

# SEDGEFIELD TOWN COUNCIL

## Minutes of the proceedings of the **DECEMBER SPECIAL MEETING TO APPOINT A COOPTED TOWN COUNCILLOR**

of the **Council** held at **6 p.m.** on  
**Monday 9<sup>th</sup> December 2024**  
in  
**Sedgefield Parish Hall**



## MINUTES

<b>Present</b>	<b>Cllr. Mel Carr (Chairman)</b> <b>Cllr. Allan Blakemore (Vice Chairman) and</b> Cllrs. David Brown, Mark Cant, Ann Carr, Kelly Dickerson, John Finlayson, Elizabeth Flanagan, Jenny Haworth, Peter Hinde, Dave Jasper, Julie Towler and Mavis Wayman
<b>Officers</b>	Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None,

**2. Declaration of interest:**

Cllr Dave Jasper declared an interest in the first candidate as a family member and would leave the meeting when this candidate was being considered and take no part in any vote.

Cllr Elizabeth Flanagan declared an interest as she knew the first candidate as a member of the Sedgefield Players. No other Cllrs made any declarations of interest.

**3. Appointment of Co-opted Councillor**

Prior to the meeting the Clerk had circulated to all copies of the two application forms received from local residents who wished to be considered for the casual vacancy on the Town Council. The Clerk confirmed each applicant had been offered the opportunity to attend the meeting for a designated ten minute timeslot in order to introduce themselves to Councillors and that both had accepted that invitation. The Clerk confirmed that both applicants met the criteria to become a co-opted Cllr.

Each of the two candidates was individually welcomed to the meeting by Cllr Mel Carr. Each candidate was given the opportunity to introduce themselves, make any supporting

statements in relation to their application and to answer any questions which Cllrs had. Prior to leaving the meeting all candidates were informed as to when they would be informed of the outcome of this recruitment process. Cllr Mel Carr confirmed that candidates would be notified by no later than Friday 13<sup>th</sup> December 2024.

Note: Cllr Jasper left the meeting while the first candidate was in attendance and abstained from all voting.

**RESOLVED:**

- i) Ms Ciaran Butterworth be co-opted as Councillor.**
- ii) The Clerk to inform Ms Butterworth of their appointment and to make the necessary arrangements for her to join the Town Council as soon as possible upon completion of all necessary paperwork.**
- iii) The Clerk to inform the unsuccessful candidate and thank him for his interest, provide feedback, to make them aware of how any future Cllr vacancies (including forthcoming local council elections) would be advertised and explain that they would be welcome to apply to the Town Council again.**

The Chair thanked everyone for attending and close the meeting at 6.51pm.

# SEDGEFIELD TOWN COUNCIL



Minutes of the proceedings of the **DECEMBER**  
**MONTHLY MEETING** of the **Council** held at **7 p.m.** on  
**Monday 9<sup>th</sup> December 2024**

in

**Sedgefield Parish Hall**

## MINUTES

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

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

**1. Apologies:**

None.

**2. Declaration of interest:**

None.

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

**a. Minutes of Fireworks Working Group held Tuesday 5<sup>th</sup> November 2024:**

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

**b. Minutes of the Monthly meeting held Monday 11<sup>th</sup> November 2024:**

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

**c. Minutes of the P&R committee held Monday 11<sup>th</sup> November 2024:**

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

**d. Minutes of the Environment committee held Monday 11<sup>th</sup> November 2024:**

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

**e. Minutes of the Community Development committee held Monday 11<sup>th</sup>  
November 2024:**

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

**f. Minutes of the Finance Working Group held Thursday 14<sup>th</sup> November 2024:**

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

**g. Minutes of the Estates Working Group held Monday 18<sup>th</sup> November 2024:**

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

**h. Minutes of the Personnel Committee held Monday 25<sup>th</sup> November 2024:**

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

**i. Minutes of the Finance Working Group held Thursday 28<sup>th</sup> November 2024:**

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

**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 deadline had closed Friday 22<sup>nd</sup> November 2024. A Special Town Council Meeting had taken place at 6pm on Monday 9<sup>th</sup> December 2024 in Sedgefield Parish Hall to consider applications received and make an appointment.

**RESOLVED:**

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

**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.

Objections were submitted in relation to planning application DM/24/02778/PN56 – The Old Smithy, Cross Street with request this be called in for determination by Full Planning Committee. However, Mr David Richards, DCC Planning Officer responded on 13<sup>th</sup> November 2024 stating this is not a planning application but a prior notification to determine whether prior approval by the Local Planning Authority is or is not required. Mr Richards said it was important to note that if the Local Planning

Authority fails to determine any prior approval application within the statutory period, the developer can proceed with development (provided the development is permitted development). The application needed to be determined by 5<sup>th</sup> December 2024. Mr Richards said that unfortunately the next available Committee date was 12<sup>th</sup> December 2024, so in this instance it will not be possible for this to be determined by the Planning Committee. Mr Bryan Harris, DCC's Conservation Officer confirmed via email on 18<sup>th</sup> November 2024 that he had discussed this application with the Principal Planning Officer for the area and the Design and Conservation Team had now been consulted on the current application. Completed and ongoing work at the property is also being investigated. Cllr Jenny Haworth asked if the outcome of the determination was known. It was noted the Local Planning Authority do not provide such information directly to Town/Parish Councils, however, individuals can track planning applications progress via DCC's planning portal. The Clerk highlighted that a planning application relating to The Old Smithy is to be considered under agenda item 10 and relates to work which has already been undertaken at the property and had been raised with the Conservation Officer.

**RESOLVED:**

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

**4.4 Additional Planning Applications:**

No Cllrs submitted any comments or objections in relation to planning applications DM/24/02833/FPA and DM/24/02576/FPA by 9am on Monday 18<sup>th</sup> November 2024.

**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 December 2024 plus events until February 2025.

**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. No members of the public were in attendance. The Chairman 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:**

A Mayor's report had been received prior to the meeting but unfortunately had been omitted from the Committee pack distributed to Cllrs.

**RESOLVED:**

**The Clerk to circulate to all Cllrs electronically the next day a copy of the Mayor's Report.**

**8. External Reports:**

**8.1 Report from Durham County Councillor 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. The Clerk reported County Cllr Lines had submitted his apologies as he was unable to attend tonight's meetings. Cllr Kelly Dickerson asked if following the meeting these reports were available to the public. The Clerk replied the reports presented to the Town Council do contain privileged information, however, County Cllr Lines does provide the Clerk with a public version at the end of each month which is then distributed via the residents database. Residents are advised to contact County Cllr Lines directly if they have any queries regarding the report.

**RESOLVED:**

**To receive this information.**

**9. Correspondence:**

**9.1 Town and Country Planning Act 1990 (as amended) Section 78 – Notification of Planning Appeal – Land To The Rear of 5 West End, Sedgefield (letter from Mr David Richards, DCC dated 21<sup>st</sup> November 2024):**

Prior to the meeting the Clerk had circulated to all a letter from Mr David Richards, DCC Planning Officer dated 21<sup>st</sup> November 2024 informing the Town Council that the applicant for planning application DM/23/02968/FPA proposing a two-storey dwelling to

land to the rear of 5 West End, Sedgefield and associated parking and felling of 3 no trees has now appealed to the Planning Inspectorate against the Local Planning Authority's decision to refuse planning permission. This appeal will start on 21<sup>st</sup> November 2024. The Town Council's previously submitted objections to this application will feature as part of this appeal, however, there is the opportunity to make new representations. Cllrs agreed that the previously submitted objections to this application are still valid but there are no new additional comments to make.

**RESOLVED:**

**To receive this information.**

**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 DM24/01990/FPA – conversion of Grade II listed former Victorian Church building from its use as a gym to 11 no residential flats, and insertion of conservation style rooflights and window replacement, St Luke's Crescent, Sedgefield:**

The Clerk reported that County Cllr Chris Lines had requested this planning application be called in for determination by Full Planning Committee on the grounds of concerns regarding parking, increased traffic and highways issues and the significant changes being propose to the internal structure of this listed building. Cllrs expressed their objections to this application and noted that whilst the number of proposed flats had decreased from the earlier submitted application concerns still remained regarding lack of parking, highways concerns, over development of the site, concerns regarding the proposed rooflights in a listed building and therefore requested this be called in for determination by Full Planning Committee.

**10.2 DM/24/03070/VOC – variation of Condition 2 (Approved Plans) of approval ref DM/24/00259/FPA for change of roof design to rear elevation, 3 Hardwick Road, Sedgefield:**

Cllrs did not have any objection to this application.

**10.3 DM/24/03099/FPA – installation of 2 no conservation style rooflights (retrospective), The Old Smithy, Cross Street, Sedgefield:**

Cllrs objected to this application as the rooflights are not in keeping with the Conservation Area and the Town Council believe there are three not two such rooflights. Cllrs requested this application be called in for determination by Full Planning Committee.

**RESOLVED:**

**The comments on planning applications 1-3 above to be submitted to DCC Planners.**

The Clerk reported that DCC's latest list of planning applications had been published and circulated earlier that day. This list did not contain any planning applications from within the Sedgefield Electoral Ward.

The Chair thanked everyone for attending and closed the meeting at 7.16pm.

## **SEDGEFIELD TOWN COUNCIL**



Minutes of the proceedings of the **DECEMBER P&R MEETING** of the  
**Council** held following the Monthly meeting on  
**Monday 9<sup>th</sup> December 2024**  
in  
**Sedgefield Parish Hall**

### **MINUTES**

**Present**

**Cllr. Allan Blakemore (Chairman)**

**Cllr. Jenny Haworth (Vice Chair) and**

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

**Officers**

Dr Jane Ayre (Town Clerk)

**1. Apologies:**

None.



**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 and this is likely to be on-hold until the expansion of Butterwick Road Cemetery has been completed. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.2 Local Councils Quality Award:**

NALC are considering applications and resulted are due to be announced by 13<sup>th</sup> 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:**

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 as well as costing up options for modification. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**To receive the information.**

**3.4 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.**

**3.5 Publication Scheme:**

The recently adopted Publication Scheme is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.6 Council Compliments, Comments and Complaints Policy:**

The recently adopted Council Compliments, Comments and Complaints Policy is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.7 Corporate Risk Management Schedule:**

The recently adopted Corporate Risk Management Schedule is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.8 Social Media Policy:**

The recently adopted Social Media Policy is now displayed on the Town Council's website.

Work will commence in early 2025 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 expectations and purpose of Facebook account are clearly managed from the outset and does not become used negatively by readers, e.g. insults, reporting

crime, unrealistic requests etc.

**RESOLVED:**

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

**3.9 Councillor and Staff Working Protocol:**

The recently adopted Councillor and Staff Working Protocol is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.10 External Grant Funding Policy:**

The recently adopted External Grant Funding Policy is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.11 Confidential Reporting Code Including Anti-fraud and Corruption Policy:**

The recently adopted Confidential Reporting Code Including Anti-fraud and Corruption Policy is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.12 Mayor's Handbook:**

The recently adopted Mayor's Handbook is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.13 Information and Data Protection Policy:**

The recently adopted Information and Data Protection Policy is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.14 Retention and Disposal Policy:**

The recently adopted Retention and Disposal Policy is now displayed on the Town Council's website.

**RESOLVED:**

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

**3.15 Health and Safety Policy:**

The recently adopted Health and Safety Policy is now displayed on the Town Council's website.

Work is now underway to deal with those additional actions required by the Town Council. The Clerk will keep the Estates Working Group updated on these matters.

**RESOLVED:**

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

**3.16 Festive Lights Update:**

The additional festive lights were delivered and installed prior to the festive lights switch on taking place on Saturday 30<sup>th</sup> November 2024.

**RESOLVED:**

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

**3.17 Local Government Services Pay Agreement 2024/25:**

This Award has now been implemented and back dated awards featured in November 2024 salary payments.

**RESOLVED:**

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

**3.18 Electrical Quotation:**

The successful contractor was informed and this work has been completed.

**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. No members of the public were in attendance. The Chairman re-opened the meeting.

**5. Reports:**

**5.1 Response To NALC Enabling Remote Attendance and Proxy Voting Consultation Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Response To NALC Enabling Remote Attendance And Proxy Voting Consultation Report which reported the feedback from Cllrs individual considerations of this NALC consultation.

**RESOLVED:**

**To Clerk to submit a response to NALC stipulating that Sedgefield Town Council does not support remote meetings and proxy voting.**

**5.2 Proposed Goal Posts At Station Road Playing Field Feedback Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Proposed Goal Posts At Station Road Playing Field Feedback Report. This report detailed the feedback received from five residents whose properties surrounded Station Road Playing Field. It was noted the majority did not have any objections to the reinstatement of goal posts at the field but did raise concerns with the proposed siting of such and recommended alternative areas on the field. The Clerk proposed a further on-site meeting take place to consider the feedback received. In addition, the Clerk confirmed that formal approval has been received from DCC for the installation of such, arrangements are in place for the regular inspection of such via the Town Council's SLA with DCC for play area inspections and costings have been obtained. The Clerk to keep Cllrs updated on this matter.

**RESOLVED:**

**A further on-site meeting to take place with STC representatives (Cllr Mel Carr and Town Clerk), County Cllr Chris Lines and Mr Colin Curry/Mr James Young to review the comments made by residents regarding the proposed pitch area.**

**5.3. DCC Energy Management SLA Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a DCC Energy Management SLA

Update Report which detailed all the actions that have been undertaken since this SLA was entered into in order to make sure the Town Council achieved as many savings as possible from its energy usage. The Estates and Finance Working Groups have energy management as standing agenda items and attached to this report were the latest energy usage comparison charts for all Cllrs information.

**RESOLVED:**

**To receive this information.**

**5.4 Dates and Times of Council Meetings 2025/26 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Dates and Times of Council Meeting 2025/26 Report which was accompanied by a meetings calendar showing Committee dates (including AGM and Annual Town Meeting) from May 2025 until April 2026.

**RESOLVED:**

**To accept the meetings calendar for 2025/26 and to promote these.**

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 11<sup>th</sup> November 2024:**

Prior to the meeting the Clerk had circulated to all details of cheques for approval after 11<sup>th</sup> November 2024 numbered 111007 to 111021. The Clerk circulated to all an updated list which also included cheques numbered 111022 to 111025. 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 29<sup>th</sup> November 2024:**

**RESOLVED:**

**To receive the Financial Budget Comparison as at 29<sup>th</sup> November 2024.**

**6.3 Debtors List as at 29<sup>th</sup> November 2024:**

The Clerk highlighted that debtor transaction 7557 is to be considered further under agenda item 6.7.

**RESOLVED:**

**To receive the Debtors List as at 29<sup>th</sup> November 2024.**

**6.4 Direct Debits and Debit Card List for 1<sup>st</sup> – 30<sup>th</sup> November 2024:**

**RESOLVED:**

**To receive the Direct Debits and Debit Card List for 1<sup>st</sup> – 30<sup>th</sup> November 2024.**

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

**RESOLVED:**

**To receive this information.**

**6.6 2024/25 Internal Audit Update Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a 2024/25 Internal Update Report by the Finance Working Group which was accompanied by Internal Audit reports by Mr Gordon Fletcher, the Town Council's internal auditor, for Payroll (Full Assurance achieved), Income Collection and Banking (Full Assurance achieved) and Cemetery Expansion – Capital Programme – Audit Phase 1: Planning and Appointing Contractor (Full Assurance achieved). Accompanying the Capital Programme audit was a comprehensive timeline from September 2014 to September 2024 detailing work and actions undertaken along with cross referencing to Town Council minutes. Cllr John Finlayson expressed his thanks for the production of such a detailed and useful document. Also accompanying the report was the Follow Up Audit Report on the Governance Arrangements For Sedgefield Youth Club (Substantial/Full Assurance achieved). The Clerk expressed her thanks to Cllrs Julie Towler and Kelly Dickerson for their work as part of the Youth Club's Management Committee in overseeing the progress made in relation to the Club's governance arrangements.

**RESOLVED:**

**To receive this information.**

**6.7 Request to Write Off Bad Debt Report by Finance Working Group:**

Prior to the meeting the Clerk had circulated to all a Request To Write Off Bad Debt Report by the Finance Working Group. This detailed an outstanding debt relating to Mr Macauley Underwood and TS21 Promotions for non-payment of PRS PPL tariff.

**RESOLVED:**

**The Council approves the writing off of this historic outstanding debt of £15.00 and does not accept any further Parish Hall bookings from TS21 Promotions or Mr Macauley Underwood. This will be conveyed to TS21 Promotions and Mr Macauley Underwood along with explanation of the impact of such non-payment on a community building.**

**7. Correspondence:**

**7.1 Royal Garden Party 2025 (email from CDALC dated 7<sup>th</sup> November 2024):**

Prior to the meeting the Clerk had circulated to all an email seeking nominations from each Town/Parish Council to represent CDALC a Royal Garden Party in 2025. Cllr David Brown proposed Cllr Allan Blakemore be Sedgefield Town Council's nomination and all agreed.

**RESOLVED:**

**The Clerk to request Cllr Allan Blakemore is entered into the CDALC ballot for the Royal Garden Party 2025.**

**7.2 North East Mayor's Transport Plan Consultation (email from CDALC dated 7<sup>th</sup> November 2024):**

Prior to the meeting the Clerk had circulated to all an email from CDALC dated 7<sup>th</sup> November 2024 detailing the North East Mayor's Transport Plan consultation. Within this email were hyperlinks to various supporting literature. The Clerk had also circulated to all copy of the consultation questionnaire asking if the Town Council wished to submit a corporate response. Cllrs agreed they would prefer to submit their own individual results as members of the public rather than a corporate Town Council response.

**RESOLVED:**

**Cllrs, as individual residents, to complete the North East Mayor's Transport Plan Consultation questionnaire.**

The Chair explained that due to the confidential nature of the following items these would be discussed under Exempt Information and said that had any members of the public and/or pres:



been in attendance they would have been asked to leave the meeting at this point (Section 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 considered and a way forward agreed.

**8.2 Winterton Cemetery Update Report and Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Winterton Cemetery Update Report and Recommendation Report by the Estates Working Group. This report was duly considered and a way forward agreed.

**8.3 Town Council Offices Loft Insulation Recommendation Report by Estates Working Group:**

Prior to the meeting the Clerk had circulated to all a Town Council Offices Loft Insulation Recommendation Report by the Estates Working Group. This report was duly considered and a way forward agreed.

**8.4 Butterwick Road Cemetery Expansion Update Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a Butterwick Road Cemetery Expansion Update Report which was duly considered and noted.

**8.5. Proposed Parish Hall Grant Funding Verbal Report by Town Clerk:**

The Clerk highlighted information regarding the Ashcourt Durham & Tees Valley Community Fund which had been circulated for consideration under agenda item 6.2. of that evening's Community Development & Engagement meeting. It was noted this funding is available for village halls. This was considered alongside a quotation for the cost of a replacement lift in the Parish Hall. It was agreed the Town Council would work on preparing a funding application.

The Chair thanked everyone for attending and closed the meeting at 7.46pm.

# SEDGEFIELD TOWN COUNCIL



## ENVIRONMENT

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

## MINUTES

**Present** **Cllr. Mark Cant (Chairman)**  
**Cllr. John Finlayson (Vice-Chairman) and**  
Cllrs. Allan Blakemore, David Brown, 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:**

None.

**2. Declaration of interest:**

None.

**3. Matters of Information:**

**3.1 Winterton Cemetery:**

A report had been prepared by the Estates Working Group and was presented to the P&R Committee's December 2024 meeting.

**RECOMMENDED:**

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

**3.2 Heritage Boards:**

The Town Council is awaiting its contractor undertaking this refurbishment work. Cllr Mel Carr and the Clerk to keep Cllrs updated on this matter.

**RECOMMENDED:**

**To receive the information.**

**4. Public Participation:**

The Chairman, Cllr Mark Cant, closed the meeting for the public to give their views. No members of the public were in attendance. 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. Cllrs agreed 2024 had been another productive year for allotment holders.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Sedgefield In Bloom (minutes of meeting held 11<sup>th</sup> November 2024):**

The Clerk circulated to all minutes of the Sedgefield In Bloom group meeting held on 11<sup>th</sup> November 2024.

**RECOMMENDED:**

**To receive this information.**

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

**SEDGEFIELD TOWN COUNCIL**  
**COMMUNITY DEVELOPMENT &**  
**ENGAGEMENT**



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

**MINUTES**

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

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

**1. Apologies:**

None.

**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. No members of the public were in attendance. The Chair re-opened the meeting.

**5. Reports:**

**5.1 Annual Fireworks Display Update Report by Fireworks Working Group:**

Prior to the meeting the Clerk had circulated an Annual Fireworks Display Update Report. It was agreed by all that this had been an extremely successful event. The report detailed the event's background, key facts, feedback following the display, the event's income/expenditure and a series of recommendations, which were all

accepted.

**RECOMMENDED:**

- i) The Town Council to hold its next annual Fireworks Display on Friday 31<sup>st</sup> October 2025 in the grounds of Ceddesfeld Hall and this event to include the Halloween Howler competition (Note: this means the Mayor's Quiz will be held on Friday 24<sup>th</sup> October 2025).**
- ii) G2 Fireworks be re-appointed as next year's Fireworks Contractor with the display to last for the same timescale.**
- iii) The Finance Working Group to factor a budget allocation for this event with inflationary uplift into the 2025/26 Town Council budget.**
- iv) TWS be re-appointed as next year's stewarding contractor with 10 stewards as per 2024.**
- v) Lunar Event and Security Services be re-appointed as next year's first aid contractor providing the same level of cover as they have for the 2024 event.**
- vi) Sedgefield Youth Club and 1<sup>st</sup> Sedgefield Scouts to be invited to provide refreshments at the 2025 event as a way of raising funds for their respective organisations.**
- vii) Ticket prices for the 2025 event to be considered in 2025.**
- viii) The Sedgefield Ploggers be asked if they would undertake a community plog the morning after the 2025 fireworks display.**
- ix) The Town Council purchase 4 new litter pickers for the Sedgefield Ploggers as a thank you for their work with the 2024 events.**

**5.2 York Coach Trip Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all a York Coach Trip report which recapped on the events of the recent trip on Thursday 21<sup>st</sup> November 2024. Thanks were expressed to Cllrs Mavis Wayman and Ann Carr for being the Town Council's representatives on this trip.

**RECOMMENDED:**

- i) To receive this information.**
- ii) The Town Council to run three coach trips during 2025 – one in June to Keswick (two coaches), one in August to a destination to be determined (one coach) and one in November to York to tie in with the Christmas markets (two coaches).**

### **5.3 Snow Party 2024 Report by Town Clerk:**

Prior to the meeting the Clerk had circulated to all electronically a Snow Party 2024 Report. This report gave the background to this event held on Saturday 30<sup>th</sup> November 2024, the key facts, feedback following the event, the event's income/expenditure and a series of recommendations, all of which were approved.

#### **RECOMMENDED:**

- i) The next Snow Party to be held on Saturday 29<sup>th</sup> November 2025 (Note: it is possible there will be a St Edmund's Christmas Tree Festival in 2025 which would tie in with this date and provide another event as part of the day).**
- ii) From 2025 onwards the Santa's grotto should run from the reduced time of 12.30pm to 3.14pm. This should make it easier for those people who work in the grotto and also allow them to finish in such a way that there is time to get themselves ready for going over to the church.**
- iii) From 2025 onwards, and in-line with the Council having signed the Single Use Plastics Pledge, children are not given plastic light up toys but instead look at other options which could be age appropriate and pre-wrapped i.e. children get to take away a wrapped gift from Santa. It is possible that this will mean an increase in the budget for this event and that ticket prices increase (Note: ticket prices have remained at £3 for several years).**
- iv) From 2025 rather than the grotto being dismantled quickly and then items placed in the Fletcher Room kitchen until the following Monday morning, the grotto remains in place and no bookings are taken for the Fletcher Room on the Sunday after the Snow Party or the Monday morning in order to allow items to be packed away carefully and condition/suitability for use the following year considered.**
- v) The children's craft activity in school to only take place the years when there is going to be a Christmas Tree Festival in St Edmund's Church. The crafts made will then be used to decorate the Mayor's tree.**
- vi) From 2025 onwards one substantial feature be purchased each year for the grotto rather than reliance upon staff/Cllrs bringing their own items in from home or staff trying to make items. This will ensure the grotto continues to have a different look each year and that the Town Council ceases its reliance upon goodwill.**
- vii) The Town Council continue to offer local groups the chance to have a**

**bake sale in the Parish Hall and provide refreshments at Ceddesfeld Hall as part of this event to raise funds for their own causes.**

- viii) The Town Council hires an additional feature for the main hall in the Parish Hall to run alongside the bouncy castle and the face painter, e.g. table football etc.**

**5.4 Sedgefield Extra 2025 Dates Report by Projects & Media Co-ordinator:**

Prior to the meeting the Clerk had circulated to all a Sedgefield Extra 2025 Dates Report by the Projects & Media Co-ordinator which explained why, due to the local Council elections in May 2025, the printing of the Sedgefield Extra will change to February, July, September and November 2025. The normal schedule of printing will resume in 2026, i.e. February, June, September and November. All necessary arrangements have been put in place with Sedgefield News and the Print Factory.

**RECOMMENDED:**

**To receive this information.**

**6. Correspondence:**

**6.1 Mediaeval Fayre (email from Mr John Robinson, SCA dated 21<sup>st</sup> November 2024):**

Prior to the meeting the Clerk had circulated to all an email from Mr John Robinson of the SCA dated 21<sup>st</sup> November 2024 in which he was seeking the Town Council's permission to use the village green for the 2025 Mediaeval Fayre on 17<sup>th</sup> May 2025.

**RECOMMENDED:**

**The Town Council to give permission to the SCA for use of the village greens for the 2025 Mediaeval Fayre but request that no shows are allowed to set up before 9am on the Friday so as not to disrupt school drop-off time at Sedgefield Primary.**

(Cllr Catherine Hart joined the meeting)

**6.2 Ashcourt Durham & Tees Valley Community Fund (email and attached flyer from Ms Tina Knibbs, GrantScape dated 7<sup>th</sup> November 2024):**

Prior to the meeting the Clerk had circulated to all an email from Ms Tina Knibbs of GrantScape dated 7<sup>th</sup> November 2024 which was accompanied by information regarding the Ashcourt Durham & Tees Valley Community Fund. The Clerk confirmed this information had been shared through the residents database. It was

acknowledged by Cllrs that this matter had been discussed earlier under the P&R Committee's agenda in relation to Sedgefield Parish Hall.

**RECOMMENDED:**

**To receive this information.**

The Chair thanked everyone for attending and closed the meeting at 8.05pm.

APPROVED