Civic Ball had been held at the Hardwick Hall Hotel on Friday 1st March 2019 and she expressed her thanks to fellow Cllrs for their support at this successful event which had raised in the region of £2500.

The Mayor reported that she had also attended a Mayoral event in Darlington which included a behind the scenes tour of the new Darlington Hippodrome following its recent multi-million pound refurbishment. The Mayor had been accompanied by Cllr Ann Carr to a Mayoral event at Ushaw Moor Catholic Club which had been to raise funds for St Cuthbert's Hospice, an event that raised £1700.

RESOLVED:

To receive this information.

8. External Reports:

None.

9. Correspondence:

9.1 Fishburn Sedgefield Estate Hall Farm Option Land (email from Ms Leigh Fisher, DCC dated 25th February 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Leigh Fisher of DCC dated 25th February 2019 in which she sought the Town Council's views on DCC's proposal to potentially dispose of its land asset at Hall Farm, Fishburn. Cllrs did not have any objection to the potential disposal of this land asset. Cllr Allan Blakemore recommended the Town Council request it be made aware by DCC of any subsequent S106 agreement relating to this land's sale. All Cllrs agreed with this recommendation.

RESOLVED:

- i) Cllrs do not have any objection to DCC's proposal to dispose of this land but request that details are shared with Sedgefield Town Council of any subsequent S106 agreement agreed between DCC and a developer.**
- ii) The Clerk to inform Ms Leigh Fisher of DCC.**

10. The Sedgefield Plan:

10.1 The Sedgefield Plan Update Report by Town Clerk:

Prior to the meeting the Clerk had circulate a Sedgefield Plan Update Report to all. This report detailed the starting and closing dates for DCC's statutory Regulation 16 consultation as being Tuesday 19th February 2019 until 5pm on Tuesday 2nd April 2019.

RESOLVED:

To receive this information.

11. Current Planning Applications:

A schedule of the current planning applications had been circulated prior to the meeting. Each application was then considered and the following comments were made (Note: number refers to the number on the circulated list):

11.1 DM/19/00417/FPA – removal of existing structure and parking spaces and erection of plinth, transformer, generator, associated buildings and enclosures, Centre for Process Innovation, Neville Hamblin Building, Thomas Wright Way, Sedgefield:

Cllrs did not have any objection to this application.

11.2 DM/19/00422/FPA – replace windows to front first floor elevation with double glazed timber windows (resubmission), 71 West End, Sedgefield:

Cllrs did not have any objection to this application.

11.3 DM/19/00456/FPA – single storey rear extension, 3 Hall Leas, Sedgefield:

Cllrs did not have any objection to this application.

11.4 DM/19/00517/FPA – first floor rear extension, 22 Sycamore Road, Fishburn:

Cllrs did not have any objection to this application.

11.5 DM/19/00535/FPA – single storey rear garden room and single storey front extension, Garden House, 48A Station Road, 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 application which had been published on Friday 8th March 2019 by DCC:

DM/19/00588/FPA – gables extension to front of bungalow with first floor balcony, Ellerby, Thorpe Larches

RESOLVED:

Cllrs to consider and discuss the above planning application at the Environment Committee meeting to be held on Monday 18th March 2019.

The Clerk reported that prior to the meeting Cllr Gloria Wills had requested an update on planning application DM/18/00536/FPA which related to the demolition of existing stables and erection of 60 dwellings with associated access, landscaping and infrastructure on land to the West of the junction of A689 and Stockton Road, Sedgefield. The Clerk reminded all that the Town Council had originally submitted objections to this application on 14th March 2018 but no further update had been provided by DCC for some considerable time. The Clerk reminded Cllrs of those original objections. Mr Henry Jones is DCC's case officer for this particular application and he has confirmed that there have been lengthy delays with this particular

application but confirmed that momentum is now gathering and should be determined relatively shortly. A Planning Committee meeting is held once a month and whilst Mr Jones does not know the recommendations for this particular planning application he believes that it will be presented to a Planning Committee within the next two to three months.

RESOLVED:

The Clerk to write to Mr Henry Jones to remind him of the Town Council's objections submitted in March 2018 in relation to this planning application and also to make him aware that in the intervening time the approved draft Sedgefield Plan has now progressed and this area of land is outside the agreed Built Up Area Boundary for the Town. Also within this letter is to be a formal request for the Town Council to speak at any related Planning Committee. Finally, the letter to conclude that should this application be approved the Town Council request that provision is made for both the Town's primary schools and improved footpaths linking this area of the Town with the Town Centre within any S106 agreement. The Clerk is also asked to request from Mr Jones clarification as to whether any further public consultation/engagement will take place in relation to this application due to the length of time between the application originally being submitted and then being presented for determination.

The Chair thanked everyone for attending and closed the meeting at 7.42pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **MARCH POLICY & RESOURCES** of the Council held following the Monthly meeting in the **Council Offices**, Sedgefield, on **Monday 11th March 2019**

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

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

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

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 on this matter.

RESOLVED:

To receive the information.

3.2 Sedgefield Town Council Corporate Plan:

This matter has also been discussed at the most recent Finance Working Group at which the Council's Internal Auditor was in attendance. It is recognised that whilst this Plan is important to have it must also be put into context of the Council's other on-

going work priorities. A proposed structure was presented to the Finance Working Group meeting held in September 2018 and time is now required for the Clerk to prepare a brainstorming session with all Cllrs to identify what they believe to be the Council's priorities as part of an exercise to agree collectively such activities. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 Legal Issues (Butterwick Road Cemetery):

The Clerk has informed Mr Anthony Walters that the Town Council instruct him to oversee the registration of Ceddesfeld Hall and grounds once information has been obtained by the Clerk from the Church of England archives. Information has now been received from the archives and forwarded to the Solicitor for consideration and additional information has now been requested which the Clerk needs to consider. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.4 Meeting with District Church Council Members:

Findings from recent research days are now being collated and will be presented to a future Estates Working Group meeting for consideration with the intended outcome that a recommendation can be brought to a future P&R Committee meeting regarding the ownership / maintenance of St Edmund's Churchyard. 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 14th September 2018 and work is currently underway to prepare a draft Mayor's Handbook. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Purchase of Land From DCC:

The Town Council's solicitor has confirmed receipt of updated documentation from DCC regarding the sale of land near to Butterwick Road Cemetery. This documentation is now being checked and additional clarification is being sought from DCC's Assets Team. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 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.

3.9 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. A potential joiner has been identified who has been to view joinery work associated with this task and a quote is now awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.10 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.

3.11 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.

3.12 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.

3.13 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. This Charter is due to be presented to DCC's Cabinet soon and if approved it is hoped the Charter will go 'live' very soon afterwards. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.14 Village Green Issues:

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

these matters.

RESOLVED:

To receive the information.

3.15 Durham Records Office:

Representatives from Durham Records Office will attend the Town Council Offices on Thursday 7th February 2019 and a recommendation report has now been received from them detailing which records they suggest should be stored at the Records Office. This report will be considered at the next Policy & Records Management Working Group so that a recommendation can be made to a future P&R Committee meeting. From this the remaining data will 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.

3.16 Licensing Update:

Mr Martin Haigh (DCC Licensing) has confirmed a meeting will take place on 13th March 2019 to progress the licensing matters relating to the Hardwick Hall Hotel as reported at the January 2019 meeting. The Clerk has endeavoured to seek a volunteer Cllr to accompany her to this meeting. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.17 Medium Term Financial Plan:

The Finance Working Group, in conjunction with the Council's Internal Auditor, during Summer 2019 will 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 will be given during those discussions as to whether each Council Committee be assigned its own budget. The Clerk has discussed this matter with the Internal Auditor and given him a copy of the latest plan for consideration. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.18 Bin Stores:

The Clerk has written to Mr John Byers of DCC seeking further clarification as to what local guidance for the building of bin stores would be in terms of what is considered acceptable in the Town's Conservation Area. A response has been received and is to be considered under agenda item 7.5.

RESOLVED:

To receive the information.

3.19 Invoices for Payment – Patching / Resurfacing Work:

Cllr Mel Carr informed the Clerk on 14th February 2019 that the remedial resurfacing / patching work had been successfully completed and therefore the approved cheque was released to the contractor.

RESOLVED:

To receive the information and to close this matter.

3.20 Payment by BACS:

This matter was considered by the Finance Working Group on 14th February 2019. In order to proceed with this form of payment the Town Council will need to make changes to its banking mandate. This matter has been discussed between the Clerk and Internal Auditor. It will be considered again at the March 2019 Finance Working Group meeting. In the interim payments will continue via cheque. The Finance Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.21 Requested Variation to Premises Licence – The Pickled Parson, Sedgefield:

The Clerk has submitted to DCC's Licensing Department the Town Council's objections to The Pickled Parson's variation of premises licence application. The Clerk has requested an update on this matter from Ms Yvonne Raine. Cllr Mel Carr reported that he had objected to this application in a personal capacity and had been invited some time ago of a Licensing Committee meeting to consider this matter further. The Clerk confirmed that no such invitation had been extended to the Town

Council as yet. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.22 Station Road Playing Field:

The Clerk has written to Mr John Reed of DCC acknowledging receipt of his latest correspondence and informed him that Town Cllrs are now considering the current terms of the lease and will be in touch again soon. This matter has been placed onto the agenda for the next Estates Working Group meeting. The Estates Working Group to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.23 Village Green:

The Clerk has written to Mr Wilks and his solicitor acknowledging receipt of his correspondence received on 21st January 2019 and advised them that the Town Council are looking further at his claim for adverse possession and further correspondence will follow in due course. No information has yet been received from DCC's Licensing Department regarding the outcome of The Pickled Parson's current variation to premises licence application. When received the Town Council will consider further. The Clerk is liaising with Cllr Cant's suggested Land Registry contact. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.24 Six Monthly Lift Inspections:

The Clerk has written to the Chair of the SCA and informed her that in accordance with the new Ceddesfeld Hall lease the Town Council will no longer be operating and paying for six monthly lift inspections. The Clerk has also made Zurich aware of this matter and this item has been removed from the Town Council's insurance policy. The Clerk reported that in relation to this matter an item of correspondence had subsequently been received from the SCA and would be considered under agenda item 7.7.

RESOLVED:

To receive the information and to close this matter.

3.25 Winterton Allotments Fence / Butterwick Road Allotments Double Gates:

The Clerk has informed FJ Young & Partners of their successful quotation to remove old fence and soil ridge at the North and East sides of Winterton allotments and requested this be completed before the end of March 2019. Cllr Alf Walton confirmed that this work has now been completed.

The Clerk has informed Dodds Fencing & Sheds of their successful quotations for the supply and installation of new boundary fencing at Winterton allotments on the North and East sides as well as supply and installation of double gates at Butterwick Road Allotments. The Projects & Media Co-ordinator has written to allotments holders to make them aware of this work. The Clerk has informed the provider of the unsuccessful quotations. Cllr Alf Walton confirmed this work is to take place in April 2019.

RESOLVED:

To receive the information.

4. Public Participation:

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give views and comments. The member of the public present did not wish to make any comment. Cllr Blakemore re-opened the meeting.

5. Reports:

5.1 Review of Butterwick Road Cemetery, Sedgefield – Rules and Regulations Recommendation Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Butterwick Road Cemetery, Sedgefield – Rules and Regulations Recommendation Report by the Butterwick Road Cemetery Working Group which was accompanied by a revised set of Rules and Regulations.

Cllr Mark Cant asked if the Rules & Regulations made provisions for the new area of the cemetery to have double depth graves. The Clerk replied that appropriate testing would be required before that decision could be considered. The Rules & Regulations are reviewed on an annual basis and at the time when the new area of the cemetery becomes operational the Rules & Regulations will incorporate requirements for that area.

RESOLVED:

- i) The revised Butterwick Road Cemetery, Sedgefield – Rules & Regulations to be adopted with immediate effect.**
- ii) The revised Rules & Regulations to be uploaded to the Council’s website with other promotional activities to raise awareness including residents database, Sedgefield Extra, Twitter and letters to undertakers/memorial masons.**
- iii) The Clerk to organize a date for the Estates Working Group to undertake a graves and memorials inspection at Butterwick Road Cemetery based upon the revised Rules & Regulations.**

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 11th February 2019:

Prior to the meeting the Clerk had circulated to all a list of cheques for approval which detailed cheques numbered 109431 to 109446. The Clerk circulated to all an updated list which features cheques numbered 109447 to 109454.

RESOLVED:

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

6.2 Financial Budget Comparison as at 28th February 2019:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 28th February 2019. Cllr Ann Carr queried budget heading 1085 “SCA Agency Work”. The Clerk explained that historically the Town Council had administered the SCA’s payroll on a recharge basis. This arrangement had ceased in 2017/18, however, the budget heading needed to remain in reports for two financial years before being able to be removed from the accounting system.

The Clerk reminded Cllrs of the monthly work undertaken by the Finance Working Group to continuously review the Council’s budget. Additional budget summary information was circulated showing Cllrs the excellent progress made to-date with the Council’s strict budgetary work. Through careful management the Council had been able to purchase a new tractor and complete priority resurfacing work at

several areas of village green. The Clerk explained that as both these items were in addition to anticipated work, and that VAT for both projects would not be reclaimed until early in the new 2019/20 financial year, that the Finance Working Group were recommending a £20,000 reserves transfer to the budget be made with immediate effect. Cllrs agreed unanimously to this recommendation.

RESOLVED:

- i) To receive the Financial Budget Comparison as at 28th February 2019.**
- ii) A reserves transfer of £20,000 to the 2018/19 budget be made with immediate effect.**

6.3 Debtors List as at 28th February 2019:

RESOLVED:

To receive the Debtors List as at 28th February 2019.

6.4 Direct Debits and BACS List for 1st – 28th February 2019:

RESOLVED:

To receive the Direct Debits and BACS List for 1st – 28th February 2019.

6.5 February 2019 Bank and January 2019 Public Sector Deposit Fund Reconciliations Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a February 2019 Bank and January 2019 Public Sector Deposit Fund Reconciliations Report. This report detailed the actual February 2019 bank reconciliations but explained that it had not been possible to complete the January 2019 Public Sector Deposit Fund reconciliation due to late receipt of the Fund's statement.

RESOLVED:

To receive the 1st – 28th February 2019 Bank Reconciliations.

6.6 2018/19 Year End Accounts Timetable Report by Town Clerk :

Prior to the meeting the Clerk had circulated to all a 2018/2019 Year End Accounts Timetable Report which detailed proposed dates/events for the production of year end accounts. The Clerk confirmed that at this time neither the deadline date for submission of the Town Council's Annual Governance & Accountability Return (AGAR) nor dates for the Council's Exercise of Public Rights are known. The Clerk

confirmed that on-site training with Edge and internal audit days have been scheduled as per the dates in the report.

RESOLVED:

i) To receive the information in this report.

ii) Cllrs to note the proposed Special Town Council meeting at 6.15pm on Monday 15th April 2019 to approve the Council's 2018/19 year end accounts.

6.7 Review of Members Allowances Recommendation by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Members Allowances Recommendation Report by the Finance Working Group. This report detailed the recent work undertaken at the request of CDALC by the Independent Remuneration Panel (IRP) and their subsequent proposals for new basic allowance payments for Parish/Town Councils. The Finance Working Group had duly considered these and recommended the Town Council's members allowance should remain at its current rate and the IRP recommendations not be adopted due to the significant additional burden these would place upon the Council's budget, something which cannot be in times of austerity. Cllrs unanimously agreed with this recommendation.

Cllr Mark Cant pointed out that not all Cllrs claimed the members allowance and asked if residents were aware of this fact. The Clerk confirmed that this matter is reported annually in the Town Council's Annual Report thereby making it very transparent to all who does and does not claim the members allowance.

RESOLVED:

Sedgefield Town Council's members allowance to remain at its current rate of £309 per annum for those Cllrs who wish to claim it.

6.8 Review of Chair's Allowance Recommendation by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Chair's Allowance Recommendation Report by the Finance Working Group in which it was proposed to keep the Chair's Allowance at its current rate of £1,000.

RESOLVED:

Sedgefield Town Council's Chair's Allowance to remain at £1,000 for the financial year 2019/20 and the Council to consider at the AGM on Monday 13th May 2019 the transfer of this Allowance to the Mayor through its use of the General Power of Competence.

7. Correspondence:

7.1 Review of Statement of Policy Under the Licensing Act 2003 (letter from Mr Craig Rudman, DCC dated 8th February 2019):

7.2 Parish Councils and Licensing Applications (email from Mr Steve Ragg, CDALC dated 14th February 2019):

Prior to the meeting the Clerk had circulated to all items of correspondence relating to agenda items 7.1 and 7.2. The Clerk proposed that as these items were both relating to DCC's Review of its Statement of Policy under the Licensing Act 2003, something which is required every five years. DCC will be developing a new policy over the coming months that will be adopted by them by the end of October 2019. In carrying out the review they want to consult with existing licensed premises and with organisations, persons and bodies representing responsible authorities, the public and the licensed trade in the area. Cllrs noted that the government encourages County Councils to be as open as possible in relation to licensing and it was agreed that it was important the Town Council take this opportunity to comment on the existing licensing policy.

RESOLVED:

Cllr Mel Carr and the Clerk to prepare a draft response which will be considered at the April 2019 P&R Committee meeting for agreement and subsequent submission to DCC prior to their deadline of Friday 3rd May 2019.

7.3 Sedgefield Twinning Association (letter from Mr Sam Edgoose dated 13th February 2019):

Prior to the meeting the Clerk had circulated to all a request from the Sedgefield Twinning Association seeking a donation of £200 towards the forthcoming visit of guests from Hamminkeln in September 2019. Cllr Chris Lines reported there was an inaccuracy in the letter received as he had not said there was already such a financial allocation in the Town Council's budget for this but had in fact merely reiterated at the Twinning Association's recent AGM that the Town Council continued to be supportive of the Association and its work as per discussions at a recent Community Development & Engagement Committee meeting. Cllr Lines also reminded Cllrs that it had been agreed at that same Committee meeting that discussions would take place with representatives from Hamminkeln later in the year to consider the long-term working relationship of the Twinning Association. Cllr David Brown asked if the Twinning Association produced audited accounts. Cllrs Chris Lines and Mavis Wayman confirmed they had both attended the Twinning

Association's AGM and there had been a very detailed presentation of the Association's accounts provided.

RESOLVED:

To approve the Twinning Association's request for a £200 donation towards their forthcoming visit of guests from Hamminkeln and the Clerk to present to the April 2019 P&R Committee meeting a cheque for approval.

7.4 Station Road Playing Field, Sedgefield (letter from Ms Judith Ramsay, DCC dated 12th February 2019):

Prior to the meeting the Clerk had circulated to all a letter from Ms Judith Ramsay of DCC dated 12th February 2019 in which she provided an update on the status of a resident's application to get Station Road Playing Field registered as village green. In Ms Ramsay's opinion the resident has not met all the necessary requirements to establish a claim to the land being registered as a village green. It is Ms Ramsay's intention to take a report to DCC's Highways Committee in order for them to determine the application.

RESOLVED:

To receive this information.

7.5 Re: Bin Stores – Sedgefield (email from Mr John Byers, DCC dated 26th February 2019):

As referenced under item 3.18, a further response had been received from Mr John Byers of DCC dated 26th February 2019 in relation to the on-going matter of seeking guidance regarding the building, materials and design of bin stores within the Town's Conservation Area. Mr Byers latest email had been circulated to all Cllrs prior to the meeting. The Clerk reported that she had thanked Mr Byers for his latest correspondence and also made him aware that the Town Council are not aware of any of the work being undertaken by the Civic Trust and requested an assurance that the Town Council as a statutory consultee on planning matters be kept informed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

7.6 Review of Polling Districts and Polling Places (email from Mr Steve Ragg, CDALC dated 28th February 2019):

Prior to the meeting the Clerk had circulated to all for information details of DCC's current review of Polling Districts and Polling Places. The Clerk confirmed that she had completed additional paperwork and returned to DCC confirming that the Town Council was happy for Sedgefield Parish Hall to continue being used as a Polling Station.

RESOLVED:

To receive this information.

7.7 Ceddesfeld Hall Lift (email from Ms Pat Buckley-Atkins dated 4th March 2019):

Further to item 3.24, the Clerk circulated to all an email received from Ms Pat Buckley-Atkins of the SCA dated 4th March 2019 in which she detailed the problems being experienced in finding a specialist insurance company who would provide the necessary safety inspection and certification of the lift. A request was made to reinstate the previous arrangement whereby the Town Council arrange this through its insurance policy. The Clerk confirmed the Council's request to remove this lift was actioned well in advance of this email request and the Council's insurance premium has been revised accordingly. The Clerk suggested that she liaise with Durham Ask and Durham Community Action in order to find potential alternative suppliers who would be willing to deal with a community organisation directly. The Clerk to investigate and keep Cllrs updated on this matter and relay information to Ms Buckley-Atkins.

RESOLVED:

To receive this information.

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

8. Consideration of Reports Exempt from Public:

8.1 Epitaph Training Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all an Epitaph Training Recommendation Report by the Finance Working Group which was duly considered.

8.2 Parish Hall Security Officers Update Report by Personnel Committee:

Prior to the meeting the Clerk had circulated to all a Parish Hall Security Officers Update Report by the Personnel Committee which was duly considered.

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

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT



Minutes of the proceedings of the **MARCH ENVIRONMENT** of the
Council held at **7 p.m.** in the **Council Offices**, Sedgefield, on
Monday 18th March 2019

Present **Cllr. Alf Walton (Chairman)**
Cllr. Mark Cant (Vice-Chairman) and
Cllrs. David Brown, Ann Carr, Mel Carr, Chris Lines, Leo McCormack,
Mavis Wayman and Stephen Winter

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Vanessa Carmichael, Alda Hummelinck, Julie Towler and Gloria Wills.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Bins outside the Pizza Castle:

No further updates. Cllr Alf Walton to keep monitoring this area.

RESOLVED:

To receive the information.

(Cllr Mavis Wayman joined the meeting)

3.2 Sedgefield In Bloom Minutes / Considerate Parking on Village Green:

No further updates. Cllr Alf Walton to keep monitoring this area.

RESOLVED:

To receive the information.

3.3 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.

RESOLVED:

To receive the information.

3.4 Flower Tubs on the Green:

Further to the last Environment Committee meeting the Clerk informed Mr Howard Smith (Sedgefield In Bloom) and Mr Roger Clubley (Sedgefield Farmers Market) that the Town Council were happy to agree to the flower tubs around the Turning Circle to be moved one metre away as requested in order to allow an extra stall to be placed. From responses subsequently received it was clear there was confusion between both groups as to what distance they required. As a result they have asked for the tubs to be moved 3 metres away and confirmed that both groups would be happy with this. Town Council gardening staff will move flower tubs accordingly but later in the year at some point after Spring judging.

Cllr Mark Cant reported that at the previous week's Committee meetings he had noted several cars parked on the grass opposite the war memorial and had suggested to the Clerk that several flower tubs be installed at that location to deter this activity. The Clerk confirmed that Cllr Mel Carr had forwarded to her photographs of these vehicles and she was liaising with the Head Gardener & Cemetery Superintendent about potentially placing flower tubs in this locality. Cllrs confirmed that they were happy for flower tubs to be placed in this area so as to deter vehicles parking on the village green.

The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive this information.

3.5 Green Waste:

The Clerk confirmed that the matter of the Bloom Group putting green waste into the recycle bays at Butterwick Road Cemetery had been discussed at the recent Joint Bloom/Town Council meeting held on 7th March 2019. At this meeting it had been noted that due to the large clearance project undertaken by the Bloom Group in the

grounds of Ceddesfeld Hall over recent months that this had generated far more green waste than usually. Whilst the amount of green waste produced will be significantly lower it is inevitable that such waste will continue to be gathered as areas across the Town are maintained throughout the year. It was agreed that the Chair of the Bloom Group and the Chair of the Environment Committee would continue to discuss this matter through the course of the coming growing season. In addition, it was recognized that the Town Council needs to consider procedures relating to the recycling bays at Butterwick Road Cemetery and the Clerk has included this as an agenda item at the Estates Working Group's next meeting on 20th March 2019.

RESOLVED:

To receive the information and to close this matter.

3.6 Annual Headstone Safety Testing:

Letters have now been issued to next of kins where known. The deadline for repairing Category 1 headstones is Monday 25th March 2019. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Street Lighting from The Garth to the Medical Centre:

County Cllr David Brown is investigating this matter with DCC Officers. County Cllr David Brown to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 Speed Watch:

County Cllr David Brown is following up the Town Council's request for a review of the traffic calming measures along Durham Road with Mr Dave Wafer of DCC.

The Clerk has written to Mr Brian Buckley of DCC thanking him for the update which he sent to the Town Council relating to the school crossing patrol on Durham Road and reminded him about the Town Council's concerns regarding the effectiveness of the traffic calming measures at this location in general and provided him with a copy of the correspondence originally sent to Mr Dave Wafer. A response is now awaited.

County Cllr David Brown and the Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Parking In Sedgefield:

The views of the public regarding parking in Sedgefield to be sought at the Town's Annual Meeting in May 2019. Cllrs to seek the views of the public.

The Clerk informed Cllrs that Mr Howard Smith, a resident, had forwarded to the Clerk in recent days a range of correspondence relating to the current and historic proposals relating to Rectory Row/Stockton Road junction and requested these be shared with Town Cllrs. The Clerk will share such correspondence under agenda item 6.8. The Clerk confirmed that she had spoken to Mr Peter Broxton of DCC earlier that day to obtain the current status in relation to the parking proposals for across the Town. Mr Broxton had confirmed that all proposals have been out for consultation with comments for and against having been received. The statutory consultation exercise relating specifically to the proposals at Rectory Row outside Sedgefield Primary School and those near to the junction of Rectory Row/Stockton Road have been reissued with a deadline date of 1st April 2019 for comments. Comments will be considered. Mr Broxton had pointed out that comments must go directly to DCC and that collective responses, i.e. comments which then state these apply to several other properties, cannot be accepted as individuals must respond for those comments to carry weight.

RESOLVED:

To receive the information.

3.10 Proposed Parking Restrictions – Car Park next to Parish Hall

The Town Council's objections to the proposals have been submitted to DCC. A response is awaited. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.11 Bollards Along Front Street:

A specification has been prepared and three contractors have been approached to provide quotations. The Clerk has written to the resident concerned to make him

aware of the work which the Town Council is proposing to undertake. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.12 Potential Replacement Tree Planting:

The Clerk reported that Mr Steve Welton had taken the Town Council's suggestion that any potential replacement tree planting undertaken as part of the refurbishment of The Impeccable Pig be used as part of the Squash Club's proposed planning application to the Club's recent Committee. Mr Welton had emailed the Clerk on 6th March 2019 confirming that the Squash Club's Committee had discussed this suggestion and would be delighted to accept if The Impeccable Pig's owner was in agreement. Mr Welton appreciated that further work was now required by the Town Council but Cllrs agreed they would progress this matter via Padgett White Architects Ltd with the recommendation that a cash donation be made directly to the Squash Club. The Clerk will also include Mr Simon McGinney in these conversations. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

The Clerk to liaise with Padgett White Architects Ltd, Mr Simon McGinney and Mr Steve Welton.

3.13 Concrete Pathway Adjacent to Public Carpark and Hardwick Arms Hotel Building:

The Clerk has written to Ms Johnson of The Hardwick Arms Hotel confirming that the concrete pathway does belong to the Town Council. With regards to the proposed refurbishment work on land under the archway of the property, Cllrs considered this matter and agreed to give their support to the proposal from the property owners to replace existing materials with those similar to the materials used on the Church Turning Circle providing that full consultation takes place with DCC's Conservation Officer. A separate letter has been sent to Ms Johnson informing her that the Town Council does not give permission for them to place a skip on the car park area and asks that the current skip be removed within 14 days and any future skips be placed at the rear of their property (i.e. on their own land). See agenda item 6.3.

Letters have also been sent to Numbers 4 and 5 Church View requesting that skips be

removed from areas of village green at the front of their property within 14 days from Thursday 21st February 2019. The Clerk reported that a letter has been received regarding 4 Church View and will be considered under agenda item 6.7.

RESOLVED:

To receive the information.

3.14 Pizza Castle Bins Area:

An on-site meeting with DCC's Conservation Officer, Bryan Harris, plus Clerk and Cllrs Mel Carr and Alf Walton had taken place on Monday 11th March 2019 to consider the feasibility and options for some potential screening around the bins located outside this business premise on the concrete ramp in the centre of the Town's Conservation Area next to St Edmund's Church. Mr Harris confirmed in principle that a fence, along the specification suggested by Cllr Mark Cant to the level of the bin lids, on the historic boundary could be acceptable depending upon the materials used and finish/colour. Mr Harris would not be in favour of any gate to the front of this feature as this would allow a 'hiding area'. The issue of land ownership was discussed and whilst the Town Council understand this area of land belongs to DCC, it was the opinion of Mr Harris that this had been transferred from DCC to the Town Council. Mr Harris agreed to investigate further and forward information to the Clerk which would confirm ownership. The Clerk to keeps Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.15 Sedgefield News:

The Clerk has written to Mr Allan Jordan expressing the Town Council's thanks for the information which he recently shared in relation to traffic calming measures on Durham Road.

RESOLVED:

To receive the information and to close this matter.

3.16 Current Planning Applications:

The Clerk forwarded to DCC Planning Officers comments in relation to planning applications DM/19/00307/FPA, DM/19/00376/VOC, DM/19/00377/LB, DM/19/00378/VOC, DM/19/00385/LB and DM/19/00399/FPA.

In relation to the above planning application relating to The Impeccable Pig, Mr Mark O'Sullivan (DCC Planning Officer) has given assurance that DCC's Design Officer is most definitely involved with these applications and that prior to Christmas Mr O'Sullivan and Mr Byran Harris (Conservation Officer) had attended the site to flag up all issues with the site owner and advised that the planning applications be submitted as soon as possible. Mr Harris will be giving his opinions on all of these applications soon.

RESOLVED:

To receive the information and to close this matter.

3.17 Butterwick Road Cemetery:

The Clerk has written to Ms Kitching confirming receipt of her correspondence and that an investigation will take place and a further response in due course. The Clerk confirmed that all correspondence relating to this matter has been gathered and is now being considered. This matter to be considered by the Estates Working Group after investigation by Town Council staff.

RESOLVED:

To receive the information.

4. Public Participation:

The Chair, Cllr Alf Walton, closed the meeting in order to allow members of the public to speak.

Mr Howard Smith reported his frustration that discussions regarding parking proposals at Rectory Row/Stockton Road junction had been underway since April 2015. Mr Smith confirmed that he had given to the Clerk a range of correspondence regarding this matter and was grateful that it would be shared with Cllrs later at this meeting. Mr Smith read out to all an email which he had received from County Cllr John Robinson recently in which County Cllr Robinson said that he would have attending a meeting on the morning of 18th March 2019 with DCC Parking Officers. Mr Smith said that if the proposals went ahead then when exiting Rectory Row to the left the driver's line of sight would be blocked. This situation could lead to a further extension of double yellow lines. In addition, Mr Smith believed that if the footpath in this location was extended this could provide an area at which young people would congregate. Mr Smith said that he was sure that in times of austerity there were far better ways in which DCC could spend its money. Mr Smith noted that to date DCC have only written to one resident along Rectory Row and this has denied all other residents in this

locality the opportunity to comment. The resident in question has received correspondence from County Cllr John Robinson who has stated that the current situation regarding lack of community consultation is the Town Council's fault and that he has not been involved in this matter. County Cllr Robinson also informed the resident that he has requested all parking proposals for Sedgefield go to DCC's Highways Committee so that members of the public can make comments. The Clerk clarified that the Highways Authority is DCC and not the Town Council and that all proposals presented have been prepared by DCC who are also the statutory body for overseeing the consultation work and not the Town Council. The Clerk also clarified that when the Sedgefield Farmers Market raised their original concerns regarding parking in the Town the Town Council requested a meeting with DCC Parking Officers and also extended invitations to both the Town's County Cllrs as well as representatives from the SCA and Sedgefield Development Trust. Mr Smith said his neighbour had recently received from DCC details of parking proposals version 3 for the Rectory Row/Stockton Road locality and noted these were the same as those formerly refused with the exception of the removal of plastic bollard. Mr Smith said it was likely that the local media would soon be made aware of this matter and become involved with the matter also likely to be referred to the Ombudsman. Mr Smith said he fully understood that this matter was not a Town Council led initiative. Mr Smith concluded by saying that many of the residents in this area of the Town have lived there for nearly 30 years without the need for the proposals now being presented and questioned why money was being spent on this matter.

Mrs Julia Bowles noted that views were being sought from statutory consultees but asked what about the views of the public as any parking proposals affect the entire Town and she was concerned that DCC would only listen to the views of a small minority and base their decision upon those. Mrs Bowles reported that she had recently obtained information regarding S106 money available across the entire County, including the Sedgefield electoral ward. Mrs Bowles noted that the S106 money for the reinstatement of lighting from Sedgefield to Fishburn was supposed to have been available from September 2018 and she asked where this was. She asked if the Town Council get the opportunity to look at such listings? Mrs Bowles then highlighted her concerns at the apparent discrepancies regarding the S106 monies outlined in the agreement relating to the large-scale development at Eden Drive with the amounts stipulated in the listing and also noted that it appeared that some money had already been allocated from both the community and sports allocations and questioned where had this gone and what consultation had taken place. The Clerk informed Mrs Bowles that the Town Council receive, via CDALC, a list of S106 monies on an annual basis. The latest listing had been received a couple of months ago and Cllrs had considered the detail and also highlighted the issues raised by Mrs Bowles which had resulted in a request to meet with Mr Stephen Reed of DCC to discuss and clarify. Mr Reed had declined

the offer of a meeting with the Town Council at that stage but instead said that DCC's Sports and Leisure Services would be undertaking an imminent public consultation exercise and at this point a meeting could take place. Mr Reed had confirmed such a consultation would take place in January 2019, however, no information has been received to date and the Clerk had raised this matter further with Mr Gordon Elliott who is in overall charge of DCC's AAPs network and public consultation. A response is now awaited. The Clerk assured Mrs Bowles that the Town Council has the same concerns regarding the need to ensure that Sedgefield does not miss out on opportunities from S106 monies. Mrs Bowles said that she would contact both Mr Stephen Reed and Mr Gordon Elliott directly and request a meeting. If such a meeting was granted she would liaise with the Clerk so that Town Cllrs could also participate.

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

With regards to parking, Cllr David Brown, in his County Cllr role, confirmed that his colleague County Cllr John Robinson had met earlier that day with Mr Peter Broxton of DCC to consider the proposals currently out for statutory consultation. Cllr Brown confirmed that he had not attended this meeting. Cllr Brown confirmed that with regards to S106 monies the public consultation exercise had been scheduled by DCC to commence in January 2019 but had been delayed for reasons unknown to him. Cllr Brown did know that DCC's team of analysts were looking at the sports allocation and analyzing this based upon the membership of each respective sporting group in the Town. Cllr Brown commented that in the 1960s central government sent an educational grant to DCC which was then distributed by DCC on a 6 monthly basis thereby allowing them to invest the money they held on behalf of schools and generate further money. Cllr Brown said it was his personal view that DCC were investing S106 monies in order to generate a return. Cllr Mavis Wayman expressed her disappointment that Cllr Brown, in his County Cllr role, had not attended the parking meeting earlier that day as she believed Cllr Brown was far more in touch with the people of Sedgefield than County Cllr John Robinson and believed that Cllr Brown would have 'fought the Town's corner'. Cllr Wayman said that she was shocked at the lack of information forthcoming from County Cllr John Robinson. Cllr Brown said that he was disappointed County Cllr John Robinson does not attend the Town Councils' Monthly Meeting when he personally attends both Sedgefield Town Council and Fishburn Parish Council meetings. Cllr Ann Carr said that currently County Cllr David Brown was the Town's sole voice at DCC. Cllr Chris Lines wished to put on record his thanks to Cllr Brown for the considerable number of matters which he has assisted in progressing with DCC through his County Cllr role over recent months. Fellow Cllrs agreed.

5. Reports:

5.1 Speeding Along The Fishburn Road Report by Cllr Leo McCormack:

Prior to the meeting the Clerk had circulated to all a Speeding Along The Fishburn Road Report by Cllr Leo McCormack in which he expressed his grave concerns regarding the increasing speed at which cars drive along this road despite its blind bends and 40mph speed limit. Cllr McCormack felt that serious consideration needed to be given to the installation of traffic calming measures along this road. Cllr Alf Walton said that in his opinion traffic calming measures do not work and he gave the example of those on Durham Road where he has witnessed car speeding in order get through them without having to stop for vehicles coming in the other direction and instances where cars speed out of the traffic calming measures to make up for time they have lost giving way to priority traffic. Cllr Walton said that he felt speed camera monitoring was required and other forms of enforcement. Cllr McCormack gave the example of speed humps in Coxhoe which in his opinion have reduced the speed of vehicles, however, Cllr Walton said he had witnessed vehicles being able to speed through this area by driving between the humps.

Cllr Stephen Winter reported that he had attended the last Neighbourhood Watch meeting at which PC John Lamb had reported that speeding in the village was one of the PACT's top 3 priorities. It was recognized that requested has been made previously for community speedwatch monitoring at several locations at the Town but the outcome of which reported that there were not enough speeding vehicles to require further action. Several Cllrs noted that nearby towns/villages have flashing speed signs to act as a deterrent and felt that it would be useful to explore the feasibility of such in the Town. The Clerk reminded all Cllrs that Inspector Sarah Honeyman and Sgt Alex Clarke had previously stated that whilst they were no longer permitted to attend routine Town Council meetings they would be able to attend if there was a particular matter of concern. The Clerk suggested that either Inspector Honeyman and/or Sgt Clarke be invited to the next Monthly Meeting to discuss this matter and potential options. Cllrs agreed.

RESOLVED:

The Clerk to liaise with Inspector Sarah Honeyman and Sgt Alex Clark and invite them to the Town Council's next Monthly Meeting to discuss speeding in the Town.

5.2 Young Sedgefield Role Models (email from Cllr Stephen Winter dated 20th February 2019):

Prior to the meeting the Clerk had circulated to all an email from Cllr Stephen Winter dated 20th February 2019 in which he wanted to bring to the attention of fellow Cllrs the work recently undertaken by Penny and Ada Ashton, two young girls living in Sedgefield, to encourage people to pick up their dog mess. Town Cllrs were delighted to learn of their work and felt it was important to give recognition to the girls with a letter of thanks from the Chair of the Council and an article in the next edition of the Sedgefield Extra.

RESOLVED:

- i) The Chair of the Council to send a letter of thanks to Penny and Ada Ashton.**
- ii) An article detailing Penny and Ada's work to feature in the next edition of the Sedgefield Extra.**

5.3 A177 Junction Widening Report by Cllr Leo McCormack:

Prior to the meeting the Clerk had circulated to all an A177 Junction Widening Report by Cllr Leo McCormack in which he outlined his concerns that recent changes to this junction have resulted in greater congestion and suggested this could be resolved by extending the entrance of the south slip by approximately 1 metre so allowing cars to make their way passed the waiting vehicles. Cllrs agreed with Cllr McCormack's suggestion.

RESOLVED:

The Clerk to forward to DCC's Highways the suggestion made by Cllr McCormack.

6. Correspondence:

6.1 Siting of Scope Donation Bank (email from Mr Dave Rayner dated 22nd February 2019):

Prior to the meeting the Clerk had circulated to all an email from Mr Dave Rayner dated 22nd February 2019 in which he was seeking suggestions for possible locations in the Town upon which to site a Scope donation bank.

RESOLVED:

The Clerk to inform Mr Rayner that there are no suitable sites on land owned by the Town Council and to suggest he liaise with the Sainsbury's store in the Town and the Town's recently launched Greener Sedgefield team to seek a

suitable location.

- 6.2 Pedestrian Distance Signs – Units of Measurement (letter from Mr John Gardner, British Weights and Measures Association dated 15th February 2019):**
Prior to the meeting the Clerk had circulated to all a letter from Mr John Gardener of the British Weights and Measures Association dated 15th February 2019 in which he reiterated to all local authorities the legal requirements for pedestrian distance signs to be displayed in yards and miles only.

RESOLVED:

To receive this information.

- 6.3 HAH Block Paving Proposal 1 (Hotel Frontage to Archway) 21st February 2019 (email and attachment from Ms Rachel Johnson dated 21st February 2019):**
Prior to the meeting the Clerk had circulated to all an email from Ms Rachel Johnson dated 21st February 2019 in which she was sharing the Hotel's proposals for refurbishing the footpath outside the property and asking if the Town Council would contribute towards this work or jointly execute the repairs. It was agreed that it was not possible for the Town Council to contribute financially towards this work but that Cllrs did not have any objections to the work being proposed. It was also agreed that an on-site meeting should be scheduled with Ms Johnson at which the Town Council would be represented by Cllrs Mel Carr and Alf Walton at which they would inform Ms Johnson of the Council's position.

Cllr Mavis Wayman asked why the footpath area had not been refurbished when the Council had undertaken resurfacing work recently at this location. Cllr Mel Carr replied that the specification for the resurfacing work had been for the car park area only.

RESOLVED:

The Clerk to schedule an on-site meeting between Ms Johnson and Cllrs Mel Carr and Alf Walton.

- 6.4 Images of Sedgefield (email from Mr Paul Heasman dated 6th March 2019):**
Prior to the meeting the Clerk had circulated to all an email from Mr Paul Heasman in which he was seeking permission from the Town Council to take aerial photographs (not for resale) from his drone flying from the village green. Mr Heasman outlined his credentials and gave evidence of his discussions with Durham Constabulary. Cllrs agreed to Mr Heasman's request and agreed that it an opportunity to get access to

some very useful images of the Town.

RESOLVED:

The Clerk to reply to Mr Heasman's request.

6.5 Property at The Orchard, Sedgefield (email from Ms Pamela Lockey dated 6th March 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Pamela Lockey dated 6th March 2019 in which she was seeking to determine the ownership of a strip of land next to a property at The Orchard. Cllrs were unclear as to the exact location of this land being referred to and requested that the map ask for a map/plan from Ms Lockey in order that Cllr Mel Carr and the Clerk could confirm whether or not this was village green. If not an area of village green then the Clerk to recommend Ms Lockey seek appropriate legal advice.

RESOLVED:

- i) The Clerk to request from Ms Lockey a map/plan of the area to which she is referring.**
- ii) The Clerk and Cllr Mel Carr to consider the map/plan provided to determine whether or not this is village green.**
- iii) Following ii) above, the Clerk to inform Ms Lockey of the outcome.**

6.6 Sedgefield In Bloom (minutes of meeting held 13th March 2019):

The Clerk circulated to all copies of the minutes from the last Sedgefield In Bloom Group meeting held on Wednesday 13th March 2019 for Cllrs information.

RESOLVED:

To receive this information.

6.7 4 Church View, Sedgefield (letter from Ms Andrea Irving-Morse, Andrea Irving-Morse Associated Ltd dated 5th March 2019):

Further to agenda item 3.13, the Clerk circulated to all a letter from Ms Andrea Irving-Morse dated 5th March 2019 regarding the skip outside 4 Church View in Sedgefield. Ms Irving-Morse explained the reason for the skip outside the property and reported that she had contacted DCC who had advised that she did not require a permit as the skip was not to be placed on a road. Ms Irving-Morse offered her sincere apologies and said she would ensure the village green area which has suffered would be returned to its original if not better form after 22nd March 2019. She gave assurance

that she had asked her contractors to act with speed and they would endeavor to finish all work as soon as possible so that her gardener could commence work thereafter. Cllrs were grateful to Ms Irving-Morse for her explanation and it was agreed that the area upon which she had placed a skip be monitored over the coming weeks.

Cllrs noted from earlier correspondence that the Hardwick Arms had acted quickly to the Town Council's request for the skip on the car park area of the property (village green) to be removed and any future skips to be placed at the rear of the property (on land owned by the Hotel owners). The Hardwick Arms owners had fully complied with this. Again, Cllrs noted their thanks for this co-operation. Cllr Alf Walton reported that a skip still remains in place outside 5 Church View and the Clerk confirmed that a letter had been written with a stipulation that the skip be removed by 28th February 2019, however, no response had been received. Cllrs requested that Clerk to issue a further letter to 5 Church View and to seek an explanation why the Town Council's request had not been actioned.

RESOLVED:

- i) Cllr Alf Walton to monitor the area of village green outside 4 Church View.**
- ii) The Clerk to write to 5 Church View in accordance with the Town Council's wishes.**

6.8 Parking Proposals For Rectory Row/Stockton Road Junction (various items of correspondence supplied by Mr Howard Smith dates ranging from 1st May 2015 – 18th March 2019):

As commented upon under agenda item 3.9, the Clerk circulated to all various items of correspondence with dates ranging from 1st May 2015 to 18th March 2019 which had been supplied by Mr Howard Smith in relation to proposals for Rectory Row/Stockton Road junction area. Mr Smith asked the Clerk to share copies with Town Cllrs for their information. Cllr Mark Cant proposed that copies of all these documents be forwarded to Mr Peter Broxton of DCC and fellow Cllrs agreed. Cllr Ann Carr reiterated her view that the proposals relating to this area of the Town were a waste of money.

RESOLVED:

- i) Cllrs to consider the correspondence received.**
- ii) The Clerk to forward to Mr Peter Broxton of DCC copies of all the information supplied by Mr Smith.**

ADDITIONAL ITEM:

The Clerk reminded all that at the previously Monthly Meeting she had circulated details of a planning application which had been published that day and Cllrs had agreed to consider this and discuss at the Environment Committee meeting.

DM/19/00588/FPA – Gables extension to front of bungalow with first floor balcony, Ellerby, Thorpe Larches, Stockton on Tees:

Cllrs did not have any objection to this application.

RESOLVED:

The Clerk to inform DCC Planners of Cllrs views regarding this planning application.

The Chair thanked everyone for attending and closed the meeting at 8.08pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT



Minutes of the proceedings of the **MARCH COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the Council held following the Environment committee meeting in the **Council Offices**, Sedgefield, on **Monday 18th March 2019**

Present

Cllr. Chris Lines (Chairman) and

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

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllrs. Allan Blakemore, Vanessa Carmichael, Alda Hummelinck, Julie Towler, 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 Sedgefield Youth Club Management Committee:

See agenda item 6.1. Youth Club fliers will be included as an insert in the May 2019 edition of the Sedgefield News.

RESOLVED:

To receive the information.

3.3 Council Organised Coach Trips:

The Clerk has liaised with Zurich and received some advice relating to organizing coach trips. This information now needs to be considered. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Cllr Surgeries:

The Clerk confirmed that volunteer Cllrs have now been identified in order to continue informal Cllr surgeries 30 minutes prior to each Monthly Meeting until Monday 20th April 2020. These surgeries will be promoted via Twitter, the website, residents database, Sedgefield Extra and Council noticeboards.

Cllr Alf Walton requested feedback regarding the surgeries held to date. Cllr Chris Lines reported these have been attended by residents and have enabled them to bring a range of issues to the Council in an informal manner. Cllrs then use their judgement to either bring a report to an appropriate Council Committee meeting or to advise a resident regarding the best way to progress a concern.

RESOLVED:

To receive the information.

3.5 Sedgefield and Hamminkeln Twinning Association

Cllr Chris Lines has liaised with Burgermeister Romanski will come to Sedgefield for the official twinning visit later in the year and discussions about future arrangements will take place then. Cllrs Lines and Alda Hummelinck to keep the Town Council updated on this matter.

RESOLVED:

To receive the information.

3.6 Section 106 Monies Available

Cllrs to await further information from DCC in order to determine if any S106 monies remain unallocated and there is the opportunity for the Town Council to have a voice in this process. The Clerk confirmed that she has emailed Mr Gordon Elliott of DCC requesting an update on the current situation regarding S106 monies for Sedgefield. No update has been received as yet. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.7 Public Participation:

Cllr Mel Carr to investigate what assurances were given by various parties in relation to S106 monies pertaining to the large-scale development of Eden Drive by looking back through planning conditions assigned. Cllr Mel Carr to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.8 Ceddesfeld Hall:

The Clerk has arranged a brainstorming session with SCA representative Mr Tony Guest at 2pm on Monday 25th March 2019. An invitation has been issued to all Town Cllrs. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 St Edmund's Church:

The Clerk has written to Mrs Julia Rowsby confirming that the Town Council are happy for the Church to display a banner on the War Memorial fence for church events in 2019 (to date envisaged this will only be prior to Mothering Sunday). The Clerk has informed Sedgefield Village Veterans as a courtesy.

RESOLVED:

To receive the information and to close this matter.

4. Public Participation:

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

Mrs Liz Mitchell said further to comments made during the earlier Committee meeting she had been advised by County Cllr John Robinson that the reason he did not attend Sedgefield Town Council meetings was because he did not feel welcome. The Clerk replied that County Cllr Robinson's attendance at meetings would be very much welcomed and had provided both local County Cllrs with dates of Town Council Monthly Meetings as well as explained the opportunity for them to provide reports and be included on the agenda. Town Cllrs reiterated the view of the Clerk and it was agreed that all parties working together was for the good of Sedgefield and a way to maximise opportunities.

Mrs Julia Bowles reiterated that she would directly email both Mr Stephen Reed and Mr Gordon Elliott of DCC to ask what is happening about public consultation in relation to S106 monies and request a meeting with them. If such a meeting is granted she would liaise with Clerk to extend an invitation to Town Cllrs. The Clerk confirmed that she would be happy to co-ordinate between Mrs Bowles and Town Cllrs as well as provide a meeting venue at either the Town Council Offices or Parish Hall. Mrs Bowles concluded that she is not happy that DCC have said they will be not accept collective responses in relation to the current parking proposals.

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

5. Reports:

5.1 Snow Party 2019 Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Snow Party 2019 Update Report by the Projects & Media Co-ordinator which contained a number of recommendations which were considered. Cllr Mel Carr commented that it was possible the Rotary Club

of Sedgefield may provide a Christmas Tree for the Town in 2019.

RESOLVED:

- i) The Snow Party 2019 to be held on Saturday 30th November 2019 and this date be published for 'save the date' purposes.**
- ii) Mr Chris Blakeborough be booked to play music on the village green from 1-5pm and the PA system to be used for the Mayor's speech/raffle draw.**
- iii) The Church service to be held 4-4.1pm and the Clerk to liaise with Rev Geoff Short to arrange this.**
- iv) The Clerk to liaise with Mr Simon Ferry from Sedgefield Community College to involve the brass band in performing on the Turning Circle between 4.15-4.25pm (of play in the Church if the weather is bad).**
- v) The Snowman Parade to be timed 4.15-4.25pm.**
- vi) The Mayor to announce the winner of the glow raffle at 4.25pm.**
- vii) The Christmas lights switch on to take place at 4.30pm.**
- viii) Santa's Grotto to run from 12.30-3.30pm.**
- ix) The cost of Santa tickets to remain at £2.50 per child.**
- x) Sedgefield Youth Club to be approached to ask if they would operate another bake sale out of the main kitchen hatch.**
- xi) Book the bouncy castle and face painting company used in 2018 with the Town Council paying for this and users being asked to consider making a donation.**
- xii) Provide free of charge the table tennis and colouring table activities in the Main Hall of the Parish Hall.**
- xiii) Liaise with Ms Pat Buckley-Atkins and Ms Sarah Geust from the SCA to oversee the activities within Ceddesfeld Hall.**
- xiv) Liaise with Mrs Nancy Wells and Mrs Sheila Pinder for catering at Ceddesfeld Hall.**
- xv) To liaise with the local Brownies/Guides, Beavers/Cubs and Sedgefield Youth Club to take part in the Town Council's craft activity.**
- xvi) Cllr Mel Carr to discuss the matter of the Town's Christmas Tree at the next meeting of the Rotary Club of Sedgefield and inform the Clerk accordingly.**

5.2 First Aid Provider – November 2019 Fireworks Display Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a First Aid Provider – November 2019 Fireworks Display Update Report. The Clerk confirmed that St Johns were not able to provide a quote or service for this event. British Red Cross, whose services

have been used very successfully for many years, are able to provide a first aid service at this year's event and the cost will remain as that charged in 2018. The Clerk has duly booked the services of the British Red Cross.

RESOLVED:

To receive this information.

5.3 Annual Town Meeting Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all an Annual Town Meeting Update Report which confirmed those local groups which would like to participate in a community showcase prior to the Annual Town Meeting as well as those who whilst not able to be present would like to send publicity materials that can be distributed on the evening. The Clerk noted that since the production of the report the One Step Forward Group have also asked to be involved. The Clerk reported that now numbers are known work can begin on further developing this event. Cllr Ann Carr asked how this event had been promoted. The Clerk replied this event will be promoted once further details have been confirmed and that a range of means will be used including Twitter, residents database, Sedgefield Extra, website and noticeboard. The Clerk also requested Cllrs as individuals to also promote this event by word of mouth. Cllr Ann Carr suggested information also be published in the Sedgefield News and fellow Cllrs agreed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive this information.

5.4 Young Citizen of the Year Update Report by Cllr Allan Blakemore, Chris Lines, Julie Towler and Mavis Wayman:

The Clerk circulated to all a Young Citizen of the Year Report which had been produced by Cllrs Mavis Wayman, Julie Towler and Chris Lines. Cllr Lines reported there had been many positive developments with the new Young Citizen of the Year Award following the Community Development & Engagement Committee's agreement in January 2019 for this proposed Award and then subsequent acceptance by Full Council when the minutes of that meeting were agreed at the February 2019 Monthly Meeting. Following that agreement in February 2019 Cllrs Lines, Towler and Wayman, with support from Cllr Allan Blakemore, have progressed this Award as agreed and due to the tight timescales between such agreement being obtained and Committee packs being produced it had not been possible to provide a written report in March 2019 Committee packs hence the circulated update to Cllrs this evening.

Cllrs Lines and Wayman confirmed that details of the Award have been sent to the Sedgefield News for inclusion in the March issue, sponsorship has been confirmed for a shield and prize, support has been secured from the Development Trust and Rotary Club and an array of publicity material issued in order to seek nominations. Judging will take place alongside judging for the Citizen of the Year Award which the Clerk confirmed will take place during the morning of Wednesday 10th April 2019. Cllrs Winter and Lines had noted a request on social media that Radio Tees presenter Gary Philipson would like to raise awareness of both awards. Cllrs agreed this would be a very valuable way of promoting the Awards in addition to existing means being used and that due to the deadline of 31st March 2019 for the submission of nominations an agreed Council representative be appointed for this purpose.

RESOLVED:

i) To receive this information.

ii) The Clerk to issue an invitation to Sedgefield Youth Club to send a representative to participate in the Judging Panel on Wednesday 10th April 2019.

iii) Cllr Chris Lines to be the Town Council's representative to liaise with Mr Gary Philipson of Radio Tees to promote both the Citizen and Young Citizen of the Year Awards.

5.5 Dementia Friends Awareness Training Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a Dementia Friends Awareness Training Update Report which detailed the recent training attended by all Town Council staff and the forthcoming work to be undertaken by the Estates Working Group and Parish Hall staff.

RESOLVED:

To receive this information.

5.6 Sedgefield Youth Club Years Report by Mrs Julie Towler, Chair of Sedgefield Youth Club:

The Clerk circulated to all a Sedgefield Youth Club Years Report which had been produced by Mrs Julie Towler in her role as Chair of Sedgefield Youth Club's Management Committee. Cllrs were pleased to note the growing momentum of the Youth Club.

RESOLVED:

i) Cllrs to consider the content of this report and direct any questions to the

Clerk for collation and forwarding to Mrs Towler.

- ii) Sedgefield Youth Club's Management Committee be asked to provide a quarterly report to the Community Development & Engagement Committee regarding the Club's activities and plans.**
- iii) Sedgefield Youth Club's Management Committee to inform the Town Council for information once its AGM and next Committee meeting have taken place.**

6. Correspondence:

6.1 Sedgefield Youth Club (email from Ms Victoria Murrell dated 19th February 2019):

Prior to the meeting the Clerk had circulated to all an email from Ms Victoria Murrell dated 19th February 2019 detailing the recent work of the Sedgefield Youth Club. Cllr Chris Lines said it was pleasing to note that since the Club's relaunch that attendance figures have increased.

RESOLVED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.30pm.