



18th October 2022

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **BRANDLING SUITES, SHOTTON HALL, PETERLEE, SR8 2PH** on **MONDAY 24th OCTOBER 2022 at 6.30pm**

Ian Morris, F.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.

Members of the public are very welcome to attend our meetings. Due to ongoing precautions for COVID and other seasonal illnesses we have a limited number of designated public seating and so any members of the public wishing to attend Shotton Hall to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or 0191 5862491

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. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. To Approve the Minutes of the last meeting of the 26th September 2022
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
5. Citizens Advice
To welcome Jessica Arragon, Head of Services and Development, Citizens Advice, Durham who will provide a summary of Citizens Advice activity in Peterlee.
6. Notes of the Finance Sub Committee of the 10th October 2022
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments to be paid on 14th October 2022
7. Notes of the Events Working Group held on 29th September 2022
A copy of the note from the meeting are attached for Member's information.
(attached)
8. Minutes of the Community & Environment Meeting held on Monday 10th October 2022
(attached)
9. Draft budget 2023/4
Members will receive an update on the key issues affecting the draft budget for the 2023/4 financial year as discussed at recent Resources Committee and Council meetings. (presentation by the Town Clerk)
10. Proposals for the installation of a wind turbine at Thorntree Gill Leisure Gardens site
Members will be asked to approve the installation of a wind turbine at Thorntree Gill Leisure Gardens to provide supplementary power to the community building's off-grid system, subject to planning permission and confirmation of external grant funding to cover the cost of the project.
(Report of the Town Clerk, to follow)
11. Spokesperson of the North East Party's Report
12. Spokesperson of the Labour Political Party's Report

The press and public are welcome to attend this meeting

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham SR8 2PH; e mail: council@peterlee.gov.uk

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 26TH SEPTEMBER 2022 at 6.30PM

PRESENT: - Cllr R Moore (Chairman)
Cllrs K Hawley, D Howarth, K Duffy, T Duffy, B Fishwick, M Cartwright,
A Stockport, S Franklin, E Watson, S Simpson & M Sanderson

Before the commencement of the meeting Cllr R Moore lead the meeting in a moment of silent reflection in memory of Her Majesty Queen Elizabeth II.

52. Apologies for Absence
Apologies for absence were offered from Councillors J Black, D Hawley, G Johnson, M McCue, S Meikle, D Quinn, S McDonnell. **RESOLVED the apologies for absence from these Councillors be noted.**
53. Public Participation Session
There were no members of the public present at the meeting.
54. To receive declarations of interest
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were offered.
55. To Approve the Minutes of the last meeting of the 15th August 2022
The minutes of the previous meeting were presented for consideration and approval as a true and correct record. **RESOLVED the minutes be accepted and signed as a true and correct record.**
56. To receive the script for the Proclamation of His Majesty The King Charles III
RESOLVED that the proclamation of His Majesty The King Charles III delivered by the Mayor of Peterlee Cllr Rob Moore in Peterlee Town Centre on 11th September 2022 be received and entered into the minutes of the Council as a public record of this historic event.

“We come together today following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Peterlee of the beginning of our new King's rein.

Yesterday the Accession Council met at St James' Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring the High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of County Durham discharged that duty earlier today and now it is my humble duty to bring the words of the Proclamation to the residents of Peterlee.

The Proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.

The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of Queen Elizabeth the Second.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when our communities have an opportunity to come together and reflect on the moment in our nation's history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded

Ladies and Gentlemen. The Proclamation of the Accession.

A PROCLAMATION

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord Charles the Third, by the Grace of God of the United Kingdom of Great Britain and

Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace this tenth day of September in the year of Our Lord two thousand and twenty-two.

The Mayor: God Save the King

All present: God Save the King

The crowd sang the first verse of the national anthem.

Finally, the Mayor called for three cheers for His Majesty the King.

The crowd dispersed with many attending the book of condolences in St Cuthbert's Church.

57. Confirmation of completion of audit for the year ended 31 March 2022

The Clerk presented the letter and completed AGAR from the Council's External Auditor confirming that the AGAR for 2021/22 was in accordance with proper practices and they had no cause for concern that relevant legislation and regulatory requirements have not been met and that no minor issues were identified. It was **RESOLVED that the completed AGAR and Auditor's report for 2021/22 be received.**

58. Notes of the Finance Sub Committee of the 15th August 2022 (attached)

Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments to be made for August 2022 and confirmed the BACS payments paid on 12th September 2022 using delegated authority granted to the Town Clerk to authorise the accounts. It was **RESOLVED the payments be accepted.**

59. Notes of the Scrutiny Meeting of the 6th September 2022

The notes of this meeting had been circulated to Members for information prior to the meeting.

(a) Santa's Wish

Cllr K Hawley explained that since the Scrutiny Committee meeting on 6th September the proposals for this project had developed further and the scope had changed somewhat. It was still likely that the Council would be asked to make the Shotton Hall

banqueting suites and some staff time available to help with the storage and processing of gifts, however this would be discussed and confirmed at a future Scrutiny meeting.

(b) Warm Hub

It was noted that Scrutiny Committee had recommend that the facilities at both Shotton Hall and the Pavilion be made available for community resilience activities during the winter as required and that proposals were being drawn up to this effect.

(c) Community Directory

The Clerk confirmed that the Council's Democratic Services Team had already started to build a directory of local voluntary and community groups with a view to the Council hosting a 'Big Conversation' gathering before the end of 2022.

60. Budget outturn report for first quarter of the 2022/23 financial year

Members received a report from the Town Clerk on the first quarter budget outturn report for the current financial year. It was noted that the Council was performing broadly on target in most service areas, but that utilities inflation was already causing substantial overspend against budget with Q1 bills up 52% compared to the same period in 2021/22. The Clerk confirmed that the combined effect of unforecast staff costs, energy and general inflation was likely to result in an overspend of in the region of £100,000 in these areas and that the Council's Senior Management Team was in the process of identifying options to reduce costs and/or increase income to mitigate these increases. It was **RESOLVED that the 2022/23 Q1 budget outturn report be received and this issue be considered again at the next available meeting.**

61. 2023/24 Budget - early considerations

Members received a presentation from the Town Clerk on early considerations for the 2023/24 budget. Members considered the potential impact of a number of scenarios linked to energy, staffing and general cost inflation and reviewed the levels of general and earmarked reserves. It was noted that the 2023/4 budget was likely to be a very challenging one and that the Council would need to consider some potentially radical options around the future priorities and delivery mechanisms of the Council. Members also discussed the 'Big Conversation' with residents and other stakeholders that would be launched later this year and into 2023. It was **RESOLVED that the issues raised by the Clerk be noted and the Council be presented with further detail of the outline budget in the October meeting.**

62. Commissioning of feasibility study and condition survey for Shotton Hall

Members received a report from the Town Clerk recommending the award of a contract for a feasibility study and condition survey for Shotton Hall. It was **RESOLVED**

that a contract for a feasibility study and condition survey for Shotton Hall be awarded to Atkins Ltd at a contract value of £11,950 + VAT, as set out in the Clerk's report.

63. Spokesperson of the North East Party's Report

Cllr M Cartwright spoke about local residents' concerns that the Police were appearing not to respond to minor issues in the local community. She commended the personal responsiveness of the new Peterlee Inspector Phil Carter and a number of other Members present at the meeting confirmed that Inspector Carter was very good at responding to their queries.

She praised the CrimeStoppers 'Keep in Contact' portal (<https://crimestoppers-uk.org/give-information/the-keep-in-contact-portal>) which is an anonymous online system that enables members of the community to continue to be involved in the investigation of crimes that they have reported.

Cllr Cartwright thanked Cllrs Fishwick, K & T Duffy, and others for their ongoing work to support the residents at Bannatyne Lodge Care Home by helping out in their garden. She suggested that other Members might want to consider getting involved with their local care homes. It was **RESOLVED that the information given be noted.**

64. Spokesperson of the Labour Political Party's Report

There was no report from the Labour Political Party.

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 10TH OCTOBER 2022

Present:-

Councillors K Liddell, S Simpson & R Moore

6. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for October 2022 to be paid by BACS in the sum of £80,514.06 and payments made by direct debit/using the debit card for September 2022. Following checking of the documents provided, it was **RECOMMENDED that the accounts presented be paid.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE ON THURSDAY 29TH SEPTEMBER 2022 AT 10.00AM

Present: Cllrs R Moore & S Simpson

Officers: J Hugill, L Freeman & K Tweddle

1. The Notes from the last meeting held on 3rd March 2022 were considered and agreed as a true and correct record.

2. Events for the remainder of the year 2022

(a) Fireworks – 5 November 2022

The Corporate Services Manager provided an update on arrangements for this event and explained that whilst there were utility works being carried out at the Helford Road site, PTC's Safety Officer and Northumbria Water representatives were to meet to agree any required actions.

It was suggested the low noise firework display was not as popular as one with sound and it was agreed discussions for this event being held in 2023 be considered at a meeting after this years event on 5th November.

(b) Remembrance Day Parade – 13 November 2022

Details were given on the arrangements for this years event. It was suggested this was an event that should be retained for 2023.

(c) Christmas Craft Fayre – 19th November, The Pavilion

Save the date

(d) Christmas Tree Lighting – Shotton Hall 25th November 2022

Switch on

(e) Christmas Tree Lighting – Town Centre Roundabout

Following discussion it was suggested this project not proceed this year and this be referred to the next available meeting for consideration.

It was also suggested as briefly discussed at the Council Meeting held on 26th September, if possible the Town Council add to activities/events in Peterlee Town Centre.

(f) Pantomimes 18 & 19th January 2023, Shotton Hall

It was suggested these not be held in 2024.

(g) Halloween Event, Monday 31st October 2022, Shotton Hall

It was reported an event was to be organised in partnership with Wow Entertainments with tickets being offered at £5.00 each.

3. Events Calendar 2023

In considering the potential budget may be available the working party were asked if this was the case, what was the best use of the budget. The options included

-multiple small events over the year;

-a/some big ticket events; and for both options

-working in partnership to deliver events .

In discussion it was suggested:-

- Multiple small events be organised by PTC;
- Th fireworks be considered after this years event;

- Agree working with various partners, Castle Dene Shopping Centre, the College, East Durham Trust etc to deliver events;
- A Remembrance Parade still be held in 2023;
- The Garden Competition/Peterlee in Bloom be retained for 2023;
- No Pantomimes be held;
- The Summer OAP Afternoon Tea be organized for 2023;
- A Fun Fair be invited to come along to Peterlee.

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE BANQUETING SUITES,
SHOTTON HALL, PETERLEE ON MONDAY 10TH OCTOBER 2022 AT 6.30PM

PRESENT: M A CARTWRIGHT (CHAIR)

K Liddell, M McCue, S Simpson, S McDonnell, S P Franklin, R Moore, E Watson, F J Black,
D Hawley, B Fishwick & M Sanderson

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.

1. Apologies for Absence

Apologies were submitted by Councillors G Johnson, D Quinn, K Hawley, K Duffy, D Quinn, A Stockport, R Burnip, S Meikle, D Howarth and T Duffy.

RESOLVED the Council approve the reason submitted for absence received from these Councillors, and their apologies for absence be recorded.

2. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given to the meeting.

3. To Approve the Minutes of the Last Meeting

The contents of the Minutes of the last meeting held on 14th February 2022, a copy of which had been previously circulated, were approved and signed as a true and correct record.

4. Community Emergency Plans

The Chair welcomed Laura Dobson, Civil Contingencies Officer to the meeting and a copy of Durham County Council's Community Emergency Plan template and 6 Step Guide was circulated for each Member. Ms Dobson explained what a community emergency plan was explaining it was community resilience following an incident and she went through the process of how the council may develop such a plan. She reported it was mainly about communication and that DCC could assist PTC in writing their plan. There were various pots of grant funding available also to support with the purchase of for example torches, hi vis vests, shovels etc and larger amounts for equipment to help with resilience. The Chair opened the meeting for questions and following the session it was generally agreed that having a Community Emergency Plan for Peterlee would be a positive piece of work for PTC to carry out.

5. Christmas Tree – Town Centre Roundabout

It was reported there had been a suggestion from the Events Working Party held on 29th September 2022 that this work not be commissioned this year. Following discussion and a vote it was **RESOLVED an order be placed with DCC for them to provide and light the tree on the town centre roundabout this year.**

DRAFT

Report to: Peterlee Town Council
Date: 24th October 2022
Report of: Ian Morris, Chief Officer & Town Clerk
Report Title: Proposals for the installation of a wind turbine at Thorntree Gill Leisure Gardens site

Purpose: This report seeks approval for the provision of a wind turbine at Thorntree Gill Leisure Gardens to provide supplementary power to the community building's off-grid system, subject to planning permission and confirmation of external grant funding to cover the cost of the project.

Background: As Members will be aware, the Town Council built a new community amenity building at the Thorntree Gill Leisure Gardens site which, after a delay in the build programme due to COVID, opened in 2020.

The building has good environmental sustainability credentials including rainwater harvesting and an 'off-grid' power system that provides lighting, heat and power the community building via photovoltaic (PV) panels on the roof and a battery power storage system. There is no mains electricity to the building.

During the first winter of operation of the building it became apparent that the power supplied by the current PV system was insufficient to meet the power requirements of the community users of the building, particularly in the winter months where the daylight hours are shorter and the sun light is less strong. This has resulted in a number of occasions where the building's power system has 'powered down' to protect the batteries, resulting in long periods where the building has been without electricity.

In January 2021 Council officers suggested that the Council look to install a diesel generator at the site to provide 'on demand' charging power in the event of the PV system not providing enough power for the building. Representatives from the leisure gardeners on the site expressed a concern that a diesel generator would weaken the environmental sustainability credentials of the site and that the preferred option would be the provision of an additional wind turbine which would act as a 'trickle charger' to top the batteries up and supplement the lower levels of PV power during the winter months. A section 106 planning grant funding pot from the Dene Community School development was identified and an initial draft application for this funding was submitted to Durham County Council in December 2021.

Procurement: The Town Council has undertaken extensive engagement with the sustainable energy suppliers market including soft market testing and a formal tendering process, which has resulted in a proposal for the supply, installation and commissioning of a Rutland 1200 Terrain 400W wind charger with a 5m tilt lattice tower. The total price for the installation and commissioning of the turbine, including ground works to install a suitable concrete base, is £9,240 + VAT.

Members are asked to note that the Council will be able to reclaim the VAT on this project.

Funding: The Town Council does not have any budget allocation for the proposed work, and as such the project is reliant on full funding from section 106 planning grant funding from Durham County Council. If Members approve the project in principle the Town Clerk will submit a revised bid for this funding and an order will only be placed with the contractor if the funding bid is successful.

Planning: Durham County Council planning department have confirmed that the proposed wind turbine project will require planning permission. If Members approve the project in principle the Town Clerk will arrange for a planning application for this project to be submitted to the Planning Authority and an order will only be placed with the contractor if the planning application is approved.

Recommendation:

Members are recommended to note the contents of this report and to approve the award of contract for the supply, installation and commissioning of a Rutland 1200 Terrain 400W wind charger by Pure Energy Renewables Ltd at the Thorntree Gill Leisure Gardens site a cost of £9,240 + VAT, subject to a successful planning application and to full funding for the project being secured from section 106 grant funding from Durham County Council.

Appendix 1: Implications

Finance – The report sets out the cost for the provision of a new wind turbine which will be fully funded by external grant funding through section 106 planning grant from Durham County Council.

Staffing - No direct implications.

Risk – The proposed provision of the turbine is intended to reduce the risk of the current off-grid power system shutting down during the darker winter months and rendering the community building unusable .

Equality and Diversity / Public Sector Equality Duty - No direct implications.

Accommodation – The proposed provision of the turbine is intended to increase the operating capacity of the new community facility at the Thorntree Gill site.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation – The proposal to install the wind turbine at the site was driven by feedback from leisure gardeners at the site following an initial proposal to provide a diesel back up generator.

Procurement – The Town Council undertook substantial soft market testing of regional and national sustainable energy solution providers prior to issuing formal procurement documents, in line with the Council's Financial Regulations.

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.