



23 January 2018

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 29th January 2018 at 6.30pm**

Ian Morris M.C.I.H., P.S.L.C.C

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.

Representatives from Lowhills Road Bowling Club, Mr John Lormor and Mr Colin Armitage have indicated they will be attending the meeting to address the Council.

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. To Approve the Minutes of the Council Meeting of the 18th December 2017

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

(attached)

5. The Minutes of the Resources Committee of the 8th January 2018

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

(attached)

6. The Minutes of the Community & Environment Committee of the 15th January 2018

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

(attached)

7. The Minutes of the Special Council Meeting of the 22nd January 2018

The minutes of this meeting are attached for consideration and approval as a true and correct record

(attached)

8. Matters Arising from the Minutes

9. Santa's Wish

Members will receive a verbal update from Councillor K Duffy on the success of the Santa's Wish 2017 Appeal.

10. Exclusion of the Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act, Part 1, paragraphs 2 & 8.

11. Consideration of legal opinion on the issue of future Horden Cemetery contributions

A report from the Town Clerk on future contributions to Horden Parish Council relating to Horden Cemetery.

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 18 DECEMBER 2017

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 18TH DECEMBER 2017 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

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

Messrs:- A T Wilkinson, T Duffy, R Moore, S D McGlen, S Miles, S P Franklin, J Robinson, C Watkins, A S H Meikle, R Kyle & A Watson

95. Apologies for Absence

Apologies had been submitted from Councillors A C Long, V Watson, G Carne & S Kirkup. **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillors' apologies for absence be recorded.**

96. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council.

The Chairman thanked the members of the public for their attendance and participation.

97. TO RECEIVE DECLARATIONS OF INTEREST

Members were reminded of the need to disclose any interests in items on the agenda, whether pecuniary or otherwise. Councillor J Robinson declared an interest in item No 109 Horden Cemetery and prior to its consideration left the meeting for the duration of the discussion.

98. The Minutes of the Council Meeting of the 27th November 2017 a copy of which had been circulated to each Member, were approved.

100. The Minutes of the Resources Committee of the 4th December 2017 a copy of which had been circulated to each Member, were approved. Reference was made

to there being no mention in the minutes of a comment made about how Members should allocate their Member's initiative grant funding. Councillor Watkins asked for it to be recorded that he felt the comments made at this meeting were excessive.

101. The Minutes of the Community & Environment Committee of the 11th December 2017 a copy of which had been circulated to each Member, were approved.

102. Matters Arising from the Minutes

Matters arising had been addressed.

103. 2017/2018 Financial Year – second quarter budget summary report

Members were provided with a budget summary report to the end of the second quarter of the 2017/2018 financial year, a copy of which had been previously circulated to each Member. **RESOLVED Members note the contents of the report and Appendices 1 & 2 which set out the quarter two variances by budget head and summary explanations for each variance over 15%.**

104. Key Budget Principals for the 2018/19 Financial Year

Members received a presentation from the Town Clerk on the key budget principles affecting the Town Council's budget for 2018/19. The Town Clerk intended making further reports to Council with the detail of the budgets. **RESOLVED the further report(s) be awaited.**

105. Peterlee Cricket Club update

RESOLVED consideration of this item be deferred.

106. Exclusion of the Press and Public

RESOLVED in view of the confidential nature of the 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 1961 & the Local Government (Access to Information) Act, Part 1, paragraphs 2 & 8.

107. Approval of an ex gratia payment to a Member of Staff

Members were asked to approve an ex gratia payment to a member of staff in

recognition of additional duties and responsibilities whilst covering an unfilled post. **RESOLVED option 2 contained in the report be approved.**

108. Interior design – Shotton Hall

Members were updated on a number of issues relating to revenue generation by the Town Council and asked to approve the award of an interior design contract for Shotton Hall. Following considerable discussion it was **RESOLVED the contents of the report be noted and approval be given to the award of the Shotton Hall interior design contract to SpaceID as detailed in the report.**

109. Consideration of legal opinion on the issue of future Horden Cemetery contributions

A verbal report from the Town Clerk on initial legal opinion received on future contributions to Horden Parish Council relating to Horden Cemetery was given. **RESOLVED the information given, be noted and a further report to come to Council for decision in due course.**

110. Spokesperson of the NEP Member's Report

Councillor Watson reflected on the past year and what he felt was a huge change for the Town Council, for the better. He reported the coming year would see projects come to fruition with less money being spent and operations being more efficient. He wished everyone a Happy Christmas and New Year. **RESOLVED the information given be noted.**

111. Spokesperson of the Labour Political Party's Report

Councillor Kyle said he hoped everyone would be working together in the forthcoming year and he wished everyone a Happy Christmas and New Year.

In closing the meeting the Mayor wished everyone a Happy Christmas and New Year.

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 8TH JANUARY 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- A C Long, K Hawley, S Simpson, K Liddell, K Duffy, M A Cartwright, L Fenwick & S McDonnell

Messrs:- S Kirkup, A Wilkinson, S Miles, G Carne, T Duffy, R Kyle & S McGlen

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.

65. Apologies for Absence

Apologies had been submitted and accepted from Councillors R Moore, C Watkins, J Robinson & S Meikle. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

66. 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 and the declarations be recorded.**

67. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 4 December 2017 and they were signed as a true and correct record, subject to the amendment being included as discussed at the Council Meeting as follows:-

Reference was made to there being no mention in the minutes of a comment made about how Members should allocate their Member's initiative grant funding. Councillor Watkins asked for it to be recorded that he felt the comments made at this meeting were excessive.

68. Report of the Finance Sub Committees of the 16th November & 14th December 2017
RESOLVED the payments made at the meetings held on 16 November and 14 December and 2017, be endorsed.

69. Citizens Advice, County Durham – Request for Financial Support for 2018/19

The Chair welcomed Neil Bradbury, CEO, Mr Bradbury and local Client Services Manager, Ms Ward discussed the success of the current existing project that the Town Council supported in 2017/18 and looked at what could be achieved for the next financial year. Members had been previously circulated with a report detailing the impact of their funded work which was £12,000 for the service to fund two days of benefits casework to local residents over the financial year. In summary in the first nine months it was reported for each pound the Town Council funded towards the service, this had represented an injection of £67.47 into the pockets of local residents. There was a question and answer session and in closing the Council thanked Mr Bradbury and his colleagues for the valuable work they were carrying out in the Town and how they had made a positive difference in people's lives in Peterlee.

RESOLVED the Council agree in principle to make a grant to CAB at a minimum of £12,000. This commitment be given until the financial year 2020/21. FURTHER RESOLVED any monies remaining unspent in the MIF at the end of March 2018, be given to the CAB.

70. Letters of Thanks and Appreciation

The Deputy Town Clerk reported the contents of the letters of thanks received from the following groups:-

(a) Letter from Haswell & District Mencap following a grant being made from the Member's initiative Fund, (the letter had been circulated).

(b) Evolution Bradley FC following a grant made towards the Club from the MIF

(c) Easington School Sports Partnership following funding towards their after school clubs

RESOLVED the information given, be noted.

71. Buckingham Palace Garden Parties 2018 – 5 June

It was reported 4 places had been nominated to CDALC for the Queens Garden Party being held on 5 June 2018. Information had been previously circulated to each Member. Councillor S Kirkup had asked to be considered to represent the Town Council at this event. **RESOLVED Councillor Kirkup's name be put forward for the draw to attend this event, and if successful he would attend at his own cost.**

72. The General Data Protection Regulation and Data Protection Officer

A copy of information received from the National Association of Local Councils was attached for the consideration of the Council. The Town Clerk gave Members a further update on discussions he had with both the CEO of the ICO and the SLCC Group forum. **RESOLVED further information be awaited.**

73. Policies

(a) Whistle Blowing Policy

(b) Appeals Hearing Policy

Members were recommended to approve the adoption of the above two policies by the Town Council. There were a number of amendments agreed for the Appeals Hearing Policy. **RESOLVED the Whistle Blowing policy and Appeals Hearing Policy, (subject to the suggested amendments), as circulated, be approved and adopted immediately by the Town Council.**

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 15TH JANUARY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, L Fenwick, S Simpson, K J Duffy, K Hawley, A C Long
& V Watson

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R
Kyle, C Watkins & A T Wilkinson

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.

57. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S McDonnell, S Franklin, J Robinson & S McGlen. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

58. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

59. The Minutes of the last Meeting held on 11 December 2017, a copy of which had been circulated, were approved and signed as a true and correct record

60. Minutes of the Events Working Parties of the 5th & 19th December 2017

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

61. Progress on New Activities

The Sports Development Officer gave a verbal update on new activities being offered at The Pavilion. It was reported there had been 32 new PACES members from the beginning of January 2018 and four new classes were now running. There was also a 6 week mindfulness course being offered. Progress was being made with Town Council public buildings and making them and staff dementia friendly. Free mini massages were being offered to staff during the month and the Town Council were working in partnership with a health trainer who would be on site to offer free advice and support. Details were given on the current sporting activities currently in season. It was asked if details of the new classes and timetables could be circulated. **RESOLVED the information given, be noted.**

62. Progress Report of the Horticultural Supervisor

The report of the Horticultural Supervisor was not available.

63. Litter

This item had been requested by Cllr Meikle relating to a proposed anti litter campaign. Councillor Meikle spoke about his ideas for a campaign with a strap line of "Show a Litter Respect". He reported every area in the Town was suffering with litter problems and he hoped a campaign to educate residents would reduce this problem. The Town Clerk advised on measures he felt would make a difference, some working in partnership with Durham County Council and he asked for approval to take immediate action in ordering rubbish bags to be used as a start to this campaign. In considering the litter issues Members also made reference to drug taking in the Dene Parks areas and it was asked that both Ron Hogg and Chief Constable Mike Barton be invited to a future meeting. **RESOLVED approval be given to the purchase of rubbish bags as a start to the "Litter Respect" campaign and invitations be made as discussed.**

64. Lowhills Road Playing Fields

This item had been requested by Councillor Miles for discussion with regard to the open aspect and access to Lowhills Road playing fields and he gave details of problems with off road motorbikes, quad bikes and indiscriminate car parking. **RESOLVED a final warning letter be sent to all football Team Managers about parking on Lowhills Road, stressing that the conditions of hire would be strictly enforced. FURTHER RESOLVED prices be obtained for a post rail fence to run the full length of Lowhills Road Playing fields running parallel to the roadside and to make tarmac parking bays.**

65. Lowhills Road Leisure Gardens – update

The Town Clerk gave a verbal report of the Town Clerk on the positive progress of forming a new committee and constitution at Lowhills Road Leisure Gardens. Councillor A Watson said he felt he was speaking for everyone when he said all the Council wanted was for a fit and proper organization to operate the allotments and fully supported the provision of allotment sites in the Town. It was asked that the Town Clerk make further contact on the issue of volunteers on the sites working with other agencies/organisations. **RESOLVED further progress be awaited.**

66. Various Items/Updates

Members asked for an update on the fencing of Helford Road cricket pitch, which was given.

An update was also given on the building at Thorntree Gill Leisure Gardens.

Councillor Hawley asked that an item be placed on the next meeting agenda – “a patio at the Pavilion”.

There was discussion on the opening and closing of play areas and the cemetery and reference was made to arrangements made over the recent Christmas period.

RESOLVED the information given be noted.

PETERLEE TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 22nd JANUARY 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

Mesdames:- A C Long, L Fenwick, K Hawley, K J Duffy & S Simpson

Messrs:- A T Wilkinson, S Kirkup, C Watkins, G Carne, T Duffy, R Moore, S D McGlen, S Miles, J Robinson & A Watson

112. Apologies for Absence

Apologies had been submitted from Councillor S McDonnell, K Liddell, A S H Meikle, S P Franklin & R Kyle. **RESOLVED the Council approve the reasons if submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.**

113. Estimates of Expenditure 2018/19 & Setting of the Precept for 2018/19 financial year

The report of the Town Clerk detailing the outline budget for the Town Council for 2018/19 was considered and Members were requested to approve the precept level for the 2018/19 financial year prior to submission to Durham County Council. The report also made reference to risk and actions that had been taken to bring some of the risks identified in December 2017 within tolerance, alongside with regular budget monitoring and the agreed Internal Audit Plan for 2018/19.

RESOLVED the information contained in the report be noted and approval be given to the outline budget for 2018/19 as detailed in the report, and the precept figure for 2018/19 at £1,274,085, equivalent to Band D £289.00 a 0% increase from 2017/18.