



# PETERLEE TOWN COUNCIL

SHOTTON HALL PETERLEE COUNTY DURHAM SR8 2PH

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Your Ref:

Our Ref: <sup>TH</sup> October 2016

Date:

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the Council Chamber, Shotton Hall, Peterlee, on **MONDAY 17<sup>TH</sup> OCTOBER 2016 at 6.30pm**

..... Ian Morris M.C.I.H.  
Town Clerk  
(Proper Officer of the Council)

**MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT.**

The Chairman advised Members of the committee and the public that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

## **BUSINESS TO BE TRANSACTED**

1. APOLOGIES FOR ABSENCE

2. POLICE UPDATE

Presented by Inspector Stephen Thubron, Peterlee NPT, Durham Constabulary

**A PACT Meeting shall be held at 6.00pm at Shotton Hall, prior to the Council Meeting for members of the public and Councillors to raise local Police related issues before the main meeting.**

3. PUBLIC PARTICIPATION SESSION

Will be held to allow Members of the public an opportunity to put questions to the council

4. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 19<sup>TH</sup> SEPTEMBER 2016 (Circulated)

5. THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 19<sup>TH</sup> SEPTEMBER 2016 (Circulated)

6. THE MINUTES OF THE SHOTTON HALL COMMITTEE OF THE 25<sup>TH</sup> SEPTEMBER 2016 (Circulated)

7. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup> OCTOBER 2016 (Circulated)

8. THE MINUTES OF THE PLANNING COMMITTEE OF THE 3<sup>RD</sup> OCTOBER 2016 (Circulated)

9. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 3<sup>RD</sup> OCTOBER 2016 (Circulated)
10. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 10<sup>TH</sup> OCTOBER 2016 (Circulated)
11. ADOPTION OF AMENDED STANDING ORDERS & FINANCIAL REGULATIONS (Circulated)
12. NOTIFICATION OF INFORMATION COMMISSIONER'S OFFICE DECISION REGARDING ALLEGED BREACH OF THE DATA PROTECTION ACT  
Report of the Town Clerk (Circulated)
13. INFORMATION COMMISSIONERS OFFICE DATA PROTECTION SELF-ASSESSMENT- UPDATE REPORT  
Report of the Town Clerk (Circulated)
14. PLANNING APPLICATION  
1 Church Close, Peterlee  
Sub division of existing property to create separate dwelling
15. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT
16. SPOKESPERSON OF THE NEP MEMBER'S REPORT

MINUTES OF THE COUNCIL MEETING OF THE 19<sup>TH</sup> SEPTEMBER 2016

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 19<sup>TH</sup> SEPTEMBER 2016 at 6.45PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, S Simpson, M J Thompson & K Hawley

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey, C Watkins, R J Curtis, G Cowie, R Kyle, G Cowie, C Robbins & A Watson

67. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor V Watson, (on holiday), S McDonnell, (on holiday) and C J Metcalfe, (family commitments).

**RESOLVED** the Council approve the reasons submitted for the absences received on the grounds given above, and the Councillors' apologies for absence be recorded.

68. POLICE UPDATE

The Mayor welcomed Inspector Thubron, Peterlee NPT, Durham Constabulary to the meeting. He encouraged Members and members of the public to use the "In the Know" website ([www.KeepintheKnow.co.uk](http://www.KeepintheKnow.co.uk)) and he then went on to give the various updates on activities since the last meeting. He advised he would like to share a presentation with the Council on successes in the Town Centre and he reported on the mini police initiative and the thriving "shop watch" in the Town Centre. There were issues reported by Members on youths in the Dene, speeding on Lowhills Road and

MINUTES OF THE COUNCIL MEETING OF THE 19<sup>TH</sup> SEPTEMBER 2016

youth provision in the Town.

The Mayor thanked the Inspector for coming along to the meeting.

69. THE MINUTES OF THE COUNCIL MEETING OF THE 15<sup>TH</sup> AUGUST 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

- (a) Minute Number 54(i) – A statement from the Mayor re Garden Shop, Lowhills Road

A comment was made by a Local Member relating to alleged damage and the Town Clerk assured he was looking into this matter and would be reporting back to Council in due course.

**RESOLVED a report be awaited.**

- (b) Minute Number 55(c) Member's Allowances

A Local Member requested further progress on this matter; the Town Clerk advised he had only just received advice from NALC's Legal Officer and intended preparing a report to Council.

**RESOLVED the report be awaited.**

- (c) Minute Number 60 – Part Time Advisory Speed Limits

**RESOLVED Officers from DCC be invited to make a presentation to Council on this proposal.**

70. THE MINUTES OF THE MAYOR'S COMMITTEE OF 15<sup>TH</sup> AUGUST 2016 a copy of which had been circulated to each Member, were approved.

71. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 5<sup>TH</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

- (i) Minute Number 44(b) Public Meeting organised by Peterlee

MINUTES OF THE COUNCIL MEETING OF THE 19<sup>TH</sup> SEPTEMBER 2016

Youth Centre

**RESOLVED** an update and further report be prepared for the next meeting on the Youth Centre and Youth Provision in Peterlee.

(ii) Northumbrian Water: Essential Work Taking place in your area  
**RESOLVED** Northumbrian Water's offer to attend a future meeting be accepted.

72. THE MINUTES OF THE PLANNING COMMITTEE OF THE 5<sup>TH</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, were approved.

73. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 5<sup>TH</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, were approved.

74. THE MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 6<sup>TH</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 14(ii) Rugby

**RESOLVED** a letter of appreciation be sent to Mr Laverick on behalf of the Council also.

75. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 13<sup>TH</sup> JUNE 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 26(ii) Progress with Hampshire Place Play Area

A Local Member asked for progress with this matter. The Town Clerk confirmed that three quotes for installation and new play equipment had been received. He also confirmed that Local Members and residents would be involved in a final design for the site.

**RESOLVED further details be awaited.**

(ii) Minute Number 32 – Fireworks, Road Closure

The Town Clerk advised of progress with this matter where issues raised at the previous meeting had been clarified. Following a site meeting it was reported a further operative was required and the Town Clerk asked for approval to make this amendment.

**RESOLVED approval be given to the amended proposal.**

76. NOTICE OF CONCLUSION OF THE AUDIT 2015/16

It was reported notice had been received from the Council's external Auditors, BDO Stoy Hayward, that the audit for the year ended 31<sup>st</sup> March 2016 had been completed on 14<sup>th</sup> September 2016. The issues arising from the audit would be reported more fully to Council at the next meeting of Finance & General Purposes Committee on 3 October 2016.

**RESOLVED the notice of the conclusion of the audit be noted and a further report be awaited.**

77. LAND NORTH OF CASTLE EDEN BREWERY, NEW CREMATION FACILITY – PLANNING APPEAL

It was reported the hearing for this planning appeal had been postponed by the Planning Inspectorate.

**RESOLVED the information given be noted.**

78. SPOKESPERSON OF THE MAJORITY POLITICAL PARTY'S REPORT

Councillor Jeffrey commented on the impact of the temporary closure of McDonalds on young people's social activities in the Town Centre. He reported where recent road re surfacing at Passfield Way had been carried out the yellow lining had not been properly re-instated. He

## MINUTES OF THE COUNCIL MEETING OF THE 19<sup>TH</sup> SEPTEMBER 2016

commented that recent new path works at Sunny Blunts were, in his opinion, a waste of money as the works proposed by Northumbrian Water would disturb the newly paid footpaths.

**RESOLVED** the report be noted and a report be made on the yellow lining to DCC.

### 79. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor Watson repeated sentiments expressed in the meeting with regard to saving the Peterlee Youth Club. He thanked all of the staff and especially the Show Co Ordinator for their hard work at this year's Peterlee Show. He also thanked Councillor Jeffrey for the vegetable and flower auction which had raised an admirable sum for charity again this year.

**RESOLVED** the information given be noted and the Town Clerk send a letter of thanks to staff for their hard work at the Show.



PETERLEE TOWN COUNCIL

THE MINUTES OF THE MAYOR'S COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 19<sup>TH</sup> SEPTEMBER 2016

PRESENT: S MILES (CHAIR)

Mesdames; S Simpson, M A Cartwright & K Liddell

Messrs; G Cowie, W M Jeffrey, C Robbins, R J Curtis,  
C Watkins & D Sillito

21. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillors V Watson, S McDonnell, (both on holiday) & C J Metcalfe, (family commitments).

**AGREED the Council approve the absences received on the grounds given, and the apologies for absence be recorded.**

22. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were accepted.

23. MONIES RAISED SINCE THE LAST MEETING OF THIS COMMITTEE

It was reported that £96.32 had been donated to the charity from the sale of goods at the Horticultural Auction at the Peterlee Show.

**RECOMMENDED the information given, be noted.**

24. CHARITY BALL – 4<sup>TH</sup> NOVEMBER 2016

The progress report of the Mayor's Secretary was considered and accepted. In considering the chosen menu Members suggested that there should be a taster menu sampled prior to the event by perhaps the Mayor and Deputy Mayor. The Mayor advised she would arrange to do this with the caterer. It was reported a £125 donation had been received from a local business.

**RECOMMENDED the progress with the arrangements for this event, be noted and the action suggested with the menu be taken.**

25. CHARITY CHRISTMAS PARTY NIGHTS, SHOTTON HALL

Flyers for these events that were to be held on 10<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> December 2016 were circulated.

**RECOMMENDED the information given, be noted.**

26. CHRISTMAS CAROL SERVICE, 14<sup>TH</sup> DECEMBER, ST CUTHBERTS CHURCH

Details were given on this event. In discussion it was asked if Shotton Hall could be considered as the venue for the carol service and the Mayor suggested it was an idea she could discuss further with her Secretary.

**RECOMMENDED the information given, be noted.**

27. CHARITY BAG PACKING DAY, ASDA STORE, PETERLEE

It was reported two dates had been offered by Asda for a bag packing, New Years Eve or 4<sup>th</sup> December 2016. It was agreed that the 4<sup>th</sup> December be the preferred date, from 11am until 4pm and volunteers were welcome.

**RECOMMENDED the information given, be noted.**

28. PETERLEE SENIOR CITIZENS NEW YEAR PARTY, 6<sup>TH</sup> JANUARY 2017

It was reported that tickets would be available from 1<sup>st</sup> December, and as agreed last year they could be reserved by telephone and posted out, with proof of address required for entry into the event.

**RECOMMENDED the information given, be noted.**

29. CHARITY EVENT – BURNS NIGHT, 28<sup>TH</sup> JANUARY 2017

The Mayor gave a verbal progress report on the proposed event with a celidh, bag pipes and dancing and a traditional menu of haggis, neeps and tatties. The ticket price had not yet been finalised but would be shortly.

**RECOMMENDED the information given, be noted.**

THE MINUTES OF THE SHOTTON HALL COMM OF THE 26<sup>TH</sup> SEPTEMBER 2016

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE SHOTTON HALL  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 26<sup>TH</sup> SEPTEMBER 2016 at 6.30pm

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- L M Wood, M A Cartwright & S McDonnell  
K Hawley

Messrs:- C Watkins, W M Jeffrey, L Cook, R Kyle, S Miles, H  
Bennett MBE & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY  
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE  
WITH THE CODE OF CONDUCT.**

13. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell, (another meeting), S Simpson, (other commitments), D Sillito & C J Metcalfe, (family commitments), G Cowie, (ill), C Robbins, (holiday) and V Watson.

**RECOMMENDED the Council approve the reasons submitted for absence received, on the grounds where provided, and the Councillor's apologies for absence be recorded.**

14. THE MINUTES OF THE LAST MEETING HELD ON 25<sup>TH</sup> JULY 2016 a copy of which had been circulated to each Member, were agreed.

15. THE REPORT OF THE FACILITIES MANAGER

The report of the Facilities Manager, a copy of which had been circulated to each Member, was considered.

The stock takers report was considered and the Facilities Manager gave Members a detailed explanation of the line cleaning costs to the Council, which it was noted, were recorded at retail price, as previously agreed. Members asked further questions on the line cleaning and were then satisfied with the response given by the Manager.

The Facilities Manager provided an update on:-

- Compliments and complaints
- Roof repairs
- Redecoration of Meeting Room 3
- Appointment to the cleaner's post
- Procurement of the brewery contract
- Civil marriage licence extension
- Princess & Heroes Charity Day.

Members were asked to give approval to the replacement of the gas boiler in the Burdon Suite and details of the cost and the budget provision and current contract was given.

(Councillor S McDonnell came into the meeting at 7.10pm, having been delayed in traffic).

The Facilities Manager reported on progress with the Shotton Hall facebook site where he had been working in partnership with the Oldfields Events team to improve the response and customer experience. The Town Clerk commended the Facilities Manager for his positive attitude and efforts with the site.

Members made reference to the re surfacing of the entrance road into Shotton Hall which they felt was now urgent. The Town Clerk advised that this work was in hand. Members spoke about the renovation of the Reception area at Shotton Hall, another item which the Facilities Manager assured was in hand.

**RECOMMENDED:-**

THE MINUTES OF THE SHOTTON HALL COMM OF THE 26<sup>TH</sup> SEPTEMBER 2016

- (i) The information contained in the progress report, be noted;**
- (ii) Approval be given for the boiler in the Burdon Suite to be replaced;**
- (iii) Approval be given for the PRI to be replaced at the Pavilion should the alarm react again.**

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
OCTOBER 2016

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 3<sup>RD</sup> OCTOBER 2016

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, L M Wood, S McDonnell,  
V Watson, K Liddell & M J Thompson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, C Watkins,  
R J Curtis, R Kyle, A Watson & C J Metcalfe

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY  
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE  
WITH THE CODE OF CONDUCT.**

**The Chairman advised Members of the committee that part of the  
meeting may be recorded by both audio and video, and it may be that  
photographs were taken.**

52. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors H  
Bennett MBE, (ill) and G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from the Councillors listed, on the grounds where  
given above, and their apologies for absence be recorded.**

53. TO APPROVE THE MINUTES OF THE LAST MEETING a copy of  
which had been previously circulated, were approved.

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
OCTOBER 2016

Matters Arising

- (i) Minute Number 44(b) Public Meeting organised by Peterlee Youth Centre

To note at the Council meeting held on 19<sup>th</sup> September it was RESOLVED an update and further report be prepared for the next meeting on the Youth Centre and Youth Provision in Peterlee.

The Town Clerk provided a brief update for Council and advised he would keep Members updated.

- (ii) Northumbrian Water: Essential Work Taking place in your area

To note at the Council Meeting held on 19<sup>th</sup> September it was RESOLVED Northumbrian Water's offer to attend a future meeting be accepted.

**RECOMMENDED the information given, be noted.**

54. INTERNAL AUDIT PROGRESS REPORT

The Chair welcomed Mr Steve Carter, Audit and Fraud Manager Internal Audit, Risk and Fraud who was in attendance to go through the Internal Audit Progress Report, a copy of which had been circulated to each Member.

**RECOMMENDED Members note the progress made to date on delivering the Internal Audit Plan for 2016/17 together with that made by Managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment.**

55. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 22<sup>ND</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, was approved.

56. PUBLICATIONS, MINUTES, BULLETINS ETC  
(a) NALC's Direct Information Service, Issue 890



MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
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- (b) Meeting with MP's and Parliamentary outreach workshop
- (c) County Durham Association of Local Councils – Report of the Deputy Town Clerk
- (d) Durham County Council Budget Consultation 2017/18, AAP Meeting held on 14 September, (copies sent out previously to all elected Members)

**RECOMMENDED:-**

- (a) the information contained in the bulletins and circulars be noted;
- (b) Councillor A Watson & S Miles attend the meeting and workshop on 14 October 2016 at Murton and attend the CDALC AGM on 22<sup>nd</sup> October on behalf of the Town Council;
- (c) The Town Council give its support to the Notice of Motion proposed by Bishop Auckland Town Council and its progress at the AGM be awaited;
- (d) The Town Clerk seek further advice from CDALC with regard to representation at the AGM and the Executive Committee.

57. PAYPHONE KIOSK REMOVALS

Members were circulated with details of a further proposals from BT to remove telephone kiosks at the following locations:- Opposite 32 Oakerside Drive, Junction of Essington Way and Yoden Road, Junction of Chapehill Road and Yoden Way and 96 Edenhill Road.

Members were concerned that there were a number of elderly and vulnerable residents in this area and potentially this kiosk could provide a lifeline to those that may not have access to a land line or mobile telephone. The availability of a non pay 999 service was important and in areas where there were vulnerable residents, the lack of a public payphone was a serious issue.

**RECOMMENDED the Town Council express its strongest objection to these payphones being removed.**

58. REQUESTS FOR A GRANT/CONCESSIONARY USE

(a) Fairclough Court Group

**RECOMMENDED** a grant of £100.00 be made towards this group funded by Councillor C J Metcalfe.

COUNCILLOR SIMPSON DECLARED AN INTEREST IN THE FOLLOWING TWO ITEMS, BEING A SCHOOL GOVERNOR ON BOTH SCHOOLS.

(b) Acre Rigg Infant School

**RECOMMENDED** a grant of £500 be made towards the purchase of waterproofs and wellington boots for this school, with this being made up of grants from Councillor Simpson, £200; S Miles & K Liddell, £100.00 each and D Sillitto and S McDonnell at £50.00 each.

(c) Acre Rigg Academy – Healthy Eating, healthy bodies & minds

**RECOMMENDED** a grant of £500 be made towards healthy eating, healthy bodies and minds for this school, with this being made up of grants from Councillor Simpson, £200; S Miles & K Liddell, £100.00 each and D Sillitto and S McDonnell at £50.00 each.

(d) Salvation Army Retreat Wednesday 11 January 2017, Shotton Hall Banqueting Suites

(e) St Cuthberts Church 60<sup>th</sup> Anniversary Celebrations, 4<sup>th</sup> March 2017, The Pavilion

**RECOMMENDED** free use of the facilities be granted for these events.

59. “WE WANT YOUR VIEWS ON A POTENTIAL NEW RAILWAY STATION AT HORDEN”

Find out more in person at Horden Social Welfare Centre, Miners Hall, Seventh Street, Thursday 6<sup>th</sup> October 2016 between 3.30 and 8.00pm (<http://www.durham.gov.uk/article/7707/Proposal-for-a-new-railway-station-at-Horden>)

Members were circulated with details of this public consultation and were encouraged to go along and it was agreed that this item be placed

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
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on the agenda for the next meeting to allow any feedback/representations to be made on behalf of the Town Council.

**RECOMMENDED this course of action be agreed.**

60. CONTRACT FOR THE COLLECTION OF CASH FROM THE TOWN COUNCILS PREMISES

It was reported the Councils provider of Banking services were to no longer offer a cash collection service. Details and prices for alternative providers had been sourced and the opportunity to join the County Council's cash collection service had been offered and this could include a change delivery service also.

**RECOMMENDED approval be given to link into Durham County Council's cash collection arrangements and this also to include change delivery.**

61. WEB SITE DESIGN & SUPPORT, DURHAM COUNTY COUNCIL

Members were requested to give approval to extend the existing contract for web site design and support with DCC, (in line with Financial Regulations 11(a)(iv)) and details were given on this proposal.

**RECOMMENDED THE Town Council sign up to a one year SLA from April 2017 with Durham County Council for the provision of their web site design and support service at a cost of £575.00.**

62. COUNCILLORS' ALLOWANCES – FURTHER ADVICE RECEIVED

The Town Clerk advised Council further on this item whereby the Town Council could not withhold the Parish Basic Allowance as had previously been agreed. There was further discussion on the scheme and the payment of allowances to Members. Councillor Thompson asked for it to be recorded that she had arranged for her Member's Allowance to be paid to her nominated charity(ies).

**RECOMMENDED** as per the advice provided by NALC the Town Council do not withhold the parish basic allowance from any Member. **FURTHER RECOMMENDED** the Town Clerk prepare a further report on future options that may be open to the Council in relation to the Member's Allowance Scheme.

Councillor Miss V Watson left the meeting at this point.

63. EXTERNAL AUDIT REPORT, BDO

Members were asked to note the conclusion of the audit and consider the matters arising, as detailed within the progress report of the Deputy Town Clerk, a copy of which had been circulated to each Member.

**RECOMMENDED** the information given, be noted.

64. PROCUREMENT OF HORTICULTURAL MATERIALS FOR SEASONAL MAINTENANCE OF BOWLING GREENS & CRICKET PITCHES

The report of the Town Clerk in the above regard, a copy of which had been circulated to each member, was considered.

**RECOMMENDED** the quote submitted by Firm A, Turfcare Supplies Limited, for the provision of soil, seeds and fertilisers and associated machinery at a value of £2,358.00, be accepted.

65. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1960 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

66. CORE FINANCIAL SYSTEMS – REPORT WITH A LIMITED ASSURANCE OPINION

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
OCTOBER 2016

The report of DCC Internal Auditor on the Core Financial systems, a copy of which had been circulated to each Member, was considered.

**RECOMMENDED** the Action Plan prepared to address each of the recommendations highlighted in the report, be accepted, with it being noted seven of the given actions had already been completed. A follow up Review was to be scheduled as a revision to the 2016/17 agreed Internal Audit Plan.

67. FIREWORKS, 5<sup>TH</sup> NOVEMBER RECEIPT OF TENDERS

**RECOMMENDED:-**

**(a) the following quotes be accepted for the provision of goods and services for this year's Fireworks Event on 5<sup>th</sup> November:-**

- Security – Phoenix Eye Security of Newcastle, in the sum of £680.00;
- Fire Extinguishers – Hutton Fire Protection from Hartlepool, FOC;
- Lighting Towers – SPL of Stockton for the sum of £698.00;
- Medical Cover – Medics UK of Redcar in the sum of £695.00
- Fencing – Beaver 84 in the sum of £534.00.

**(b) a local band be booked to perform at a cost of £300.00 in the Pavilion on Bonfire Night;**

**(c) in relation to the PA system to be used on the night for the Fireworks, further clarification be sought and this be agreed in conjunction with the Town Clerk and the Chair/Mayor/Chair of this Committee.**

68. SHOWMEN'S GUILD INVITATIONS

It was reported invitations had been received for this Annual Luncheon to be held on 9<sup>th</sup> November 2016.

**RECOMMENDED** the invitation for the Mayor and her Consort, along with the Show Co Ordinator, be accepted.

69. UPDATE WITH POLICIES WORK/TIMETABLE

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Members were circulated with a draft schedule of HR Policies for adoption by the Council as considered at the recent scrutiny meeting.

**RECOMMENDED the information given, be noted.**

PETERLEE TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 3<sup>RD</sup> OCTOBER 2016

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S Simpson, L M Wood, S McDonnell, V  
Watson, K Liddell, K Hawley & M J Thompson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, C Watkins, R J  
Curtis, R Kyle & C J Metcalfe

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY  
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH  
THE CODE OF CONDUCT.**

11. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors H Bennett  
MBE, (ill), G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from the Councillors listed, on the grounds where  
given above, and their apologies for absence be recorded.**

12. THE MINUTES OF THE LAST MEETING a copy of which had been  
previously circulated, were approved.

13. PLANNING APPLICATIONS

Members were advised of the following details of planning applications  
submitted to Durham County Council since the last meeting of this  
Committee:-

- (i) 7 Yoden Way, installation of replacement windows and security  
roller shutter

- (ii) HSBC, 35 Yoden Way, remove & replace existing external ATM machine and associated signage

**RECOMMENDED, no observations be made on these planning applications.**

14. DELEGATED PLANNING DECISIONS

Members were advised of the following and asked to note the details:-

- (a) 1 Galloway Road, boundary fence (retrospective)
- (b) McDonalds, Surtees Road, erection of extensions, installation of cladding, new drive thru configuration and signage
- (c) Apple Group NE Ltd, 27A The Chare, new shop front & fascia signs

**RECOMMENDED that the information given, be noted.**

15. NOTIFICATION OF NEW HEARING DATE, ERECTION OF NEW CREMATION FACILITY, CASTLE EDEN

Members were advised of the new date for this Planning Appeal to be heard on Thursday 10<sup>th</sup> November 2016 at 10.00am, Castle Eden Village Hall.

**RECOMMENDED that the information given, be noted.**



PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 3<sup>RD</sup> OCTOBER 2016

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- S Simpson, L M Wood, S McDonnell,  
V Watson, K Liddell, K Hawley & M J Thompson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, C Watkins, R J  
Curtis, R Kyle & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY  
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH  
THE CODE OF CONDUCT.**

**The Chairman advised Members of the committee that part of the meeting  
may be recorded by both audio and video, and it may be that photographs  
were taken.**

36. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors H Bennett  
MBE (ill), G Cowie (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from the Councillors listed, on the grounds given  
above, and their apologies for absence be recorded.**

37. THE MINUTES OF THE LAST MEETING a copy of which had been  
previously circulated, were approved.

**RECOMMENDED:-**

- (i) The findings of no further action on the disciplinary matter, be noted;**
- (ii) The Committee continue to monitor progress with the implementation of the new Absence Management Policy;**
- (iii) The Committee endorsed the progression of Data Protection Issues following the ICO self assessment, and await further updates from the Town Clerk in due course.**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PARKS &  
CEMETERY COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

ON MONDAY 10<sup>TH</sup> OCTOBER 2016 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: K Liddell, L M Wood, S Simpson, S McDonnell  
& V Watson

Messrs: C Watkins, S Miles, D Sillito, W M Jeffrey, L Cook,  
C J Metcalfe, C Robbins & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE  
ANY INTEREST, PREJUDICIAL OR PERSONAL, IN  
ACCORDANCE WITH THE CODE OF CONDUCT.**

33. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor G Cowie,  
(ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from Councillor Cowie, on the grounds given  
above, and his apologies for absence be recorded.**

34. THE MINUTES OF THE LAST MEETING a copy of which had been  
circulated to each Member, were accepted.

Matters Arising

(i) Minute Number 26(ii) Progress with Hampshire Place Play Area

To note at the Council Meeting held on 19 September 2016, a Local  
Member asked for progress with this matter. The Town Clerk confirmed  
that three quotes for installation and new play equipment had been  
received. He also confirmed that Local Members and residents would  
be involved in a final design for the site. It was RESOLVED further  
details be awaited.

36. “WE WANT YOUR VIEWS ON A POTENTIAL NEW RAILWAY  
STATION AT HORDEN”

Several Members advised they had gone along to this event at Horden Social Welfare Centre, Miners Hall, Seventh Street, Thursday 6<sup>th</sup> October 2016.

Members welcomed a stop/halt/Station at Horden and felt “it could not come quick enough”. Whilst this had been first discussed in December 2010 with the first press announcement, with the Station being provided by the end of 2015, Members felt this consultation being re-started gave something more meaningful to look forward to. Members agreed that secure car parking and CCTV were important to the success of the Station and that the Town Council’s whole hearted support should be given to this project.

**RECOMMENDED feedback be given as discussed by the given deadline of 20<sup>th</sup> October 2016.**

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM  
COUNCILLOR C J METCALFE DECLARED AN INTEREST AND  
TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

37. LICENSING – NEW PREMISES LICENCE APPLICATION  
RECEIVED – PETERLEE LABOUR CLUB, MANOR WAY,  
PETERLEE

Details of changes to the license for this premises were reported with comments/feedback being required for no later than 14 October 2016. There were no comments offered.

**RECOMMENDED that the information given be noted.**

38. USE OF EQUIPMENT BY ANOTHER PARISH COUNCIL

The Town Clerk advised that he had agreed to the short term loan of a piece of equipment to a nearby Parish Council and he supplied the brief detail to the meeting. Members were in support of this type of partnership working with other Parish Councils.

**RECOMMENDED the information given, be noted.**

**Report to:** Peterlee Town Council

**Date of Meeting:** 17<sup>th</sup> October 2016

**Subject:** Adoption of amended Standing Orders and Financial Regulations

**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To inform Council on progress with a review of the Council's Standing Orders and Financial Regulations and to seek approval of the amended documents from October 2016.

**Background:** Sch 12, Para 42 of the Local Government Act 1972 enables local Councils to make 'standing orders' – a set of rules about how the council will regulate its business and proceedings - and to vary or revoke these standing orders as required. Standing Orders can determine, for example:

- The order of business at meetings
- The length of meetings and the duration of speaking time
- The schedule of meetings for the year
- Delegation to committees and officers
- Voting requirements
- Procedures for public participation
- Financial rules and regulations<sup>1</sup>

The National Association of Local Councils (NALC) produces a set of model standing orders, and whilst it is not mandatory for Councils to adopt this model form it is recommended that councils are minded to the model formats so that both Members and Officers can make decisions based upon established precedents<sup>2</sup>. Peterlee Town Council has previously adopted the NALC model standing orders, with some minor amendments to suit local requirements.

Alongside Standing Orders, it is also usual for Local Councils to adopt a separate Financial Regulations document that adds specific detail to the general procedures for financial rules and regulations set out in the Standing Orders. Financial Regulations deal with issues including:

- Accounting and audit (internal and external)
- Annual budget and forward planning
- Budgetary control and authority to spend
- Payment of salaries
- Loans and investments
- Orders and Contracts

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<sup>1</sup> 'The Good Councillors Guide', National Association of Local Councils, p32

<sup>2</sup> Local Council Administration, Arnold-Baker, C. and Clayden, P. (10ed) (2016) P64 s7.24

- Insurance

Peterlee Town Council has previously adopted the NALC model Financial Regulations with some minor amendments to suit local requirements.

**Review Process:** On taking up post as Town Clerk in July 2016 it became apparent that both the existing Standing Orders and Financial Regulations were in need of review and amendment both as a reflection on changes to the legal position for issues such as procurement, audit and public participation and also as a requirement of the current Standing Orders which require that *'Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose<sup>3</sup>.'*

In conducting my review of the Council's Standing Orders I have consulted with the Council's external procurement advisors (Durham County Council's Corporate Procurement team) on matters relating to procurement and contracting, Internal Audit providers (Durham County Council's Internal Audit team), the Council's Senior Management Team and individual operational members of staff as required.

**Amendments:** The most significant changes to both Standing Orders and Financial Regulations come in the areas of procurement and contracts. These changes are required to ensure that the Council complies with European and domestic public sector procurement and contract law. There are some minor amendments to other areas such as local government transparency and audit arrangements that are required to reflect changes in the law since the documents were last reviewed.

These new versions also now include reference to a scheme of delegation to Officers which provides greater clarity on the arrangements for the Town Clerk and other nominated Officers to carry out the transactional business of the council in areas such as placing orders, approving leave, timesheets, etc.

For ease of reference, the new Standing Orders and Financial Regulations documents include a table of amendments at the front of the document that details every material change from the previous version. This is intended to serve as a useful reference point for members considering the new versions before approval and also for future reference by members and officers.

**Recommendations:** Members are recommended to:

i) note the contents of this report and the recent work to review the Council's Standing Orders and Financial Regulations in line with Standing Order 18.b (review of financial regulations)

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<sup>3</sup> Peterlee Town Council Standing Orders (adopted May 2014) s18(b)

**ii) approve the amended Standing Orders and Financial Regulations and the new Scheme of Delegation as provided with this report.**

**Report to:** Peterlee Town Council

**Date of Meeting:** 17<sup>th</sup> October 2016

**Subject:** Notification of Information Commissioners Office decision regarding alleged breach of Data Protection Act

**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To inform Council of correspondence received from the Information Commissioners Office regarding the conclusion of an investigation into an alleged breach of the Data Protection Act by the Council.

**Background:** On 14<sup>th</sup> September 2016 I received correspondence from the Information Commissioners Office (ICO) regarding a complaint that had been made to the ICO by a Peterlee resident.

The resident had alleged that the Council had inappropriately disclosed personal information that the Council held about him/her, in breach of the first and seventh Data Protection Act (DPA) principles.

The ICO Case Officer requested various elements of information from the Council to enable them to investigate the claim. The timescale for response to the investigation was set at 28 days.

In line with Standing Order 15(b)(ix) I carried out various internal investigations and then provided a detailed response to the ICO Lead Case Officer on the next working day, 15<sup>th</sup> September 2016.

**Outcome:** I received correspondence from the ICO Lead Case Officer on 6<sup>th</sup> October 2016 confirming that *"...it does not appear that the council have acted in breach of the DPA"* and that no further action is being taken by the ICO.

**Recommendation:** Members are asked to:

- i. note the contents of this report regarding correspondence received from the ICO, in accordance with Council Standing Order 20(b), and;
- ii. agree to receive a written report on progress with developing a Data Protection Act and Freedom of Information action plan at the next meeting.



**Report to:** Peterlee Town Council  
**Date of Meeting:** 17<sup>th</sup> October 2016  
**Subject:** Information Commissioners Office Data Protection Self-Assessment – Update Report  
**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To inform Council of progress with a self-assessment using the Information Commissioners Office Data Protection self-assessment toolkit and seek 'in principle' approval to commission external support to implement a Data Protection action plan for the Council.

**Background:** The Data Protection Act 1998 (DPA) regulates the use of 'personal data' by organisation such as Peterlee Town Council. '**Personal data**' broadly means recorded information which relates to a living individual who can be identified from that information<sup>1</sup>. The DPA places particular emphasis on the processing of '**sensitive personal information**', that is information that is of a sensitive or private nature such as racial or ethnic origin, political opinions, religious beliefs, health, sexual life, disciplinary or criminal proceedings, etc.

Under the DPA this Council must:

- use personal information fairly and lawfully;
- collect only the information necessary for a specific purpose(s);
- ensure it is relevant, accurate and up to date;
- only hold as much as we need, and only for as long as we need it;
- allow the subject of the information to see it on request; and
- keep it secure.

The DPA refers to:

'**data subjects**' (the people about whom information is held);

'**data controllers**' (the legal entity (including organisations such as this Council) who determines the purpose and manner for which the information will be used); and,

'**data processors**' (any person - other than an employee of the data controller – who processes the information on behalf of the data controller)

As a 'data controller', Peterlee Town Council is required to comply with the DPA from the moment that personal information is obtained until the time that it has been returned, deleted, or destroyed.

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<sup>1</sup> Further information on what constitutes personal data can be found on the ICO website here:  
[https://ico.org.uk/media/for-organisations/documents/1549/determining\\_what\\_is\\_personal\\_data\\_quick\\_reference\\_guide.pdf](https://ico.org.uk/media/for-organisations/documents/1549/determining_what_is_personal_data_quick_reference_guide.pdf)

The Information Commissioners Office (ICO) is the regulatory body charged with ensuring that organisations comply with the Data Protection Act. There are a number of tools available to the ICO for changing the behaviour of organisations such as Peterlee Town Council that collect, use and keep personal information. These tools include criminal prosecution, non-criminal enforcement and audit.

The ICO also has the power to serve a monetary penalty notice of up to £500,000 on a data controller who is in breach of the DPA. For example, in August 2016 Hampshire County Council received a £100,000 fine from the ICO after documents containing personal details of over 100 people were found in a disused building.

**ICO Self-Assessment:** The ICO has a published 'data protection self-assessment toolkit' which organisations can use to assess compliance with the Data Protection Act and areas for improvement. The online self-assessment works through a series of questions about the organisation's policies, processes and activity and produces an automated written report that includes suggested actions and links to ICO resources that provide further guidance on improvement.

I completed the self-assessment in September 2016, and the resulting report has identified over 30 pro-forma 'suggested actions' to consider in improving the Council's approach to data protection. I have subsequently combined the c30 'suggested actions' into 6 distinct activities that between them address all of the suggested actions in the self-assessment output report:

Activity 1 – introduce Data Protection training for all staff and Members

Activity 2 – produce a new Data Protection Policy & Procedure(s)

Activity 3 – produce an Information Security Policy & Procedure

Activity 4 – review of current outsourcing arrangements

Activity 5 – introduce DPA and Information Security issues into internal audit plan

Activity 6 – produce a written Information Retention policy and disposal schedule

An initial outline action plan to commence work on all 6 activities is attached as Appendix 1 to this report. The initial estimate cost of these actions is £7,000 however this needs to be properly scoped and estimates sought before Members are asked to agree any expenditure.

**Recommendation:** Members are asked to note the contents of the report and agree to receive a further report and recommendations in November once estimates have been sought from suitably qualified consultants.

## Appendix 1: Outline Data Protection Action Plan

Activity	Action	Who	By when	Estimate Cost
1. introduce Data Protection training for all staff and Members	Identify training provider for Data Protection training for all PTC staff, to include: - basic e-learning course for all staff and Members - more advanced on site DPA training for officers who are in routine contact with personal information/sensitive personal information	IM	30/11/16	n/a
2. produce a Data Protection Policy & Procedure(s)	Roll-out of training to staff and Members Write Data Protection Policy for PTC to adopt and use for the advanced training required under activity 1	IM/SMT IM	16/12/16 30/11/16	£2,500 Nil
3. produce an Information Security Policy & Procedure	Identify consultant to assist in drafting IS Policy & Procedure Production of IS Policy & Procedure	IM IM/?	30/11/16 31/01/17	n/a £3,000
4. Review of current outsourcing arrangements	Initial internal review of current contracts with external providers that may include processing of personal information, in line with ICO good practice	KT	30/11/16	Nil
5. introduce DPA and IS issues into internal audit plan	Scope this with DCC Internal Audit as part of/addition to current internal audit plan	IM	30/11/16	TBC – may be additional cost if additional work
6. produce a written information retention policy and disposal schedule	Identify consultant to assist in drafting information retention policy and disposal schedule	IM	30/11/16	n/a
	Production of information retention policy and disposal schedule	IM/?	31/01/17	£1,500
			Total estimate cost	£7,000