

SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **NOVEMBER**
MONTHLY MEETING of the **Council** held at **7 p.m.** on
Monday 11th November 2024

in

Sedgefield Parish Hall

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

Officers Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Kelly Dickerson.

2. Declaration of interest:

None.

3. STC Minutes / Committee Reports:

a. Notes of Fireworks Working Group held Wednesday 2nd October 2024:

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

b. Minutes of the Monthly meeting held Monday 14th October 2024:

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

c. Minutes of the P&R committee held Monday 14th October 2024:

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

d. Minutes of the Environment committee held Monday 14th October 2024:

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

e. Minutes of the Community Development committee held Monday 14th October 2024:

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

f. Minutes of Joint Sedgefield Town Council and Sedgefield in Bloom Meeting held Thursday 17th October 2024:

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

- g. **Minutes of the Personnel Committee held Monday 21st October 2024:**
These were confirmed as a correct record. (AB/ JF)
- h. **Notes of the Policy & Records Management Working Group held Tuesday 22nd October 2024:**
These were confirmed as a correct record. (AB / JA)
- i. **Minutes of the Finance Working Group held Thursday 24th October 2024:**
These were confirmed as a correct record. (JH / JF)
- j. **Notes of the Fireworks Working Group held Tuesday 29th October 2024:**
These were confirmed as a correct record. (AB / DJ)
- RESOLVED: To accept all of the minutes as above and recommendations contained therein.**

4. Matters of Information:

4.1 Cllr Vacancy:

The current Cllr vacancy has been re-advertised with effect from 10th September 2024 with a closing date for application as no later than Friday 22nd November 2024. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

4.2 The Sedgefield Plan:

To not review The Sedgefield 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 Sedgefield 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. To review in 2025/26 if not earlier.

RESOLVED:

To receive the information.

4.3 Current Planning Applications:

The Clerk submitted to DCC Planners comments agreed in relation to planning applications 1-2.

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 October 2024 plus events until February 2025. The Clerk reported that an additional Finance Working Group meeting has now been scheduled for 9.30am on Thursday 28th November 2024.

RESOLVED:

To receive the information.

6. Public Participation:

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

Mr Alan Pattison referenced a letter in the recent edition of the Sedgefield News regarding the state of the footpath which runs from the Post Office to the Dun Cow. Mr Pattison said this footpath was a disgrace and it was not possible to get a wheelchair or pushchair down it due to encroachment from vegetation. He did not know if it was DCC's or the Town Council's. The Clerk confirmed this path belongs to DCC but the encroachment is as a result of overgrown shrubbery from private properties which border this footpath. DCC have been chasing this matter with those private properties for some considerable time as ultimately it is the responsibility of the property owners and not for DCC to perform on their behalf. The Clerk reported that as a one-off gesture of goodwill the Sedgefield In Bloom Group had cut this entire area back a couple of weeks ago and the Town Council had as a one-off gesture of goodwill accepted all the generated green waste. However, this would not be done in the future and DCC would continue to chase those property owners. Mr Pattison said he had not walked along this path recently so was unaware of the work that had been done. Mr Pattison expressed his concern at the state of the road from Durham Road past the back of the telephone exchange leading to Cunningham Court which is a busy road and one where the trees and shrubbery are cascading down onto the road. Mr Pattison said he had contacted both County Cllrs asking if the area could have been cut back before the road had been resurfaced but this had not been done. Mr Pattison said that DCC have previously undertaken this work but said such needed to be done at least annually. Cllr Mel Carr noted Mr Pattison's comments and said the issue and area he had identified was the responsibility of DCC and urged residents to report such matters directly to DCC or via their local County Cllrs.

A lady from Cross Street expressed her concern that a second planning application has now

been submitted in relation to The Old Smithy property on Cross Street, Sedgefield. This latest planning application only pertains to the middle of the property seeking to convert this into a dwelling. The lady had discussed this latest planning application with the property owner who had referenced a document which is not displayed on DCC's planning portal. This lady understood that long-term properties for the rest of The Old Smithy property include an element to be made into a hat business and then something further for the remaining element of the property. She expressed concern that the entire existing property is going to be split into three elements which would be sold as three separate entities in the future. The proposed planning application would change the appearance of the building which is located in the Town's Conservation Area and is in contravention of previous planning permissions relating to this property. It has been noted that velux windows have already appeared in the roof of this property with no apparent permission having been granted for such. There is a suspicion that further work is also taking place within the property. This lady confirmed she has submitted her objections to DCC's Planning Department as the potential impacts for this area of the Town are considerable.

Another lady from Cross Street expressed her objections to the Old Smithy planning application and the negative impact that such will have upon existing residents in terms of being able to park/access their own properties and the additional vehicles in the area that will be generated by this application and the additional wheelie bins for which there is no dedicated storage.

Ms Lisa Kilner said she had been attending Town Council meetings now for several months now to progress her aspirations for access to sports facilities and football pitches in the Town. Ms Kilner expressed her thanks to the Town Council for support and progress to date in this matter, particularly thanking Cllr Mel Carr, the Clerk and County Cllr Chris Lines. Ms Kilner also thanked the Town Council for providing a fabulous fireworks display which was well attended and represented great value for money as well as being good for the local economy as reflected by the number of people on the village green enjoying the local pubs.

County Cllr Chris Lines confirmed that he had received correspondence from Mr Patterson regarding his concerns about the road, however, DCC's work had already started on resurfacing by that time. With regards to the Old Smithy, planning matters ultimately rest with DCC as the Local Planning Authority. County Cllr Lines has already raised with DCC Planning Officers the issue of velux windows being installed at this property and this is now being investigated by Enforcement Officers. County Cllr Lines reported that DCC's Community Engagement consultation, which included the proposal for AAPs becoming Local

Networks, is now coming to a conclusion with a report going to DCC's Cabinet on 13th November 2024. Unfortunately within that, despite arguments against, will be the recommendation that Sedgfield is aligned with Newton Aycliffe and Middridge as part of a new Local Network. The report does not address concerns raised about the fairness of funding distribution within the new network when considering that of the seven County Cllrs who will be involved in such there will be five who represent Newton Aycliffe and Middridge. County Cllr Lines said he would be attending the meeting to request Terms of Reference are put in place to ensure fairness of funding is an integral part of the Local Networks.

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 actions he had undertaken since the last Monthly Meeting.

RESOLVED:

To receive the information.

7.2 Mayor's Report:

Prior to the meeting the Clerk had circulated to all a Mayor's Report which detailed the actions he had undertaken since the last Monthly Meeting and forthcoming events.

RESOLVED:

To receive the information.

8. External Reports:

8.1 Report from Durham County Councillor 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.

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. Each application was then considered and the following comments were made (Note: number refers to the number on the circulated list):

10.1 DM/24/02742/FPA – two storey extension to the rear; extension to existing impermeable driveway; new windows and part-rendering to front elevation, 11 The Leas, Sedgfield:

Cllrs did not have any objection to this application.

10.2 DM/24/02778/PN56 – prior notification under Class MA of Part 3 of Schedule 2 of Of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for change of use to dwelling house (Use Class C3), The Old Smity, Cross Street, Sedgfield:

Cllrs objected to this planning application on several grounds. This is a change of use from commercial to dwelling in an area of the Town which has traditionally been commercial in nature. This planning application only relates to a small area of the property and does not give a true representation as to what is going on with the whole building. This application is in contravention of Policy H2 in The Sedgfield Plan, the local neighbourhood plan, in relation to design, style and density of housing. With this application comes concerns about highways safety, road access and traffic generation. This application will see an increase in car parking in an area which is already over congested. This application will also generate additional wheelie bins for which there is no storage area (it is noted the image provided in the application for such is not part of the Old Smity but instead is of a neighbouring property's land). It is important that the Local Planning Authority consider previous planning decisions relating to this unique site in the Town's Conservation Area and ensure the views of Durham County Council's Conservation Officer are sought. An additional concern with this property is the close proximity between it and the church yard of St Edmund's Church where any building work could cause disturbance to buried remains as well as tree roots.

This planning application be called in for determination by Full Planning Committee to ensure the public have the opportunity to voice their concerns. It was agreed the Town Council would request to speak at the Full Planning Committee meeting and would be represented by either Cllr John Finlayson or Mel Carr.

In addition to objecting to this planning application it was agreed to also request DCC Planning Enforcement Officers investigate the recently installed velux windows and new door which attempt to give the appearance of a modern building in what is the

Town's Conservation Area.

10.3 DM/24/02952/FPA – removal of existing conservatory and new sunroom extension and re-rendering of existing walls, Brook House, Mordon:

Cllrs did not have any objection to this application.

RESOLVED:

The comments on planning applications 1-3 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/24/02833/FPA – installation of 30,000 litre above ground storage tank for HVO (Hydrotreated Vegetable Oil), Bradbury Service Station, West Road, Bradbury

DM/24/02576/FPA – kitchen extension to rear of building (bungalow), 2 Ruddick Mews, Eden Drive, Sedgfield

RESOLVED:

Cllrs to forward comments on the above planning application to the Clerk by no later than 9am on Monday 18th November 2024.

The Chair thanked everyone for attending and closed the meeting at 7.28pm.

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES



Minutes of the proceedings of the **NOVEMBER**
POLICY & RESOURCES of the Council
held following the **Monthly Meeting**

on

Monday 11th November 2024

in

Sedgefield Parish Hall.

Present

Cllr. Allan Blakemore (Chairman)

Cllr. Jenny Haworth (Vice Chair) and

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

Officers

Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Kelly Dickerson.

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 Local Councils Quality Award:

NALC are sending applications to their Panel for assessment on Friday 18th October 2024 and the Panel will meet in November 2024. Results will be announced by 13th December 2024. The Town Council's application has already been through triage and some additional information was requested which was duly supplied.

The Clerk to keep Cllrs updated on this matter. Once Foundation Quality accreditation is attained the Town Council to make a commitment, by allowing time and resources, to progress to the Quality Status Award.

RESOLVED:

To receive the information.

3.3 Winter Maintenance SLA with DCC:

The Town Council's Winter Maintenance SLA with DCC has now been completed. Discussions are now underway to explore the feasibility of trading in the Town Council's existing snow plough and purchase a smaller, workable version for use on the Town Council's New Holland tractor. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.4 Variation of Premises Licence – Mess Charcuterie, 6 North End:

Confirmation was sought that the Town Council's interpretation of the variations being requested was correct and the Clerk confirmed the Town Council does not have any objections.

RESOLVED:

To receive the information and to close this matter.

3.5 Parking in and around Sedgefield:

The Clerk has replied to David and Olwen Downs.

RESOLVED:

To receive the information and to close this matter.

3.6 Complaint:

The Town Clerk has replied to Mr Ian Holdsworth.

RESOLVED:

To receive the information and to close this matter.

3.7 Parish Hall Lift Servicing Recommendation:

The Town Council has now entered into a formal lift service agreement and the first inspection visit has now taken place. A report regarding this matter is to be taken to the next Estates Working Group meeting.

RESOLVED:

To receive the information and to close this matter.

3.8 Trees in Ceddesfeld Hall Grounds:

The contractor has been informed of their awarded work and a date is now awaited for the scheduling of this work. The Clerk to keep Cllrs updated on this matter.

RESOLVED:

To receive the information.

3.9 Testimonial Request:

The Clerk has now supplied a testimonial.

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 views and comments. None of the members of the public in attendance had any comments to make. The Chairman re-opened the meeting.

5. Reports:

5.1 Website Analytics Report by Personnel Committee and Projects & Media Co-ordinator:

Prior to the meeting the Clerk had circulated to all a Website Analytics Report by the Personnel Committee and Projects & Media Co-ordinator. Cllr Jenny Haworth praised this comprehensive report which presented a good level of analysis enabling all to understand how the Town Council's website is used. It is clear the website is well used and, as shown in Appendix B, there are systematic and timely uploads to the site. Cllr Haworth expressed her thanks to the Projects & Media Co-ordinator for her work on this project and the report presented. These sentiments were echoed by Cllr Mark Cant. Cllr Allan Blakemore urged Cllrs to refer residents to the Town Council's website and the wealth of information contained within it.

RESOLVED:

i) To receive this information.

ii) The Personnel Committee to undertake a further review of the Town Council's website in October 2025.

5.2 Access to Sports Facilities Update Report by Cllr Mel Carr and Clerk:

Prior to the meeting the Clerk had circulated to all an Access to Sports Facilities Update Report which reminded all of the previous resolutions made, the work which is currently underway consulting with residents who live in properties which border onto Station Road Playing Field regarding the installation of goalposts (on an unmarked pitch) and the outcome of a very productive meeting between County Cllr Chris Lines, Cllr Mel Carr, the Clerk, Ms Lisa Kilner and Mr Paul Fleming and Ms Penny Walmsley of Sedgefield Community College regarding formal access to sports facilities at the College. The Community College is very keen to do what it can, within the complex terms of its PFI Agreement, to support the community, however, there is no evidence of any additional demand to what is already being experienced. The Clerk confirmed the deadline date for residents comments regarding goalposts at Station Road Playing field is Friday 15th November 2024. At that point comments will be collated, considered and presented to the December 2024 P&R Committee meeting. Work has already been undertaken to promote the formal sporting facilities at the Community College (and Hub) and how to access such through the Round-up and residents database. County Cllr Chris Lines, Ms Lisa Kilner, the Chairman of Sedgefield Youth FC and Sedgefield Community College will progress their discussions regarding weekend access to football pitches. The Clerk to keep Cllrs

updated on these matters.

RESOLVED:

To receive this information.

5.3. Review of Council's Publication Scheme Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of the Council's Publication Scheme Recommendation Report by the Policy & Records Management Working Group with reviewed Scheme having also been circulated electronically to all.

RESOLVED:

The reviewed Publication Scheme be adopted with immediate effect.

5.4 Review of Council Compliments, Comments and Complaints Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of the Council Compliments, Comments and Complaints Policy Recommendation Report by the Policy & Records Management Working Group with reviewed Policy having also been circulated electronically to all.

RESOLVED:

The reviewed Council Compliments, Comments and Complaints Policy be adopted with immediate effect.

5.5 Review of Corporate Risk Management Schedule Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Corporate Risk Management Schedule Recommendation Report by the Policy & Records Management Working Group with reviewed Scheme having also been circulated electronically to all.

RESOLVED:

The reviewed Corporate Risk Management Schedule be adopted with immediate effect.

5.6. Review of Social Media Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Social Media Policy Recommendation Report by the Policy & Records Management Working Group with reviewed Scheme having also been circulated electronically to all.

RESOLVED:

- i) The reviewed Social Media Policy be adopted with immediate effect.**
- ii) During 2025/26 work is undertaken to scope out how Facebook could be utilized by the Town Council in such a way as to promote and share information with the public as is currently the case with the Town Council's X account whilst being mindful of ensuring the expectations and purpose of a Facebook account are clearly managed from the outset and does not become used negatively by readers, e.g. insults, reporting crime, unrealistic requests etc.**

5.7. Review of Councillor and Staff Working Protocol Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Councillor and Staff Working Protocol Recommendation Report by the Policy & Records Management Working Group with reviewed Protocol having also been circulated electronically to all.

RESOLVED:

The reviewed Councillor and Staff Working Protocol be adopted with immediate effect.

5.8. Review of External Grant Funding Policy & Procedures Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of External Grant Funding Policy & Procedures Recommendation Report by the Policy & Records Management Working Group with reviewed Policy & Procedures having also been circulated electronically to all.

RESOLVED:

The reviewed External Grant Funding Policy & Procedures be adopted with immediate effect.

5.9. Review of Confidential Reporting Code Including Anti-Fraud and Corruption Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Confidential Reporting Code including Anti-Fraud and Corruption Policy Recommendation Report by the Policy & Records Management Working Group with reviewed Code and Policy having also been circulated electronically to all.

RESOLVED:

The reviewed Confidential Reporting Code including Anti-Fraud and Corruption Policy be adopted with immediate effect.

5.10. Review of Mayor's Handbook Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Mayor's Handbook Recommendation Report by the Policy & Records Management Working Group with reviewed Handbook having also been circulated electronically to all.

RESOLVED:

i) The reviewed Mayor's Handbook be adopted with immediate effect.

ii) Future reviews of the Mayor's Handbook will take place in March.

5.11. Review of Information and Data Protection Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Information and Data Protection Policy Recommendation Report by the Policy & Records Management Working Group with reviewed Policy having also been circulated electronically to all.

RESOLVED:

The reviewed Information and Data Protection Policy be adopted with immediate effect.

5.12. Review of Retention and Disposal Policy Recommendation Report by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Review of Retention and Disposal Policy Recommendation Report by the Policy & Records Management Working Group with reviewed Policy having also been circulated electronically to all.

RESOLVED:

The reviewed Retention and Disposal Policy be adopted with immediate effect.

5.13. Health and Safety Policy Recommendation by Policy & Records Management Working Group:

Prior to the meeting the Clerk had circulated to all a Health and Safety Policy Recommendation Report by the Policy & Records Management Working Group with a copy of the Policy having also been circulated electronically to all. The accompanying report detailed additional work which is now required as part of this Policy's implementation.

RESOLVED:

The Health and Safety Policy be adopted with immediate effect and work commence on the necessary actions.

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 14th October 2024:

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 14th September 2024 numbered 110981 to 110997. The Clerk circulated to all an updated list which also included cheques numbered 110998 to 111006. Cllrs confirmed their support for the authorization of all cheques.

RESOLVED:

i) All cheques and invoices were approved for payment.

ii) Cllrs Mel Carr and Allan Blakekmore plus the Town Clerk to duly sign the cheques.

6.2 Financial Budget Comparison as at 1st November 2024:

RESOLVED:

To receive the Financial Budget Comparison as at 1st November 2024.

6.3 Debtors List as at 1st November 2024:

RESOLVED:

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

6.4 Direct Debits and Debit Card List for 1st – 31st October 2024:

RESOLVED:

To receive the Direct Debits and Debit Card List for 1st – 31st October 2024.

6.5 October 2024 Bank Reconciliations Plus October 2024 Imprest Account and September 2024 Public Sector Deposit Fund Reconciliation Report by Town Clerk:

RESOLVED:

To receive this information.

6.6 2024/25 Internal Audit Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a 2024/25 Internal Audit Update Report which confirmed that audit inspections had now taken place in relation to Sedgefield Youth Club, payroll system, income and banking for 2024/25 and phase 1 of the Town Council's capital project to expand Butterwick Road Cemetery. The Clerk confirmed all inspections had been successfully completed, inspection reports had now been received and would be presented to the Finance Working Group on 14th November 2024 and then to the December 2024 meeting of the P&R Committee.

RESOLVED:

To receive this information.

6.7 Town Council's VAT Reclaim – 1st April 2024 – 30th September 2024 Report by Town Clerk:

Prior to the meeting the Clerk had circulated to all a report confirming the Town Council had submitted a VAT reclaim for the period 1st April 2024 – 30th September 2024 and full reimbursement had now been received from HMRC.

RESOLVED:

To receive this information.

7. Correspondence:

7.1 Special Edition of Chief Executive's Bulletin / Enabling Remote Attendance and Proxy Voting At Local Authority Meetings (email and attachment from NALC dated 25th October 2024):

Prior to the meeting the Clerk had circulated to all an email and attachment from NALC dated 25th October 2024 giving the Town Council the opportunity to participate in a national consultation regarding remote meetings and proxy voting. It was agreed that it would be most appropriate for a corporate response to be submitted to this consultation. Whilst concerns were expressed about the feasibility of proxy voting and hybrid meetings, it was recognized that the option of being able to hold remote meetings could provide additional resilience when emergency matters arose or severe weather incidents occurred. It is recognized this consultation reflects the start of this process and if it is to be enacted then a legislative framework will be required to enable such.

RESOLVED:

All Cllrs to send their consultation answers to the Clerk by no later than Tuesday 26th November 2024 in order that the Clerk can prepare a draft response to be considered at the December 2024 P&R Committee meeting then submitted to NALC.

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 7.52pm.

The Chair, Cllr Allan Blakemore, re-opened the meeting at 8.04pm. 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 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 discussed and a way forward agreed.

8.2 Festive Lights Update Report by Cllr Mel Carr and Town Clerk;

Prior to the meeting the Clerk had circulated to all a Festive Lights Update report which was duly noted.

8.3 Local Government Services Pay Agreement 2024/25 Report by Cllr Allan Blakemore and Town Clerk:

Prior to the meeting the Clerk had circulated to all a Local Government Services Pay Agreement 2024/25 report which was duly considered and accepted.

8.4. Quotation For Electrical Works in Sedgefield Parish Hall Verbal Report by Town Clerk:

A quotation was considered and accepted.

The Chair thanked everyone for attending and closed the meeting at 8.21pm.

SEDGEFIELD TOWN COUNCIL



ENVIRONMENT

Minutes of the proceedings of the **NOVEMBER ENVIRONMENT** of the **Council** held following the **P&R** in the **Parish Hall**, Sedgefield, on **Monday 11th November 2024**

MINUTES

Present **Cllr. Mark Cant (Chairman)**
Cllr. John Finlayson (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Ann Carr, Mel Carr, Elizabeth Flanagan,
Jenny Howarth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Kelly Dickerson.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Winterton Cemetery:

The Clerk and Cllr Mel Carr had met with the Town Council's solicitor on Friday 8th November 2024 regarding this matter. Clear understanding has now been received regarding the Town Council's responsibilities and this will be reported to the Estates Working Group's November 2024 meeting. The Estates Working Group to keep Cllrs updated on this matter.

RECOMMENDED:

To receive the information.

3.2 Future Green Waste Disposal:

As soon as all hedge cuttings have been gathered the Clerk is to schedule an on-site meeting with contractor to obtain a quote. Once the quotation is obtained this will be

taken to the P&R Committee for consideration.

RECOMMENDED:

To receive the information and to close this matter.

4. Public Participation:

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views.

County Cllr Chris Lines reported good progress is now being made with a number of Active Travel projects. The footpath from Stockton Road connecting The Orchards with Eden Drive has now been completed. Fencing has been installed and bollards have been moved at the Winterton Estate. Work is due to be completed by DCC by the end of the year to rectify the current problems being experienced by cars being parked at the end of Station Road's footpath leading down to Hardwick Park. The speed matrix sign which is to be installed on Stockton Road leading into the Town is now on order and another order is to be placed soon for a further such sign on the road heading south into Fishburn. County Cllr Lines confirmed that several other Active Travel projects are also in the pipeline and he will continue to keep the Town Council updated.

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

5. Reports:

None.

6. Correspondence:

6.1 Heritage Boards (email from Mrs Norma Neal, Local History Society dated 27th October 2024):

Prior to the meeting the Clerk had circulated to all an email from Mrs Norma Neal of the Local History Society in which she expressed their concerns at the state of the heritage boards at the top and bottom of the High Street (near the village pump and old smithy). Cllr Mel Carr confirmed the Town Council had already been made aware of this issue and discussions were underway with a local contractor to investigate this matter which is more complex than simply cleaning, i.e. the boards need to be dismantled as it appears that water has got inside both. Cllr Mel Carr to keep Cllrs updated on this matter. The Clerk confirmed Mrs Neal has been made aware of the actions which have already been undertaken by the Town Council.

RECOMMENDED:
To receive the information.

The Chair thanked everyone for attending and closed the meeting at 7.56pm.

APPROVED

SEDGEFIELD TOWN COUNCIL
COMMUNITY DEVELOPMENT &
ENGAGEMENT



Minutes of the proceedings of the **NOVEMBER**
COMMUNITY DEVELOPMENT & ENGAGEMENT
COMMITTEE of the **Council** held following the
Environment Committee in the **Parish Hall**, Sedgefield, on
Monday 11th November 2024

MINUTES

Present **Cllr. Mavis Wayman (Chairman)**
Cllr. Ann Carr (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, John Finlayson,
Elizabeth Flanagan, Jenny Howarth, Peter Hinde, Dave Jasper and Julie Towler

Officer Dr Jane Ayre (Town Clerk)

1. Apologies:

Cllr Kelly Dickerson.

2. Declaration of interest:

None.

3. Matters of Information:

3.1 Town Council's Annual Fireworks Display:

A debrief report is now being prepared by the Fireworks Working Group and will be brought to the December 2024 P&R Committee meeting for consideration. The Clerk expressed thanks to all those who had worked during this very successful event.

RECOMMENDED:

To receive the information and to close this matter.

3.2 Remembrance Sunday:

The Clerk confirmed the Town's Remembrance Sunday service had taken place on Sunday 10th November 2024. The Clerk expressed thanks to those Cllrs to had

attended and confirmed these commemorations had been very fitting and attended by a large congregation both in church and at the war memorial.

RECOMMENDED:

To receive the information and to close this matter.

3.3 Sedgefield Village Games:

The Clerk issued a letter of support to Sedgefield Village Games via Mr Ean Parsons. Mr Parsons has expressed his thanks to the Town Council.

RECOMMENDED:

To receive the information and to close this matter.

3.4 SCA Poppies:

The Clerk has given the Town Council's permission to Mrs Easson for the placing of the SCA's knitted poppies around the war memorial fencing.

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.

County Cllr Chris Lines thanked the Town Council for delivering another excellent fireworks display. He reported a senior officer from DCC had been in attendance with his family and also been impressed with the event. County Cllr Lines confirmed the ploggers had undertaken a plog the day after the display and only found minimal fireworks related debris for collection, the majority of which had been very helpfully put into heaps to make collecting easier. County Cllr Lines reported that as a result of the Town Council's publicity for this event, a new member had joined the ploggers which also shows the public do see and respond to the Town Council's communications with the public.

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

5. Reports:

5.1 Snow Parity Update Report by Town Clerk:

Prior to the meeting the Clerk had circulated a Snow Party Update Report. The

Clerk confirmed that since the production of this report, events plans are continuing to progress well. Santa tickets are selling fast and new festive lighting strands will hopefully be delivered later this week. Judging dates have now been agreed for the school craft activities. Cllr Julie Towler reported Sedgefield Youth Club do have a number of volunteers who are willing to assist with the Snowman Parade.

RECOMMENDED:

i) To receive this information.

ii) The Projects & Media Co-ordinator to liaise with Cllr Julie Towler and Ms Victoria Robinson, Youth Worker at Sedgefield Youth Club to organize the Snowman Parade element of this event.

6. Correspondence:

6.1 Sedgefield Youth Club Management Committee (minutes of AGM held on 14th October 2024):

Prior to the meeting the Clerk had circulated to all the Management Committee minutes of AGM held on 14th October 2024. Cllrs expressed their thanks to Cllrs Towler and Dickerson for their ongoing work with the Youth Club and all agreed it was pleasing to see the Youth Club continuing to thrive.

RECOMMENDED:

To receive this information.

The Chair thanked everyone for attending and closed the meeting at 8.03pm.