



18th July 2023

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 COUNCIL CHAMBER, SHOTTON HALL, PETERLEE, SR8 2PH on MONDAY 24TH JULY 2023 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.
Three members of the public had indicated they intended coming along to speak to the meeting.

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 June 2023
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

5. Police

6. Notes of the Finance Sub Committee of the 12th June 2023
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid in June 2023, (attached).

7. The Minutes of the Community & Environment Committee of the 10th July 2023
The minutes of this meeting are attached for information purposes only.
(attached)

8. The notes of the Health & Safety visit to Eden Lane on Friday 14th July 2023
(attached)

9. Policies
The following policies have been updated are presented now for review and approval:-
 - (i) Attendance Management Policy
 - (ii) Attendance Management Guidance for Managers
 - (iii) Cemetery Policy – Procedure for Memorial
 - (iv) Grievance Policy
 - (v) Recruitment Policy

Copies are available on request to the office, either by e mail or hard copy.

10. Spokesperson of the Independent Party's Report

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. Space in the public gallery is limited and you are advised to contact the council in advance if you do wish to attend.

Contact: Ian Morris, Chief Officer & 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 COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 26th JUNE 2023 at 6.30PM

PRESENT: - Cllr A E Laing (Chairman)

K Liddell, M McCue, S Simpson, R Burnip, R Moore, D Hawley, R Scott, M A Cartwright,
D Howarth & M Sanderson

23. Apologies for Absence

Apologies for absence were offered from Councillors J Black, K Hawley, S McDonnell, A Stockport, S Meikle & D Quinn. **RESOLVED Council note the apologies that had been submitted.**

24. Public Participation Session

There were no Members of the public present at the meeting.

25. To receive declarations of interest

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

26. To Approve the Minutes of the last meeting of the 15th May 2023

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

Matters Arising from the Minutes

Minute Number 17 – Committees and Sub Committees

(a) Human Resources Sub Committee – 14 members, only 11 nominated at the meeting and so three places remaining for nominations.

(b) Scrutiny Committee 14 members only 12 nominated and therefore 2 places remaining for nominations.

Following consideration it was **RESOLVED the sub committee and committee remain as agreed at the Annual Meeting.**

27. Internal Auditor's Reports

(i) Internal Auditor's Progress Report for Quarter 4 2022/2022

(ii) Annual Internal Auditor's Opinion

The Chair welcomed Nicola Cooke, Audit Manager and she presented the Internal Auditor's reports that had been previously circulated to Members. It was noted that

all of the internal audits that had been completed in the 2022/23 financial year had returned a 'substantial assurance' report and the Internal Auditor has returned an overall 'substantial assurance' opinion. The Chair thanked Ms Cooke for coming along to address the meeting. **RESOLVED the Audit reports be received for the 2022/3 financial year. FURTHER RESOLVED staff be congratulated on their efforts in achieving the successful audit reports.**

28. Wellbeing for Life (WBFL)

The Chair welcomed Shaun Gooch, WBFL East Hub Co Ordinator to the meeting. Mr Gooch gave a very brief summary of the service and explained the remit of his team. He appealed to Members of the Council to contact him to provide him with information about the health needs of their local communities. He suggested that WBFL had previously struggled to engage with some parts of the local community, and he provided contact cards and other hard-copy publicity materials for Members to use to help promote the service to local residents.

Mr Gooch thanked the Council for the opportunity to come along to the meeting and asked they keeping touch with him, The Chair thanked Mr Gooch for the information and for coming along to the meeting. **RESOLVED the information given, be noted.**

29. Notes of the Finance Sub Committee of the 12 June 2023

Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments paid.

30. The Minutes of the Resources Committee of the 12th June 2023

The notes of this meeting were attached for information. **RESOLVED the minutes be noted.**

31. Proposed new electoral arrangements for Durham County Council

The Town Clerk provided for Council to discuss the proposed changes to the town's electoral divisions for County Council seats. Members are advised to review the proposals online prior to the meeting, see pages 27-29 here: <https://www.lgbce.org.uk/sites/default/files/2023-05/durham - dr - report v2.pdf>

RESOLVED no comment or representations be offered on behalf of the Town Council.

32. 2022/23 Year End budget outturn report

Members were asked to review and approve the 2022/3 financial year budget outturn report and the Town Clerk outlined for Members the 2022/23 budget variances by budget heads along with the material variances by budget head. Members took the opportunity to thank the Clerk for his advice and guidance managing the budget in

very difficult and challenging circumstances. **RESOLVED the contents of the report be noted along with the Council's 2022/23 budget outturn position.**

33. Peterlee Town Council Annual Return 2022/23

Members were requested to consider the following items that comprise the Council's Annual Return for the 2022/3 financial year and copies had been circulated prior to the meeting:

- (i) Annual Internal Audit Report – to receive and note
- (ii) Annual Governance Statement – to approve
- (iii) Accounting Statements – to approve

RESOLVED the documents be approved and the Chairman and Town Clerk sign the Annual Governance Statement and the Chairman sign the Accounting Statements.

34. Proposals for a long-term lease with Peterlee Cricket Club

Members considered the proposals for the granting of a long-term lease to Peterlee Cricket Club for the use of the cricket oval, scoreboard and associated assets.

RESOLVED the contents of this report be noted and:

1. **approve the leasehold disposal of the subject site to Peterlee Cricket Club CIC as per the heads of terms provided and at a peppercorn rent (£1 per annum, if demanded) to reflect the social benefit brought to the town and surrounding areas by this community sport and social club;**
2. **authorise the Town Clerk to complete all requisite legal processes in relation to execution of the lease in consultation with the Council Chairman as required.**

35. Policies

Members were asked to confirm and adopt the following policies:-

- (a) Appeals policy & guidance [To view the updated policy please use this link](#)
- (b) Probationary period policy [To view the updated policy please use this link](#)
- (c) Working in the sun policy [To view the updated policy please use this link](#)
- (d) Document retention policy [To view the updated policy please use this link](#)
- (e) Equality and diversity policy [To view the updated policy please use this link](#)
- (f) Safeguarding policy [To view the updated policy please use this link](#)
- (g) Drugs, Alcohol and Substance misuse [To view this updated policy please use this link](#)
- (h) Members reviewed and considered the policies presented.

RESOLVED the policies be reviewed, accepted and adopted immediately.

36. Spokesperson of the North East Party's Report

Councillor Cartwright reported on work carried out supporting the elderly and disabled to tidy their gardens. Litter picking had also been done in hot spots around the town. Free food donations and nappies etc had been delivered to some residents in need. **RESOLVED the information given, be noted.**

37. Spokesperson of the Labour Political Party's Report

Councillor Scott reported the café at the Methodist Church was still going well and with rising inflation and increases in food prices cafes and warm hubs were becoming even more important. He felt it had been the right decision to focus funds on many small community based events rather than one large event. **RESOLVED the information given, be noted.**

38. Spokesperson of the Independent Members Report

Councillor Howarth reported the local warm hubs and cafes were providing a vital lifeline for those that were struggling. They would be continuing to support different projects and together they would keep on helping residents. **RESOLVED the information given, be noted.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 12TH JUNE 2023

Present:-

S Simpson, R Moore & B Fishwick

2. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for June 2023 to be paid by BACS in the sum of £38,788.03. Following checking of the documents provided, it was **RECOMMENDED that the accounts presented be paid.**

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 10th JULY 2023 AT 6.30PM

PRESENT: R MOORE (CHAIR)
S Simpson, S P Franklin, F J Black, K Hawley, R Scott, B Fishwick, A E Laing,
D Howarth & M Sanderson

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

1. Apologies for Absence

Apologies were submitted by Councillors S McDonnell, M McCue, K Liddell, D Quinn, A Stockport, D Hawley, M A Cartwright, T Duffy, K Duffy, E Watson & R Burnip. RESOLVED the Council note the submitted apologies.

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.

3. To Approve the Minutes of the Last Meeting

The contents of the Minutes of the last meeting held on 13th February 2023, a copy of which had been previously circulated, were approved and signed as a true and correct record.

4. Severe Vandalism – Oakerside Play Area

Unfortunately the Neighbourhood Services Manager was unable to attend the meeting. The Deputy Town Clerk gave some background to this item. Recently there had been £107,000 investment in Helford Road/Oakerside Drive Play area and it was constantly being closed to the public due to vandalism. An example was given where it re opened after the May Bank Holiday weekend after repairs and replacements had been made to equipment. It was open for only three days before it was vandalised had to be closed again. The incidents had been reported to the Police and extra visits/patrols had been made. It was locked more than it is open and the Team were struggling to obtain replacement parts and he asked for Member's suggestions on dealing with this situation.

There had been vandalism at Eden Lane play area, and this was recorded by the CCTV and the suspects were identified and intelligence given to the Police but unfortunately there was no further action taken. In Woodhouse Park vandals kicked the CCTV camera off the building.

Following discussion it was suggested a campaign should be launched raising awareness of the costs of this vandalism, at all of the play areas. Encouraging the public to report damage or acts of vandalism as they happen, either to PTC, the Police and or local ward councillors. The campaign to be run in the Town Magazine, across the various social media platforms and the East Durham free weekly newspaper. It was also suggested perhaps a sign, more permanent than a notice that might be removed, detailing the costs and incidents of constant vandalism and where to make reports. RESOLVED this course of action be agreed and the Police be invited to attend a future meeting.

Notes of the Health & Safety Visit held on Friday 14th July 2023

Eden Lane site

In attendance

Cllrs M McCue, W Fishwick, R Burnip, D Hawley, D Howarth & A E Laing

The whole area at Eden Lane, apart from the cemetery, was viewed by the Councillors and officers present.

The Depot and storage yard area, bait room, the internal storage area for equipment, the main garage area and the offices. There were issues with the electrics in all of the building along with dust/fumes problems. The size and footprint of the building was felt to be satisfactory by the Neighbourhood Services Team Manager. It was generally agreed they did a lot with the site, with what was not a huge amount of space. The bowls area was also viewed.

One of the queries asked by Councillors , (on many occasions when accounts were being considered), was why did the Town Council use the Shell Garage at the Town Centre rather than Asda. It was confirmed Shell recognized the PTC operatives and were willing to allow them to fill up and fill up petrol cans where necessary. Asda would not allow this.

It was suggested the next site visit be held at Hill Rigg House, Lowhills Road.