

SEDFIELD TOWN COUNCIL



Minutes of the proceedings of the **MAY**
MONTHLY MEETING of the **Council** held

Following the AGM

on

Monday 13th MAY 2024

in

Sedgefield Parish Hall

Present

Cllr. Mel Carr (Chairman)

Cllr. Allan Blakemore (Vice Chairman) and

Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr John Finlayson.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Minutes of the Finance Working Group held Friday 12th April 2024:

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

b. Minutes of the Community Chest held Monday 15th April 2024:

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

c. Minutes of the Monthly meeting held Monday 15th April 2024:

These were confirmed as a correct record. (JH / DJ)

d. Minutes of the P&R Committee held Monday 15th April 2024:

These were confirmed as a correct record. (JH / EF)

e. Minutes of the Environment Committee held Monday 15th April 2024:

These were confirmed as a correct record. (DJ / JH)

f. Minutes of the Community Development Committee held Monday 15th April

2024:

These were confirmed as a correct record. (JH / EF)

g. Notes of Policy & Records Management Working Group held Thursday 18th

April 2024:

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

h. Minutes of Special Town Council Meeting: To approve 2023/24 Year End

Accounts held Monday 22nd April 2024:

These were confirmed as a correct record. (DJ / PH)

RESOLVED:

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

4. Matters of Information:

4.1 Presentation by Creative Youth Opportunities:

The Clerk had shared with all Town Cllrs a copy of Ms Harland's presentation. The Clerk had put Ms Harland in contact with both local County Cllrs so that options for pop-up detached youth sessions could be explored at Hardwick Park. The Clerk had informed Ms Harland of the Town Council's permission for such sessions to be ran from the central village green area if this location became the venue of choice. The Clerk had also put Inspector Sarah Honeyman and Sgt Daniel Lake in contact with Ms Harland to ensure they were fully aware of the funding project currently being undertaken. The Clerk to keep Cllrs updated on this matter as and when further information is received.

RESOLVED:

To receive the information and to close this matter.

4.2 DM/23/02390/FPA – The Old Smithy, Sedgefield:

Both local County Cllrs had been asked to investigate this planning application and to obtain the documentation which had previously been requested by the Town Council. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.3 Planning application DM/23/02968/FPA – proposed two storey dwelling to land to the rear of 5 West End, Sedgefield and associated parking and the felling of 3 no trees:

Both local County Cllrs had been asked to investigate this planning application and to obtain the documentation which had previously been requested by the Town Council. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.4 Current Planning Applications:

The Clerk had submitted to DCC Planners comments agreed in relation to planning applications 1-5.

RESOLVED:

To receive the information and to close this matter.

4.5 Additional Planning Applications:

No objections or comments were submitted by Cllrs to the Clerk regarding planning applications DM/24/00749, DM/24/00817/FPA and DM/24/00865/TPO.

RESOLVED:

To receive the information and to close this matter.

5. Dates of Meetings:

Prior to the meeting the Clerk had circulated to all details of all meetings in May 2024 plus events until November 2024.

RESOLVED:

To receive the information.

6. Public Participation:

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

Mr Robbie Burke, CEO of Wilderness Way, wanted to take the opportunity to introduce himself and his organization which is a children's service provider and currently have a planning application submitted relating to Old Acres Bungalow in the Parish. The organisation has experience across a wide range of sectors in the service and has undertaken much of its work in Cumbria, Northumberland and South Lanarkshire. Durham

County Council have asked Wilderness Way to work with them in providing services. The planning application is to provide a dwelling for one child only with a number of supporting staff working on a two to one ratio with the intention of getting the child back with their parent(s) or foster parent(s). Wilderness Way currently operate 55 homes nationally. Mr Burke said the organisation wishes to be a part of the community in which they operate.

Mrs Julia Bowles expressed her thanks to outgoing Mayor of Sedgefield, Cllr Dave Jasper, for all his work during two terms of office. She looked forward to seeing the work of new Mayor, Cllr Peter Hinde.

County Cllr Chris Lines commented that since the submission of his County Cllrs Report, to be considered later in this agenda, the result of the North East Mayoral election was now known. County Cllr Lines confirmed that he would be following up on his recent communications to Ms Kim McGuinness to continue to lobby about local bus services. County Cllr Lines reported that Wilderness Way had also engaged with both local Ward Cllrs and County Cllr Lines had been impressed by the set up of this organisation and its managed facilities.

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

7. Internal Reports:

7.1 Chairman's Report:

The Chairman reported that he had attended all Town Council meetings since the last Monthly Meeting except for the Annual Town Meeting.

RESOLVED:

To receive this information.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a Mayor's Report which provided details of the Mayor's actions since the last Monthly Meeting which included the distribution of his fund raising. Cllr Dave Jasper was thanked for his time as Mayor of Sedgefield.

RESOLVED:

To receive the information in the Mayor's Report.

8. External Reports:

8.1 Report From Durham County Councilor Chris Lines, Sedgefield Division:

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgefield Division.

RESOLVED:

To receive this information.

9. Correspondence:

None.

10. Current Planning Applications:

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

10.1 DM/24/00900/FPA – change of use of residential dwelling (use class C3) to childrens home (use class C2) for 1 no child aged between 8 and 17 years, Old Acres Bungalow, Hartlepool Road, Sedgefield:

Cllrs did not have any objection to this application.

10.2 DM/24/00903/WAS – proposed anaerobic digestion plant, Sprucely Farm, Sedgefield:

Providing there is an assurance that no materials will be brought in from off-site to this proposed facility, and appropriate conditions are put in place in relation to ensuring no pollution or odour impacts, then Cllrs do not have any objection to this application.

10.3 DM/24/00975/FPA – re-roof, installation of 2 no roof lights to front, 1 no dormer to rear and conversion of loft to habitable room, 31 West End, Sedgefield:

Cllrs did not have any objection to this application.

10.4 DM/24/00985/FPA – DM/24/00985/re-roofing (flat to pitched) and rendering of Band Hall, Fishburn Industrial Estate, Fishburn:

Cllrs did not have any objection to this application.

10.5 DM/24/01016/FPA – prior approval for erection of agricultural building pursuant to DM/24/00248/PNA, Elstob Cottage Farm, Elstob Lane, Great Stainton:

Cllrs did not have any objection to this application.

RESOLVED:

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

ADDITIONAL PLANNING APPLICATION:

The Clerk reported that earlier that day the latest list of planning applications published by DCC had been circulated to all Cllrs. This list included the following planning application which needed to be considered by Cllrs:

DM/24/01102/FPA – change of use from sui generis holiday lets to 3 flats and ground floor office (all works to be internal), Durham House, 8 West End, Sedgefield

RESOLVED:

Cllrs to forward comments on the above planning application to the Clerk by no later than 9am on Monday 20th May 2024.

The Chair thanked everyone for attending and closed the meeting at 7.39pm

APPROVED

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **MAY**
POLICY & RESOURCES of the Council

held following the **Monthly Meeting**

on

Monday 13th May 2024

in

Sedgefield Parish Hall.

Present

Cllr. Allan Blakemore (Chair)

Cllr. Jenny Haworth (Vice Chair) and

Cllrs. David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr John Finlayson.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Terrace Hill Discussion:

The Clerk and Head Gardener & Cemetery Superintendent met on-site in Ceddesfeld Grounds with Mr Martin Lowe of Historic England on 2nd June 2023. A follow-up meeting has now taken place with DCC's Conservation Officer and Tree Officer(s) who recommend the Clerk now liaises with DCC's Head of Ecology in order that appropriate specifications and costings can be sought so a further Discussion Meeting can be scheduled with Town Cllrs. Priority work relating to budget planning and community events has meant no further action has taken place in relation to this item. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.2 ASB Action Plan:

Ms Kate Ward of DCC is to contact the Town Council when she has scoped out a project to install a CCTV camera, new block paving, installation of bollards and a heavy-duty bin at the Youth Shelter. County Cllr Lines is also going to contact Ms Ward to request an update. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.3 InspectEDGE:

An official order has been placed to purchase InspectEDGE. It is envisaged that this system will be installed and training arranged once year-end procedures have been completed. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Trees Near South View:

The Town Council has now submitted an official request to DCC for permission to work on its own trees and then schedule this work as soon as possible thereafter. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.5 New Alarm Systems:

Work is now underway to install the new alarms at both the Parish Hall and Town Council Offices. The Clerk to keep Cllrs updated on these matters.

RESOLVED:

To receive the information.

3.6 Exit Policy:

The recently adopted Exit Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.7 Dismissal Policy:

The recently adopted Dismissal Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.8 Welfare Policy:

The recently adopted Welfare Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.9 Resolution Policy:

The recently adopted Resolution Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.10 Fixed Term Employees (Prevention of Less Favourable Treatment) Policy:

The recently adopted Fixed Term Employees (Prevention of Less Favourable Treatment) Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.11 Working Without The Default Retirement Age Policy:

The recently adopted Working Without The Default Retirement Age Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.12 Flexible Retirement Policy:

The recently adopted Flexible Retirement Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.13 Disciplinary Policy:

The recently adopted Disciplinary Policy has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

RESOLVED:

To receive the information and to close this matter.

3.14 Industrial Action Personnel Committee Guidance:

The recently adopted Industrial Action Personnel Committee Guidance has now been uploaded to the staff and Cllrs secure section of the Town Council's website.

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. The member of public in attendance did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

None.

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 15th April 2024:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 15th March 2024 numbered 110839 to 110860. The Clerk circulated to all an updated list which also included cheques numbered 110861 to 110867.

RESOLVED:

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

6.2 Financial Budget Comparison as at 1st May 2024:

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 1st May 2024.

RESOLVED:

To receive the financial budget comparison as at 1st May 2024.

6.3 Debtors List as at 1st May 2024:

RESOLVED:

To receive the Debtors List as at 1st May 2024.

6.4 Direct Debits and BACS List for 1st – 30th April 2024:

RESOLVED:

To receive Direct Debits and BACS List for 1st – 30th April 2024.

6.5 April 2024 Bank Reconciliations Plus April 2024 Imprest Account and Update on Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive this information.

6.6 2023/24 Year End Accounts Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2023/24 Year End Accounts Update Report which confirmed that all required information had now been submitted to external auditors, Mazars, as well as being displayed on the Town Council's website. The notice for the Town Council's Exercise of Public Rights dates will be displayed from Thursday 30th May 2024 with dates commencing on Monday 3rd June 2024 and ceasing on Friday 12th July 2024.

RESOLVED:

To receive this information.

6.7 Review of Community Chest Terms of Reference Recommendation Report by Finance Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Community Chest Terms of Reference Recommendation Report by the Finance Working Group with accompanying set of proposed Terms of Reference.

RESOLVED:

i) To adopt the attached reviewed Community Chest Terms of Reference with immediate effect (and to include details of Chair and Vice Chair as elected at earlier AGM).

ii) Future reviews to take place in November to coincide with the Town Council's budget setting process commencing in November 2024.

7. Correspondence:

None.

At this point in the agenda the Committee were to consider reports that were exempt from the public so it was **RESOLVED to close the meeting to allow the member of the public present to observe/participate as they wished in the Environment Committee and Community Development & Engagement Committee meeting before then re-opening the P&R Committee meeting to consider Reports Exempt From The Public.** The meeting closed at 7.46pm.

The Chair, Cllr Allan Blakemore, re-opened the meeting at 7.52pm. The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information said that had any members of the public and/or press been in attendance

they would have been asked 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 the Public:

8.1 Village Greens Update Report by Town Clerk:

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

8.2 Butterwick Road Cemetery Expansion Project Funding Update Report by Butterwick Road Cemetery Working Group:

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Project Update Report by the Butterwick Road Cemetery Working Group which was duly considered along with verbal update from the Clerk before a way forward was agreed.

The Chair thanked everyone for attending and closed the meeting at 8.01pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

ENVIRONMENT

Minutes of the proceedings of the **MAY ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 13th May 2024**.

Present **Cllr. Mark Cant (Chairman) and**
Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman.

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr John Finlayson.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Winterton Cemetery:

The Estates Working Group will research the precise responsibilities which the Town Council has in relation to Winterton Cemetery. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.2 Pest Control Issues Near Ceddesfeld Pond:

No further information has been heard yet regarding confirmation of water voles. The Clerk to keep Cllrs updated on these matters.

RECOMMENDED:

To receive this information.

3.3 Potential Parson Sculpture:

Potential designs have now been drafted and shared with those who attended the on-site meeting for their consideration. Note: This is not a priority project for the Town Council. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.4 Trees in Old Beacon Lane Cemetery:

No quotation has yet been received regarding the wall remedial work. Note: When received this will be presented to a future P&R Committee meeting. The Clerk to keep Cllrs updated on this matter.

RECOMMENDED:

To receive this information.

3.5 Litter Picking:

The Clerk put Ms Turnbull of Sedgefield Youth Farmers Club in touch with Sedgefield Ploggers and conveyed to the Club the Town Council's thanks.

RECOMMENDED:

To receive this information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views. The member of the public in attendance did not wish to speak. The Chairman re-opened the meeting.

5. Reports:

5.1 Butterwick and Winterton Allotments Inspections Update Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Butterwick and Winterton Allotments Inspections Update Report by the Projects & Media Co-ordinator.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Sedgefield In Bloom (minutes of AGM held 17th April 2024 and Constitution):

Prior to the meeting the Clerk had circulated to all the minutes of Sedgefield In Bloom's AGM held on 17th April 2024 along with their latest Constitution.

RECOMMENDED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 7.48pm.

APPROVED

SEDGEFIELD TOWN COUNCIL

COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **MAY COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 13th May 2024**.

Present

Cllr. Mavis Wayman (Chair)

Cllr. Ann Carr (Vice Chair) and

Cllrs. Allan Blakemore, David Brown, Mark Cant, Ann Carr, Mel Carr, Kelly Dickerson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman

Officer

Dr Jane Ayre (Town Clerk)

1. **Apologies:**

Cllr John Finlayson.

2. **Declaration of interest:**

None.

3. **Matters of Information:**

3.1 **D-Day Commemorations:**

The Clerk reported that publicity for this event has now been prepared on behalf of Mr Michael King to inform residents of a short commemorative service at the Town's war memorial on the morning of Thursday 6th June 2024 to mark the 80th anniversary of D-Day. This has been shared with Town Cllrs as well as promoted through the Town Council's communication networks plus Sedgefield News and Round-up.

RECOMMENDED:

To receive the information and to close this matter.

3.2 **Friends of Hardwick:**

The Clerk had written to Dr C Hearmon informing her that the land being sought for their project belongs to DCC and the Friends will require DCC's permission. The

Clerk has also suggested possible sources of funding which the Friends may be able explore.

RECOMMENDED:

To receive the information and to close this matter.

3.3 Annual Town Meeting – SCA Request:

The Clerk had liaised with Mrs Sarah Guest and the SCA had a table in the Parish Hall entrance lobby on the evening of the Annual Town Meeting in order to promote the forthcoming Mediaeval Fayre and attracting additional volunteers to help.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chair, Cllr Mavis Wayman, closed the meeting for the public to give their views. The member of the public did not have any comments to make. The Chair re-opened the meeting.

5. Reports:

5.1 Summer Coach Trip 2024 Report by Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Summer Coach Trip 2024 Report by the Projects & Media Co-ordinator making Cllrs aware of arrangements for the Town Council's second coach trip of the year to Ripon on Thursday 8th August 2024. The Clerk confirmed that tickets had gone on sale earlier that day. A follow-up report will be presented to Committee after this event has taken place.

RECOMMENDED:

To receive this information.

5.2 Tub Planting 2024 Report by Projects & Media Co-ordinator

Prior to the meeting the Clerk had circulated to all a Tub Planting 2024 Report by the Projects & Media Co-ordinator confirming this year's event would take place on Thursday 27th June 2024.

RECOMMENDED:

To receive this information.

6. Correspondence:

6.1 Armistice Poppies (email from Ms Carol Briggs dated 7th May 2024):

The Clerk read out a request from Ms Carol Briggs on behalf of the Library Craft Group who would like to make poppies to decorate the bench outside the library by draping nets with poppies attached to commemorate Armistice and for this to compliment similar features around the war memorial railings and Guides bench on the village green. Cllrs were happy to support Ms Briggs request.

RECOMMENDED:

To support the request from Ms Briggs and the Clerk to inform Ms Briggs accordingly.

The Chairman thanked everyone for attending and closed the meeting at 7.51pm.

APPROVED