



17th October 2017

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, SR8 2PH, on **Monday 23rd October 2017 at 6.30pm**

A handwritten signature in blue ink, appearing to read 'Ian Morris', is written over a light blue circular stamp.

Ian Morris M.C.I.H.

Town Clerk

(Proper Officer of the Council)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

BUSINESS TO BE TRANSACTED

1. **APOLOGIES FOR ABSENCE**

2. **PUBLIC PARTICIPATION SESSION**

Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or deputy Town Clerk **prior to the meeting** if in doubt.

4. POLICE UPDATE

Figures for the month as follows:-

Total calls for Peterlee	663
Anti social behavior	91
Burglary	20
Theft of a motor vehicle	11
Theft from a motor vehicle	2
Criminal damage	27

Several vehicles that have been used in criminal activity have been seized

Shoplifting is down 12% compared to this time last year

5. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 25TH SEPTEMBER 2017

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

6. THE MINUTES OF THE RESOURCES COMMITTEE OF THE 2ND OCTOBER 2017

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

7. **THE MINUTES OF THE COMMUNITY & ENVIRONMENT COMMITTEE OF THE 9TH OCTOBER 2017**

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

8. **MATTERS ARISING FROM THE MINUTES**

9. **APPOINTMENT OF REPLACEMENTS OF COUNCIL REPRESENTATIVES ON THE FOLLOWING:-**

- Human Resources Sub (one place)
- Health & Safety Sub (two places)
- Events Sub Committee (one place)
- Sports & Well Being Sub Committee (two places)
- Facilities Sub (two places)
- Twinning (one place)

10. **AUDIT OF ACCOUNTS 2016/17**

Town Clerk's verbal report advising of receipt of the notice of the conclusion of the accounts.

11. **REVIEW OF COUNCIL'S RISK REGISTER**

Members are asked to consider the Town Clerk's report on the review of internal controls for the management of risk and the review of the Council's risk register for 2017/18.

(Report of the Town Clerk, copy to follow)

12. **SPOKESPERSON OF THE NEP MEMBER'S REPORT**

13. **SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT**

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 25TH SEPTEMBER 2017

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25th SEPTEMBER 2017 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

Mesdames:- L Fenwick, K Hawley, K J Duffy, S Simpson & K Liddell

Messrs:- G Carne, T Duffy, R Moore, S D McGlen, S Miles, S P Franklin, J Robinson & A Watson

59. Apologies for Absence

Apologies had been submitted from Councillors A C Long, (on holiday), S McDonnell, A S H Meikle and A Wilkinson. **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.**

60. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. A local resident from Thorntree Gill addressed the meeting about traffic issues in his area. He gave details of a recent incident where it had been necessary to divert traffic through Thorntree Gill, with no traffic management by the Police, resulting in serious traffic problems. There was discussion on what measures may help with the traffic and road safety issues at Thorntree Gill and Members gave their full support to the local resident and hoped the Council may be able to assist in some way speaking to and working in partnership with Durham County Council.

Another local resident was in attendance at the meeting expressing her concerns at the number of used needles that were being discarded in the Dene Parks area. She expressed her disappointment that the various agencies that supplied new needles were not, she felt, being as pro active as they should in making sure used needles were disposed of correctly.

61. THE MINUTES OF THE COUNCIL MEETING OF THE 21ST AUGUST 2017 a copy of which had been circulated to each Member, were approved.

62. THE MINUTES OF THE RESOURCES COMMITTEE MEETING OF THE 4TH SEPTEMBER 2017 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 31(3) Application for Funding from Easington School Sport Partnership

Prior to consideration of the following item Councillors Simpson, Carne and Cartwright declared an interest being school governors on one of the schools given as taking part in the Out of School Hours Clubs.

Details were given of the schools that had out of schools clubs, with the clubs being held one each term, usually targeted at different age groups each term. **RESOLVED** a grant of £500.00 be made to the Out of Schools Hours sessions ran in Peterlee Schools.

63. THE MINUTES OF THE COMMUNITY & ENVIRONMENT COMMITTEE OF THE 11TH SEPTEMBER 2017 a copy of which had been circulated to each Member, were approved.

64. INFORMATION COMMISSIONERS OFFICE (ICO) DATA PROTECTION ACT COMPLAINT

Members considered the report of the Town Clerk, a copy of which had been previously circulated to each Member. **RESOLVED** the contents of the report be noted and that the ICO has found in favour of the Council in its approach to handling personal data.

65. VACANCY FOR THE EDENHILL WARD, PETERLEE

Members were advised this vacancy has been called to election, if contested the election will be held on 19 October 2017. **RESOLVED** the information given, be noted.

66. APPOINTMENT A REPLACEMENT OF ONE OF THE COUNCIL REPRESENTATIVES ON THE COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS

Following a vote, it was **RESOLVED** Councillor T Duffy be nominated to represent the Town Council, along with the current representative, Councillor A Watson, on this organization.

67. CODE OF CONDUCT COMPLAINT

Members considered the report of the Town Clerk, a copy of which had been circulated to each Member. **RESOLVED the findings of a recent Code of Conduct complaint investigation by the Monitoring Officer, be noted.**

68. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson handed over to Councillor Hawley to make the report. Councillor Hawley explained she was disappointed that there had been posts made on social media about the closure of the library and temporary measures and support being offered by the Town Council, the details of which had not yet been confirmed. In reply a Local Member explained of the need to make sure that residents were made aware of the consultation being held by Durham County Council on the library service in Peterlee. Councillor Hawley also reported her disappointment with the decision made by Durham County Council not to support Teaching Assistants in Durham. **RESOLVED the information given be noted.**

69. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Councillor McGlen thanked members of the public for their attendance and interest on the Town Councils business. He also offered his congratulations to Councillor T Duffy on being successfully nominated to represent the Town Council of the County Durham Association of local Councils. **RESOLVED the information given be noted.**

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 2ND OCTOBER 2017 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

**Mesdames:- K Hawley, S Simpson, L Fenwick, K Liddell M A Cartwright, V
Watson & S McDonnell**

Messrs:- A Wilkinson, R Moore, S Miles, G Carne & R Kyle

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.

Prior to the start of the meeting the Chairman asked for a minutes silence as a mark of respect for the victims of the recent tragic event in Las Vegas, America.

The Chair then welcomed everyone to the meeting.

34. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, K & T Duffy (on holiday), A S H Meikle, S McGlen. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

35. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED the information given, be noted.**

36. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee and they were signed as a true and correct record.

Minute Number 31(3) Out of School Hours, request for support

It was noted at the Council Meeting held on 25 September 2017 it was agreed that a payment of £500.00 be made towards this activity in Peterlee Schools. (power: Local Government (Miscellaneous Provisions) Act 1976, s19 (3)).

37. Mayor at Home

This item had been referred from the Events Sub Committee for further discussion. Following debate and a vote it was **RESOLVED** a “Mayor’s at Home” Event not be held for the 2017/18 Civic Year.

38. Report of the Finance Sub Committee of the 21st September 2017

Copies of the report from the meeting held in September was circulated to each Member. **RESOLVED** the payments listed and made, be noted.

39. Town Community Initiative Fund Applications

Requests received from the following organisations:-

(a) Acre Rigg Infant School, Playground Project, £500 requested

- (power: Local Government Act 1972, s137)

RESOLVED a set of accounts be requested from the School and the request be further considered when they had been received.

(b) Acre Rigg Academy, Allotment Project, £500 requested

- (power: Local Government Act 1972, s137)

Councillors Carne and Simpson declared an interest in the following application.

RESOLVED a set of accounts be requested from the School and the request be further considered when they had been received.

(c) Durham Helicopter Museum Ltd, Developing Durham Helicopter Museum, £500 requested

- (power: The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, section 1)

RESOLVED this request be refused at the present time.

40. Request for concessionary use of The Pavilion

Peterlee Helford FC, (Children's Football, Helford Utd), Consideration of the request for concessionary use of the Pavilion for a fund raiser on 27 October 2017

RESOLVED a concession be granted for this fund raising event to be held at The Pavilion by Peterlee Helford FC.

41. Chairman's Allowance & Member's allowances

The report of the Deputy Town Clerk, a copy of which had been circulated, was considered. **RESOLVED the information given be noted.**

42. Concessionary Use of Town Council Facilities – various Sports Groups

The report of the Deputy Town Clerk, a copy of which had been circulated, providing information on the concessions granted for the various sports groups, was considered. **RESOLVED the information given, be noted and a bi annual report be provided to the Committee.**

43. Equality & Diversity Policy

A copy of the Equality & Diversity Policy was circulated for the reference of Members.
The Town Clerk

RESOLVED the Equality & Diversity Policy be approved and appropriate training be arranged for all staff and made available to Members.

44. Audit for the year ended March 2017

The Town Clerk reported he was awaiting the formal audit notice from the Town Council's Auditors BDO. **RESOLVED the notice be awaited.**

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 9TH OCTOBER 2017 AT 6.30PM

PRESENT: COUN S MEIKLE (CHAIR)

**Mesdames:- L Fenwick, S Simpson, K Duffy, K Hawley, K Liddell &
S McDonnell**

**Messrs:- A Wilkinson, G L Carne, R Moore, S Miles, T Duffy, S McGlen,
S Franklin & J Robinson**

Councillor S Meikle was nominated to Chair the meeting.

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.

28. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor A C Long, (on holiday), and Councillor M A Cartwright. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

29. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor J Robinson declared an interest in item 7 Cemetery Contribution – Horden Parish Council and left the room for the duration of consideration of them item.

30. The Apollo Pavilion Community Association Project

The Chairman welcomed Ms Alison Lister who was in attendance to update Members on a project for the site and a briefing note giving details of the proposal had been circulated to each Member prior to the meeting. Ms Lister explained the project was at the very early stages and reported that everyone consulted to date had been very enthusiastic and positive about the project. The Chair opened the meeting for questions and in closing Ms Lister encouraged Members to become a member of the Friends of the Apollo Pavilion and thanked the Council for giving her the opportunity to come along and tell them about the project and she would aim to keep the council updated with progress. **RESOLVED the information given be noted.**

31. The Minutes of the Last Meeting a copy of which had been circulated, were approved and signed as a true and correct record.

Matters Arising included progress with the opening and closing of the play areas where the Town Clerk explained the risk assessments were being carried out for each of the areas. **RESOLVED progress be awaited.**

32. Minutes of the Events Sub Committee of the 6th September & 19th September 2017

There was considerable discussion on various items in the minutes of these working parties. **RESOLVED the contents of these minutes be noted and approved. FURTHER RESOLVED the Mayor's Autumn Ball scheduled to take place on 3 November 2017, be cancelled.**

33. Minutes of the Play Area Strategy working party held on 11 September 2017

The minutes of this working party were circulated for the approval of Members. The Town Clerk confirmed he had contacted DCC Procurement about coming along to the next meeting and he was awaiting their availability to arrange this. **RESOLVED the contents of these minutes be noted and approved.**

34. Cemetery Contribution – Horden Parish Council

Members were asked to consider a request from Horden Parish Council for a donation of £8,434.00 towards the cost of their cemetery service for this financial year. The Committee considered an overview of the arrangements for burials in this parish from the inception of the parish in 1956, through the original formal arrangements with Horden Parish Council in the 1960s through to 1990s, the opening of Peterlee cemetery in 1992 and the subsequent 'good will' payments that have been made since the formal arrangements ended in 1992.

RESOLVED that the Town Council do not make a contribution to Horden Parish Council's cemetery service in this or future financial years.

35. Peterlee Leisure Centre (Off-Street Parking Places) Order 2017

Details of the Peterlee Leisure Centre (Off-Street Parking Places) Order 2017 was attached for Member's consideration and feedback. **RESOLVED the following feedback be offered to Durham County Council, Peterlee Town Council objects to the proposed RTRA 1984 order for Peterlee Leisure Centre on a number of grounds:**

- 1. The Town Council believes that the proposed order does not take into account the increased footfall and car visits to the site associated with the forthcoming relocation of the Peterlee library to the Leisure Centre;**
- 2. The Town Council believes that the proposed restrictions will further exasperate the well-documented parking problems on adjacent residential streets, particularly (but not limited to) O'Neill Drive where local residents continue to be vocal about problems with parking associated with the imposition of restrictions at the medical centre on the street;**
- 3. The Town Council believes that there is insufficient capacity in the County Council's civic enforcement team to meaningfully enforce the proposed Order.**

36. Update on Sports Development Activities

The report of the Sports Development Officer was circulated to each Member covering progress with actions from the last meeting, events, activities, and an update on the cricket fence, community activities, community groups, events, and club development for the Rugby Club was also given. **RESOLVED:-**

- (a) A pilot scheme be introduced on the Town Councils sports field in relation to litter collection and prevention;**
- (b) Further detail in relation to Community Activities at the Horden and Peterlee Rugby Club be requested by the Sports Development Officer;**
- (c) The remainder of the information given in the report, be noted.**