



# SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the **SEPTEMBER**  
**MONTHLY MEETING** of the **Council** held at 7pm on  
**Monday 9<sup>th</sup> SEPTEMBER 2024**

in

**Sedgefield Parish Hall**

**Present**

**Cllr. Mel Carr (Chairman)**

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

Cllrs. David Brown, John Finlayson, Elizabeth Flanagan, Jenny Howarth,  
Peter Hinde, Dave Jasper and Mavis Wayman

**Officer**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

Cllrs Mark Cant, Ann Carr, Kelly Dickerson and Julie Towler.

**2. Declaration of interest:**

None.

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

**a. Minutes of the Monthly meeting held Monday 8<sup>th</sup> July 2024:**

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

**b. Minutes of the P&R Committee held Monday 8<sup>th</sup> July 2024:**

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

**c. Minutes of the Environment Committee held Monday 8<sup>th</sup> July 2024:**

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

**d. Minutes of the Community Development Committee held Monday 8<sup>th</sup> July 2024:**

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

**e. Minutes of the Finance Working Group meeting held Thursday 11<sup>th</sup> July 2024:**

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

**f. Minutes of the Fireworks Working Group meeting held Wednesday 17<sup>th</sup> July 2024:**

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

**g. Minutes of the Personnel Committee held Monday 22<sup>nd</sup> July 2024:**

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

**h. Minutes of the Estates Working Group meeting held Monday 29<sup>th</sup> July 2024:**

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

**RESOLVED:**

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

(Cllr Mavis Wayman joined the meeting).

**4. Matters of Information:**

**4.1 Public Participation:**

A meeting had been scheduled with Ms Kilner, Cllr Mel Carr, Town Clerk and County Cllrs on 22<sup>nd</sup> August 2024. The Clerk confirmed this matter was an agenda item on that evening's P&R Committee agenda and all future discussions would continue via that Committee.

**RESOLVED:**

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

**4.2 Current Planning Applications:**

The Clerk had submitted to DCC Planners comments agreed in relation to planning applications 1-6.

**RESOLVED:**

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

**4.3 Additional Planning Applications:**

No objections or comments were submitted by Cllrs to the Clerk regarding planning application DM/24/01733.FPA.

During the summer recess period planning applications within the Electoral Ward were shared electronically with Cllrs with request that objections or comments be forwarded to the Clerk by no later than 12<sup>th</sup> August 2024. No comments or objections were received in relation to:

DM/24/01751/VOC – variation to condition 4 of planning permission DM/22/03757/FPA in respect of the location of the Distribution Network Operator

(DNO) substation, land West of Trimdon House Lodge, Fishburn

DM/24/01857/FPA – dormer window to side elevation, 7 Harbinson Close, Fishburn

DM/24/01863/HRA – Habitats Regulations Assessment pursuant to change of use of agricultural building to one residential dwelling (C3) (DM/23/02032/PNC) Woodside, Thorpe Larches

DM/24/01991/LB – Conversion of Grade II listed former Victorian Church building from its use as a gym to 14 no residential flats, and insertion of conservation style roof lights and window replacement, St Luke's Church, St Luke's Crescent, Sedgefield

**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 September 2024 plus events until December 2024. The Clerk highlighted that the date of the Special Town Council meeting in relation to the expansion of Butterwick Road Cemetery had now been rescheduled to Monday 30<sup>th</sup> September 2024. In addition, the Clerk confirmed that the Mayor's Caol Service in St Edmund's Church has now been confirmed for Thursday 5<sup>th</sup> December 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. He reminded all in attendance of the rules for public participation, copies of which had been displayed in the public area.

Ms Lisa Kilner said she had recently had successful meeting with Cllr Mel Carr, Clerk and County Cllr Lines in relation to her aspiration to have access to football fields and a plan had formulated which she hoped would also get support from Mr Alan Strickland MP to move this forward. The Clerk confirmed a report relating to this meeting was to be considered under the P&R Committee's agenda later that evening.

Mr Carney confirmed that all trees etc had now been cut back by DCC at Winterton Park and said the area now looked outstanding. Mr Carney had met with a Department Manager from DCC who had indicated his unhappiness that his plan for this area to become a wildflower/wildlife area had not happened and he had confirmed it was his intention to progress this matter in 2025 but would ensure that a consultation exercise did take place. Mr Carney said it felt like the area had been given a one year reprieve. Mr Carney said he had communicated with County Cllrs Chris Lines and David Brown regarding the planning application to convert Grade II listed St Luke's Chapel into 14 flats. The County Cllrs have been supportive of the objections lodged regarding this planning application and requested it be called in for consideration by Full Planning Committee. Mr Carney did not believe this planning application was viable for a number of reasons including the need for a new internal floor in the building at the very least. He also highlighted his concerns regarding the significant impact that additional cars would have in an already congested area where parking was at a premium not only to residents but with those visiting the nearby war memorial and woodland area. Parking by the roadside in this area restricts the emergency services access. This planning application would also see a significant increase in the number of bins in the area which would have a negative visual impact. Cllr Mel Carr said it was essential that Mr Carney submit his objections to DCC's Planning Department. Mr Carney confirmed that he had already done so.

County Cllr Chris Lines confirmed that he had requested the planning application at St Luke's Chapel be called in for determination by Committee rather than by delegated Planning Officer thereby ensuring all parties have the chance to participate, including those residents with objections. County Cllr Lines reminded all of his on-going work regarding lobbying for better bus links in the Town. He had attended a recent event at NETPark where the North East Mayor had also been in attendance. He had used this as an opportunity to raise this matter again. There are lots of reports in the media at the moment about central government planning on giving local authorities opportunities to put bus services under public ownership, however, it needs to be recognized that such would take time and therefore short-term solutions are required in the interim hence lobbying the North East Mayor. County Cllr Lines highlighted that NETPark has just celebrated its 20<sup>th</sup> birthday which is a significant milestone. There had been doubters when the site was first created, however, there are now over 40 companies operating for the site with over 700 people in employment there. Phase 3 is now the focus of the site's development with companies already having made a commitment to the new space and the promise of significant further employment opportunities. County Cllr Lines concluded by saying that NETPark is one of the key crown

jewels in County Durham's business crown and the wider North East, which is recognized and reflected in the plans of the new combined authority.

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

## **7. Internal Reports:**

### **7.1 Chairman's Report:**

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

#### **RESOLVED:**

**To receive the information in the Chairman's Report.**

### **7.2 Mayor's Report:**

Prior to the meeting the Clerk had circulated to all a Mayor's Report produced by Cllr Peter Hinde which detailed his forthcoming fund raising events.

#### **RESOLVED:**

**To receive the information in the Mayor's Report.**

### **7.3 Cllr Vacancy Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Cllr Vacancy Update Report which confirmed that no applications had been received for the current vacancy.

#### **RESOLVED:**

**The vacancy to be re-advertised in the next edition of the Sedgefield Extra, along with all other communication networks previously used, with a deadline of no later than Friday 22<sup>nd</sup> November 2024 for submission of applications.**

### **7.4 The Sedgefield Plan Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all The Sedgefield Plan Report which detailed the background to the Town's neighbourhood plan and its current position. In terms of reviewing neighbourhood plans, this is something for a Town/Parish Council (as the "qualifying body") to monitor and in their gift to undertake as they see fit. Five years is a rule of thumb for considering the need for revision/review, however, there is no statutory prescription for this. It is recognized by all that considerable community

work went into the production of this Plan and that it remains effective and aligns with existing policy both at principal authority level and national level. It is also recognized that the recently elected government have indicated that they intend to review national planning policy and this will then have implications for all plans and policies below that including Local Planning Authority plans and neighbourhood plans.

**RESOLVED:**

- i) To acknowledge that five years have passed since The Sedgfield Plan was formally made and the Town Council believes this neighbourhood plan is still fit for purpose.**
- ii) To not review The Sedgfield Plan at this time but to do so when there are any significant changes to the NPPF, and/or the County Durham Plan, which would impact upon Sedgfield or to consider this matter again in 2025/26 if there have not been any changes at national or principal authority level, i.e. to ensure a watching brief is kept over the Town's neighbourhood plan.**

**8. External Reports:**

**8.1 Report From Durham County Councilor Chris Lines, Sedgfield Division:**

Prior to the meeting the Clerk had circulated to all a report from Durham County Cllr Chris Lines who represents the Sedgfield Division. Cllr Mel Carr thanked County Cllr Lines for his comprehensive report.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Hartlepool Borough Council Planning Application H/2024/0154 (letter from Ms Julie Normandale, Wynyard Parish Council received 30<sup>th</sup> July 2024):**

Prior to the meeting the Clerk had circulated to all a letter from Wynyard Parish Council in which they sought the Town Council's support in objecting to planning application H/2024/0154. Cllr Peter Hinde expressed his concern at the significant congestion on the A689 near to the proposed site and proposed the Town Council support Wynyard Parish Council's objections. Cllr David Brown seconded this proposal and all other Cllrs agreed.

**RESOLVED:**

**Sedgfield Town Council to inform Hartlepool Borough Council that it objects**

to planning application H/2024/0154 due to highways safety implications upon traffic travelling on the A689 going East and West as well as potential for drivers to divert from the A689 to the road through the Taylor Wimpey development which has not been developed to cope with this potential additional traffic. In addition, when the additional spine road has been completed, drivers could drive straight down Hanzard Drive trying to avoid roundabouts on the A689, again using a road not designed for such volume of traffic.

#### **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/24/02085/FPA – retention of boundary fence, 1 West Park Garth, West Park Lane, Sedgfield:**

Cllrs did not have any objection to this application.

**10.2 DM/24/02093/FPA – installation of windows, Elstob Hall Farm, Great Stainton:**

Cllrs did not have any objection to this application.

**10.3 DM/24/02094/LB – installation of windows, Elstob Hall Farm, Great Stainton:**

Cllrs did not have any objection to this application.

**10.4 DM/24/02117/FPA – hipped roof over existing two storey flat roof extension, 45 Station Road, Sedgfield:**

Cllrs did not have any objection to this application.

**10.5 DM/24/02192/FPA – single storey rear extension, 14 Spring Lane, Sedgfield:**

Cllrs did not have any objection to this application.

**10.6 DM/24/02236/FPA – change of use of existing swimming pool from domestic use to private hire for up to 8 persons at a time, including fenestration and internal alterations, creation of passing place on access track, Firtree Farm, Bradbury:**

Whilst Cllrs did not have any objection to the change of use of the existing swimming pool, they do object to this planning application on the basis of highways safety. This site has a poor access from the A689, particularly in terms of visibility for those exiting the site. The additional traffic generated by this planning application will negatively impact upon road safety in this area. It is essential the views of DCC Highways Officers are sought and considered when determining this planning application.

**10.7 DM/24/02322/LB – listed building consent for change of use of agricultural**

**building to 1 no. residential dwelling (use Class C3) including new access and landscaping (part retrospective) and internal and external alterations, Preston Lodge, Stillington:**

Cllrs did not have any objection to this application.

**10.8 DM/24/02376/AD – installation of illuminated 2 no. fascia signs, 2 no window mounted posters, 1 no poster display and 4 no false window posters, The Beehive, Salters Lane, Fishburn:**

Cllrs did not have any objection to this application.

**10.9 DM/24/2043/VOC – variation of condition 2 (approved plans) pursuant to planning permission DM/19/03752/FPA, Sedgefield Cemetery, Butterwick Road, Sedgefield:**

Cllrs did not have any objection to this application.

**RESOLVED:**

**The comments on planning applications 1 – 9 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 applications which needed to be considered by Cllrs:

**DM/24/02304/VOC – variation of condition 2 of planning approval DM/23/02842/VOC relating to design changes, including removal of chimneys and/or fenestration changes and addition of solar panels to roofs, addition of footpaths, relocation of plot 9 and land level changes, land to the rear of Elderberry Hall, Front Street, Fishburn**

**DM/24/02321/FPA – change of use of agricultural building to 1 no residential dwelling (use Class C3) including new access and landscaping (part retrospective) and internal and external alterations (removal of a lean to roof structure and erection of courtyard extension), Preston Lodge, Stillington**

**RESOLVED:**

**Cllrs to forward comments on the above planning application to the Clerk by no later than 9am on Monday 16<sup>th</sup> September 2024.**

The Chair thanked everyone for attending and closed the meeting at 7.22pm.



# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES



Minutes of the proceedings of the **SEPTEMBER**  
**POLICY & RESOURCES** of the Council  
held following the **Monthly Meeting**  
on  
**Monday 9<sup>th</sup> September 2024**  
in  
**Sedgefield Parish Hall.**

**Present**                    **Cllr. Allan Blakemore (Chair)**  
                                  **Cllr. Jenny Haworth (Vice Chair) and**  
                                  Cllrs. David Brown, Mel Carr, John Finlayson, Elizabeth Flanagan, Jenny  
                                  Haworth, Peter Hinde, Dave Jasper and Mavis Wayman

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

**1. Apologies:**

Cllrs Mark Cant, Ann Carr, Kelly Dickerson and Julie Towler.

**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 2<sup>nd</sup> 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:**

The Youth Shelter has been refurbished by DCC with new litter bin and bollards having also been installed as part of that work. The Estates Working Group are to now consider progressing the matter of CCTV for this area and to bring a recommendation to a future P&R Committee meeting.

**RESOLVED:**

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

**3.3 Butterwick Road Expansion:**

A Special Town Council meeting to appoint contractor(s) has been rescheduled to Monday 30<sup>th</sup> September 2024.

**RESOLVED:**

**To receive the information.**

**3.4 Town Council Offices Electrical Work for ECIR:**

This work has now been completed.

**RESOLVED:**

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

**3.5 Parish Hall Electrical Work:**

The contractor has been awarded this work and work is now underway to schedule as soon as possible. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.6 Reviewed Recruitment and Selection Policy:**

This reviewed Policy has now been uploaded to the staff and Cllr secure section of the Town Council's website.

**RESOLVED:**

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

**3.7 Invoices for payment by cheques:**

An invoices for payment by cheques instruction was emailed to all Cllrs on 5<sup>th</sup> August 2024. No objections or comments were received. Payments were made on 12<sup>th</sup> August 2024.

**RESOLVED:**

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

**3.8 CDALC AGM Nominations:**

The Clerk has informed CDALC of its wish to nominate Cllr Allan Blakemore to continue in the position of Honorary Treasurer of CDALC at the 2024 CDALC AGM and to support the re-election of other existing officials.

**RESOLVED:**

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

**3.9 Community Football Fields and Tennis Courts:**

The Clerk scheduled a meeting with Ms Lisa Kilner, County Cllr Chris Lines, Cllr Mel Carr and Clerk on 22<sup>nd</sup> August 2024. See agenda item 5.4.

**RESOLVED:**

**To receive the information.**

**3.10 Repair to Cemetery Compound Paths:**

The cemetery compound paths have been repaired and a reduction given by the contractor who emptied the recycling bays.

**RESOLVED:**

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

**4. Public Participation:**

The Chairman, Cllr Allan Blakemore, closed the meeting for the public to give their views and reiterated the rules of public participation.

Mrs Julia Bowles noted that proposals to boundary changes as part of DCC's recommendation to move from AAPs to Local Networks was to be considered under agenda item 7.1. Mrs Bowles said that everyone was concerned about this proposal and that no-one was happy with it. Mrs Bowles expressed her concern at the way in which this [DCC consultation] was being advertised and promoted as it was important the local community had the opportunity to have its say. Mrs Bowles said she understood the AAP had tried its best to advertise this consultation but she was concerned that no-one at the recent coffee mornings in Sedgefield had been aware of this matter. Mrs Bowles asked what Sedgefield had in common with Newton Aycliffe and Middridge, the areas now proposed by DCC with which to align Sedgefield? Mrs Bowles said that DCC's consultation link on their website was not easy to use or complete and as a result of this and lack of awareness would mean few responses from Sedgefield which could be read by the powers at be as meaning Sedgefield did not have any objections. Mrs Bowles said that Sedgefield has a well established community network with Fishburn and surrounding area but that it had no natural link with Newton Aycliffe. Cllr Allan Blakemore said the Town Council through its membership with CDALC had played its part in lobbying for the consultation's deadline to be extended from 24<sup>th</sup> July 2024 to 20<sup>th</sup> September 2024 to give the public more time to participate. The Town Council has also lobbied for this consultation to be promoted far more extensively so that people understand the implications for the future. Cllr Blakemore agreed the concern was loss of an existing well known and cohesive community and whilst being linked with Middridge would not necessarily be detrimental the linkage with the far larger area of Newton Aycliffe with its multiple wards would put Sedgefield at a serious disadvantage in being able to obtain funding and support in the future as it would have a very small voice in comparison.

County Cllr Chris Lines agreed with the concerns raised regarding the proposal for the EDRC AAP's existing boundary to be replaced with the proposed Local Networks boundary. County Cllr Lines had already submitted his objections and shared those with Town Cllrs and the public, however, he would also now share that via his County Cllr Facebook page to raise additional awareness. County Cllr Lines felt that Sedgefield could be "outgamed" by the size of Newton Aycliffe whereas the current AAP boundary sees Sedgefield placed with similar sized and themed communities. It was noted that the project to move from AAPs to Local Networks was being driven by the considerable budget savings which DCC have got to achieve but the proposal now being consulted upon does not serve communities in the Sedgefield ward or throughout East Durham Rural Corridor.

The Chairman noted the public comments and re-opened the meeting.

## **5. Reports:**

### **5.1 Finance Working Group Terms of Reference 2024/25:**

Prior to the meeting the Clerk had circulated to all a Finance Working Group Terms of Reference 2024/25 which detailed the Group's work programme for the current financial year.

**RESOLVED:**

**To receive this information.**

### **5.2 Estates Working Group Terms of Reference 2024/25:**

Prior to the meeting the Clerk had circulated to all an Estates Working Group Terms of Reference 2024/25 which detailed the Group's work programme for the current financial year.

**RESOLVED:**

**To receive this information.**

### **5.3 Local Councils Quality Award Update Report by Town Clerk and Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Local Councils Quality Award Update Report. This report was accompanied by an application form seeking Foundation Award status showing all required evidence and also a proposed Training Policy for the Town Council which builds upon existing procedures.

Cllr Jenny Haworth referenced the presented Training Policy and said it was positive to seek reference to the importance of training for Cllrs as well as staff. She noted on page 7 the training which is offered to new Cllrs and the requirement for Cllrs to annually identify their training needs. Cllr Haworth said this Policy needed to be at the centre of Cllr's work. The Clerk requested that Cllrs ensure they retain their copy of the Training Policy and include this in their Welcome Packs.

**RESOLVED:**

- i) To adopt with immediate effect the Training Policy presented.**
- ii) To approve the presented application form and to submit to NALC in order to seek Foundation Quality Award accreditation.**
- iii) Once Foundation Quality Award accreditation is attained to make a commitment, by allowing time and resources, to progress to the Quality Status Award.**

**5.4 Access To Sports Facilities Update Report by Cllr Mel Carr and Town Clerk:**

Prior to the meeting the Clerk had circulated to all a report by herself and Cllr Mel Carr detailing their meeting on 22<sup>nd</sup> August 2024 with Ms Lisa Kilner and County Cllr Chris Lines regarding Ms Kilner's ambition to see better access to sports facilities such as football pitches and tennis courts in the Town. The report detailed the various options considered at this meeting as well as those which were discounted and a proposed way forward to hopefully achieving better formal access as well as an informal, interim arrangement. The Clerk provided a verbal update informing Cllrs that via County Cllr Chris Lines, Mr Paul Fleming the Head of Sedgefield Community College had offered to meet with the Clerk, Cllr Mel Carr, County Cllr Chris Lines and Ms Kilner to provide some additional background information which could then be used to help inform the current debate further. Cllrs agreed this offer should be accepted and take place before an approach is made to seek the support of the new MP Alan Strickland.

**RESOLVED:**

- i) Sedgefield Town Council to start to lobby the company operating the PFI Agreement at Sedgefield Community College by seeking access for local residents to the College's sports facilities.**
- ii) The Clerk to organize a meeting with Mr Paul Fleming at Sedgefield Community College to include Cllr Mel Carr, County Cllr Chris Lines and Ms Lisa Kilner.**
- iii) The Clerk and Cllr Mel Carr be given authority to then update the draft letter presented in the report depending upon additional information found during ii) and then to issue this jointly with County Cllr Chris Lines to progress i) above.**
- iv) To work with County Cllr Lines to progress this matter and to seek the**

support of local MP Alan Strickland.

v) To install a set of goalposts at Station Road Playing field, near to the Queens Drive side of the field to allow ad hoc usage of the field. To achieve this the Clerk to work with Mr James Young of DCC to ensure suitable goalposts are purchased, installed and then inspected as required.

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 12<sup>th</sup> August 2024:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 12<sup>th</sup> August 2024 numbered 110935 to 110949. The Clerk circulated to all an updated list which also included cheques numbered 110950 to 110956.

#### **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 22<sup>nd</sup> August 2024:**

Prior to the meeting the Clerk had circulated to all a Financial Budget Comparison as at 22<sup>nd</sup> August 2024.

#### **RESOLVED:**

**To receive the financial budget comparison as at 22<sup>nd</sup> August 2024.**

### **6.3 Debtors List as at 22<sup>nd</sup> August 2024:**

#### **RESOLVED:**

**To receive the Debtors List as at 22<sup>nd</sup> August 2024.**

### **6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> July 2024 and 1<sup>st</sup> – 31<sup>st</sup> August 2024:**

**RESOLVED:**

**To receive Direct Debits and Debit Card List for 1<sup>st</sup> – 31<sup>st</sup> July 2024 and 1<sup>st</sup> – 31<sup>st</sup> August 2024.**

**6.5 July and August 2024 Bank Reconciliations Plus July and August 2024 Imprest Account and June and July 2024 Public Sector Deposit Fund Reconciliation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated all Barclays account and imprest account reconciliations for July 2024 plus Public Sector Deposit Fund reconciliation for June 2024. At the meeting the Clerk circulated Barclays account and imprest account reconciliations for August 2024 and Public Sector Deposit Fund reconciliation for July 2024.

**RESOLVED:**

**To receive this information.**

**6.6 Exercise of Public Rights Dates – Year End Accounts 31<sup>st</sup> March 2024 Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all an Exercise of Public Rights Dates – Year End Accounts 31<sup>st</sup> March 2024 Update report which confirmed the Council's dates had ceased on Friday 12<sup>th</sup> July 2024 and no requests had been received from the public.

**RESOLVED:**

**To receive this information.**

**6.7 New Financial Regulations Recommendation Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a New Financial Regulations Recommendation Report by the Finance Working Group, accompanying this report was a recommended set of Regulations based upon the latest NALC National Model.

**RESOLVED:**

**To adopt the new Financial Regulations, based upon the latest national model, with immediate effect and these to supersede the Regulations adopted at the Council's AGM in May 2024.**



**6.8 Conclusion of 2023/24 Year End Accounts Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Conclusion of 2023/24 Year End Accounts Report which informed Cllrs that the External Auditors had confirmed by letter on 12<sup>th</sup> August 2024 that they had successfully completed Sedgefield Town Council's audit of its 2023/24 year end accounts and there were no issues of concern nor recommended actions to undertake. The Town Council is now in a position to publish a Conclusion of Audit notice, a copy of which accompanied the report. Cllr Allan Blakemore expressed his thanks to the Clerk and staff for this achievement.

**RESOLVED:**

**To note the successful conclusion of the Town Council's 2023/24 year end account and to publish a Conclusion of Audit notice with effect from 10<sup>th</sup> September 2024.**

**6.9 2024/25 Internal Audit Inspections Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a 2024/25 Internal Audit Inspections Report which confirmed the Town Council's first such inspections of the new financial year would take place on 16<sup>th</sup> – 17<sup>th</sup> October 2024. Areas to be inspected were cemeteries (not the expansion project but the day to day running of these facilities), income and banking arrangements for 2024/25, payroll system and Sedgefield Youth Club. Accompanying the report were terms of reference for each audit area. The Clerk and Finance Working Group to keep Cllrs updated on these audits.

**RESOLVED:**

**To receive this information.**

**7. Correspondence:**

**7.1 Extension of Consultation Deadline to 20<sup>th</sup> September For Local Network Boundaries Consultation (email from CDALC dated 24<sup>th</sup> July 2024) [Note: Issued electronically to all Cllrs on 29<sup>th</sup> July 2024]:**

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 24<sup>th</sup> July 2024 making the Town Council aware of the extension to DCC's consultation for Local Network boundaries. The Clerk reminded all of the Town

Council's resolution in July 2024 whereby Cllrs were encouraged to make their own individual personal submissions to this consultation. However, with the extension to the deadline, the Clerk now recommended the Town Council makes a corporate submission to this consultation. Cllrs agreed with the Clerk's recommendation.

Cllr Allan Blakemore expressed concern that Newton Aycliffe has a far greater number of public facilities such as parks, golf course and leisure centre, all of which would potentially have far greater claim to any funding available. In addition, Newton Aycliffe is a much larger area than Sedgfield comprising of several Wards, again all of which would have far greater voice when seeking funding. Cllr Blakemore was very concerned that Sedgfield would become lost in the new system and therefore miss out on opportunities to benefit from funding. With the established links that Sedgfield has with its East Durham Rural Corridor neighbours there is currently the opportunity for Sedgfield to benefit from synergies when neighbouring villages secure funding via the AAP as Sedgfield residents also visit those areas due to their closeness. This would not be the case when funding is given to improve Newton Aycliffe and Middridge due to the geographical space between the "us" and "them". Cllr Blakemore was also concerned the proposal for Local Networks would see each member's area reduced from currently having two public representatives to just one.

Cllr Peter Hinde asked why DCC were looking to reduce the number of existing AAPs and replace with Local Networks. Cllr Blakemore replied that this was part of DCC's drive at having to make cost savings. Cllr Hinde asked how the proposal for Local Networks had come about. Cllr Blakemore replied that an independent company had scrutinized the AAPs and on their findings they had made recommendations which focused on factors such as ensuring efficiency, reviewing how funding is distributed etc. Cllr Hinde asked how much money DCC hoped to save by this proposal. Cllr Dave Jasper said it was his understanding that this would be a saving of £500,000.

Cllr John Finlayson felt that as well as there being no geographical similarities between Sedgfield and Newton Aycliffe/Middridge, it must be recognized that there are no public transport links in place between the areas.

Cllr Jenny Haworth agreed with the comments expressed by Cllrs and members

during earlier Public Participation sessions and pointed out that currently Sedgefield and the surrounding villages in the East Durham Rural Corridor do have community cohesion via a significant number of young people travelling into Sedgefield for their education. There is no such established cohesion with Newton Aycliffe and Middridge. Cllr Haworth was very concerned that the proposal now being presented by DCC did not reflect the community ethos which is currently behind the AAPs and their groupings.

**RESOLVED:**

- i) **The Town Council to make a corporate submission to DCC's consultation objecting to the new boundary for the Local Network being proposed for Sedgefield.**
- ii) **The Clerk to draft this submission and share electronically with Town Cllrs for comment prior to formal submission to DCC by no later than 20<sup>th</sup> September 2024.**

**7.2 Scattering of Ashes (email from Mrs Louise Roberts dated 27<sup>th</sup> August 2024):**

Prior to the meeting a letter had been circulated from Mrs Louise Roberts with request to scatter ashes and to plant a memorial tree, the latter in the grounds of Ceddesfeld Hall. This matter was considered.

**RESOLVED:**

**The Clerk to inform Ms Roberts that she needs to seek permission from Livin/DCC regarding the scattering of ashes at her requested location. The Clerk to inform Ms Roberts that the Town Council has a policy of not allowing any further trees to be planted upon its land and to suggest an approach to Hardwick Park may be a suitable alternative.**

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 members 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 7.58pm.

**The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.19pm.** 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 and a way forward agreed.

**8.2. Butterwick Road Cemetery Burial Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Burial Update Report which was duly considered and a way forward agreed.

**8.3 Remedial Work to Eden Drive Play Equipment Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Remedial Work To Eden Drive Play Equipment Report which was duly noted.

**8.4 Parish Hall Flyer Recommendation by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Parish Hall Flyer Recommendation Report by the Estates Working Group which was considered and way forward agreed.

The Chair thanked everyone for attending and closed the meeting at 8.28pm.

# SEDGEFIELD TOWN COUNCIL

## ENVIRONMENT

Minutes of the proceedings of the **SEPTEMBER ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 9<sup>th</sup> September 2024.**

**Present**                    **Cllr. John Finlayson (Chair) and**  
Cllrs. Allan Blakemore, David Brown, Mel Carr, Elizabeth Flanagan, Jenny Haworth,  
Peter Hinde, Dave Jasper and Mavis Wayman

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

**1. Apologies:**

Cllrs. Mark Cant, Ann Carr, Kelly Dickerson and Julie Towler.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Winterton Cemetery:**

The Estates Working Group are now working with the Town Council's solicitor to seek clarification regarding responsibilities for this cemetery, which includes the wall. The Estates Working Group to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive this information.**

**3.2 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.**

### **3.3 Butterwick and Winterton Allotments Inspection:**

All allotment holders have been informed that from 1<sup>st</sup> July 2024 onwards, allotment inspections will be increased to fortnightly during the growing season.

#### **RECOMMENDED:**

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

### **4. Public Participation:**

The Chairman, Cllr John Finlayson, closed the meeting for the public to give their views and reiterated the rules of public participation.

County Cllr Chris Lines thanked the Town Council for all the work undertaken recently at the Winterton allotments site and confirmed the site is now much tidier. He asked if the Town Council would be reviewing the site again in early Spring/Summer so that any issues could be tackled sooner in the growing season in future? The Clerk confirmed that a review of allotment inspections and procedures will be taking place in the latter part of 2024, however, the delay in some allotment issues had been due to staffing levels and contractor availability.

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

### **5. Reports:**

#### **5.1 Butterwick and Winterton Allotments Inspection Update Report by Projects & Media Co-ordinator:**

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

#### **RECOMMENDED:**

**To receive this information.**

### **6. Correspondence:**

#### **6.1 Letter from Mr Bill Smith (received 28<sup>th</sup> August 2024):**

Prior to the meeting the Clerk had circulated to all a letter from Mr Bill Smith received on 28<sup>th</sup> August 2024 in which he was volunteering his services free of charge to remove self-seeded trees at the rear of the shops near to the surgery and Town Council offices and to generally tidy overgrown areas. It was acknowledged that this is a very generous offer by Mr Smith, however, the land upon which he would like to

do this work does not belong to the Town Council and therefore it is not in our gift to grant any such permission or dispose of any such waste materials generated. It is definitively known that the land does not belong to Durham County Council nor Sedgfield Town Council. It was agreed to suggest to Mr Smith that he either approaches the Land Registry to determine the owner of the land he would like to work on or to approach those who are running businesses from the shops to determine who their landlords are and make contact with them via that route.

**RECOMMENDED:**

**The Clerk to write to Mr Smith in accordance with the Committee's wishes.**

The Chair thanked everyone for attending and closed the meeting at 8.06pm.

APPROVED

# SEDGEFIELD TOWN COUNCIL

## COMMUNITY DEVELOPMENT & ENGAGEMENT

Minutes of the proceedings of the **SEPTEMBER COMMUNITY DEVELOPMENT & ENGAGEMENT COMMITTEE** of the **Council** held following the **Environment Committee** in the **Parish Hall**, Sedgefield, on **Monday 9<sup>th</sup> September 2024**.

### Present

**Cllr. Mavis Wayman (Chair) and**

Cllrs. Allan Blakemore, David Brown, Mel Carr, John Finlayson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper and Mavis Wayman

### Officer

Dr Jane Ayre (Town Clerk)

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

Cllrs Mark Cant, Ann Carr, Kelly Dickerson and Julie Towler.

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

None.

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

None.

#### 4. **Public Participation:**

The Chair, Cllr Mavis Wayman, closed the meeting for the public to give their views and reiterated the rules for public participation.

County Cllr Chris Lines said he was pleased to hear that the Town Council would be submitting a corporate response to DCC's consultation regarding Local Networks. County Cllr Lines said that within his submission he had also acknowledged that if such were to go ahead and with the boundaries proposed then he had stipulated conditions that he would expect to see in place so as to ensure there was fair distribution of funds and no bias towards larger areas, and that in those circumstances, there should be an even bigger campaign to reinstate regular, direct bus services between communities that are expected to work together in the new network.



The Chair thanked the public and re-opened the meeting.

**5. Reports:**

**5.1 Town Council Ripon Coach Trip Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated all a Town Council Ripon Coach Trip Report which summarized this recent successful event on Thursday 8<sup>th</sup> August 2024 including income and expenditure as well as detailing future coach trips in 2024. The Clerk confirmed that tickets are now on sale for the final trip of the year to York and so far one coach has been sold-out.

**RECOMMENDED:**

**To receive this information.**

**5.2 Town Council's Annual Fireworks Display Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated to all a Town Council's Annual Fireworks Display Update report by the Fireworks Working Group. A lot of work has taken place over the summer recess period in relation to organizing this year's event. Publicity is being issued this week and tickets will go on sale on Monday 16<sup>th</sup> September 2024 from the Town Council Offices and behind the bar at Ceddesfeld Hall. A further update will be brought to the October 2024 Community Development & Engagement Committee meeting.

**RECOMMENDED:**

**i) To receive the information in the report.**

**ii) Cllrs to notify the Clerk as soon as possible to confirm if they are able to volunteer at this event.**

**5.3 Remembrance Sunday Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Remembrance Sunday Update Report. Since writing this report the Clerk confirmed that she had held a very productive meeting with Mr Michael King and Rector David Lucas. Arrangements for

Remembrance Sunday have now been confirmed and will reflect those stated in the report. Rector Lucas looks forward to working with the Town Council and being involved in future community events. The Clerk confirmed that arrangements are also in place for the reinstatement of the large poppy wreath holder near to the war memorial and confirmed this had been removed as it had been damaged during storm damage earlier in the year.

**RECOMMENDED:**

**To receive this report.**

**5.4 Snow Party Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Snow Party Update Report. There is still much work to do to organize this year's event on Saturday 1<sup>st</sup> November 2024, however, the carol service element of the day has now been organized and confirmed with Mr Michael King and Rector David Lucas. A further update will be brought to the October 2024 Community Development & Engagement Committee meeting.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 A Note Concerning The Royal Aero Club Air Race Held At Fishburn Airfield 20<sup>th</sup> July 2024 (email from Mr Paul Heasman dated 5<sup>th</sup> August 2024):**

Prior to the meeting the Clerk had circulated to all an email from Mr Paul Heasman dated 5<sup>th</sup> August 2024 in which he wanted to make the Town Council aware of the excellent event held recently at Fishburn Airfield and hoped the Town Council would support, as required, any future events at the Airfield. Cllr John Finlayson reiterated this had been a very good and well organized event.

**RECOMMENDED:**

**To receive this information.**

**6.2 Guides Bench (email from Mrs Julie Towler, Sedgefield Guides dated 14<sup>th</sup> August 2024):**

Prior to the meeting the Clerk had circulated to all an email from Mrs Julie Towler on behalf of Sedgefield Guides seeking the Town Council's permission for the Guides to

decorate their bench in the middle of the village green with poppies for Remembrance Day. Poppies would be displayed from the Tuesday evening before the 11<sup>th</sup> November 2024 and then removed the weekend after.

**RECOMMENDED:**

**The Clerk to inform Mrs Julie Towler that the Town Council gives permission for Sedgefield Guides to decorate their bench on the village green with poppies as part of the Town's commemorations for Remembrance Day.**

The Chairman thanked everyone for attending and closed the meeting at 8.18pm.

APPROVED



# SEDFIELD TOWN COUNCIL

Minutes of the proceedings of the

## SEPTEMBER SPECIAL MEETING

**To Award Contract For Expansion of Butterwick Road Cemetery held at 6.30pm on Monday 30<sup>th</sup> September 2024 in Sedgefield Parish Hall**

### Present

**Cllr. Mel Carr (Chairman)**

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

Cllrs. David Brown, Ann Carr, Kelly Dickerson, Elizabeth Flanagan, Dave Jasper and Mavis Wayman.

### Officer

Dr Jane Ayre (Town Clerk)

Cllr Mel Carr, Chairman, welcomed Mr Ben Copeland of The CDS Group and Mr Sonny Wilson and Mr James Peel of CS2 Chartered Surveyors to the meeting.

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

Cllrs. Mark Cant, John Finlayson, Jenny Haworth, Peter Hinde and Julie Towler,

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

Cllr David Brown declared an interest as a DCC County Cllr who is a member of the County Planning Committee. Cllr Kelly Dickerson declared an interest as she had previously worked in a professional capacity with CS2 Chartered Surveyors. No other Cllrs made any declarations of interest.

#### 3. **Presentation of Tender Analysis Report by Mr Sonny Wilson and Mr James Peel, CS2 Chartered Surveyors:**

Prior to the meeting the Clerk had circulated to all a Report on Tenders Received Report by Mr Sonny Wilson of CS2 Chartered Surveyors who had been appointed by The CDS Group to oversee the tendering process and will be project managing the on-site work relating to the expansion of Butterwick Road Cemetery. Mr Wilson talked through his report and then took questions from Cllrs.

#### **4. Awarding of Contract:**

##### **RESOLVED:**

- i) To accept the recommended tender with an additional increase up to a maximum of level for increased materials costs [to reflect later on-site start date than originally planned].**
- ii) The Town Council to request The CDS Group and CS2 Chartered Surveyors give instruction to successful tender and commence work on preparing a detailed programme of works with accompanying payment schedule.**
- iii) The Town Council will set a contingency for this project which will be held in ring-fenced reserves.**
- iv) The Clerk advise the Town Council's insurer of the impending works.**
- v) The Clerk to inform the Town Council's internal audit and agree a schedule of internal audit inspections relating to this project.**
- vi) The Clerk to update DCC's Section 106 Officer of this development with the expansion project.**
- vii) The Clerk to schedule a Special Finance Working Group meeting when the detailed programme of works with accompanying payment schedule has been received so that financial governance procedures, including VAT reclaiming periods, can be prepared then recommended to a future P&R Committee meeting.**
- viii) Cllr John Finlayson to join the Butterwick Road Cemetery Working Group.**
- ix) From January 2025, the Butterwick Road Cemetery Working Group to start meeting monthly to oversee the project's progress and representatives of The CDS Group and CS2 to also attend.**

The Chair thanked everyone for attending and closed the meeting at 7.10pm.