



29th January 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday, 3rd February 2025** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH**, at **6.30 pm**

Mr I Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend 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.

AGENDA

1. Apologies for Absence

2. 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>

3. Public Participation

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

4. Minutes

To approve the Minutes of the following meeting:-

- a. Council held on 20th January 2025. (Copy attached)
- b. Finance Sub-Committee held on 20th January 2025. (Copy attached)

5. Purchase of New Tractor (Pitch Power Funding)

Report of the Town Clerk (Copy attached)

6. Proposal to Establish a Charity

Report from the Town Clerk (attached)

7. Condition and Required Works at Eden Lane Depot

Report from the Town Clerk (attached)

8. Exclusion of 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 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

9. Write-Off of Unrecoverable Debt

Report of the Town Clerk (Copy attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 20th January 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor D. Howarth (Mayor) and Councillors J. Black, R. Burnip, M. Cartwright, T. Duffy, B. Fishwick, M.L. Franklin, S. Franklin, D. Hawley, K. Hawley, A. Laing, K. Liddell, M. McCue, S. McDonnell, R. Moore, R. Scott, and M. Tough.

Also Present: Ian Hall (Chief Officer and Town Clerk), D Woodhall (Resources Manager) and David Anderson (Locum Democratic Services Manager)

Five members of the public were in attendance.

C.129/24 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors K. Duffy, M. Sanderson, S Simpson and A Stockport.

RESOLVED: That the apologies be noted.

C.130/24 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

C.131/24 PUBLIC PARTICIPATION

Peterlee Cricket Club

A number of representatives were in attendance at the meeting to speak on the proposals submitted by the Club. It was noted that the Club's proposals was to be considered later in the meeting.

Representatives urged the members to look favourably on the Clubs proposals to work closer with the Council to ensure the success of the Club and Pavilion. In particular the Club had requested that their bar facility be granted approval to operate during the 2025 season.

The Mayor thanked the Club's representatives for attending the meeting and stated that the Council would take into account their comments when considering their written submission later in the meeting.

Sale of Shotton Hall

Arlene Childs was in attendance at the meeting on behalf of the Pasmore Community Society. The Society was not in favour of the Council's decision to sell Shotton Hall and had a number of questions that they would like to put to the Council, which were outlined by Ms Childs.

Ms Childs stated that she would email the questions to the Town Clerk for a written response.

Ms Childs was thanked for her attendance at the meeting.

C.132/24 MINUTES

- a. Special Council (Co-option) held on 16th December 2024
- b. Council held on 16th December 2024
- c. Finance Sub-Committee held on 18th December 2024

RESOLVED: That the Minutes of the above meetings be approved as a correct record.

C.133/24 COUNCIL BUDGET AND PRECEPT FOR 2025/26

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, providing members with an update to the outline budget considered at the Council meeting held on 16th December 2024.

Members noted the background to the budget which had formed the basis to the budget calculations, together with a number of amendments that had been proposed following discussion with Senior Managers.

Following detailed consideration Members agreed the budget proposals contained in the report.

- RESOLVED:**
1. That the precept for 2025/26 be set at £1,918,800 which equated to a Band D household Council Tax of £407.56 an increase of 7.08%, noting that 75% of households lived in Band A properties which equates to a households' Council Tax of £271.71 an increase of £17.97 per year, or 35p per week.
 2. That the 2025/6 charges for general council services and activities be increased as set out in the report.

C.134/24 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the items to be discussed, the Council passed a 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, Part 1, due to the commercial and personal information contained in the report.

C.135/24 PETERLEE CRICKET CLUB PROPOSAL

Consideration was given to a proposal submitted by Peterlee Cricket Club, which had been circulated with the agenda, relating the Club's operational requirements and proposals to work with the Council help ensure the success of the Pavilion and the Club.

RESOLVED That an extension be granted to Peterlee Cricket Club to run their bar facility for the 2025 season.

That the Town Clerk continue to meet with representative of the Cricket Club to develop closer ties and explore proposals to develop the Club and Pavilion.

C.136/24 TREE NURSERY SITE DEVELOPMENT

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, setting out options relating to a request to purchase a section of the land, together with options for possible future development.

RESOLVED That a decision on options for the site and potential sale be deferred until after the local election to be held in May 2025.

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
MONDAY, 20TH JANUARY 2025

Present:- Councillors R Burnip and K Liddell

F.11/24. DEBIT CARD, DIRECT DEBIT AND FASTER PAYMENTS

Payments made by debit card, direct debit and faster payments for January 2025, which had been previously circulated via email were confirmed and ratified.

RESOLVED: That the payments be confirmed and ratified.

F.12/24 AUTHORISATION OF PAYMENTS BY BACS

Members were provided with the accounts and invoices for January 2025 to be paid by BACS in the sum of £25,677.79. Members checked the documents provided.

RESOLVED: That the accounts presented be paid.

Report to: Peterlee Town Council
Date: 3rd February 2025
Report of: Neighbourhood Service's Manager
Subject: Pitch Power Funding (Machinery)

Report Purpose: This report provides members with a summary of a proposal for Peterlee Town Council to contribute 25% of the total cost towards the purchase of a John Deere 4052R utility tractor.

Background: Members have previously engaged and agreed that Peterlee Town Council participate in a six-year partnership with the Football Foundation's Pitch Power Scheme. This partnership aims to improve the quality of playing surfaces at two sites:

- Helford Road (3 pitches)
- Lowhills Road (6 pitches)

Following a successful funding application through the scheme, recommendations were made for the purchase of specialised machinery and equipment to enhance pitch quality the John Deere 4052R utility tractor. The Football Foundation has offered to contribute up to £50,000 toward this initiative.

Two price quotations for the John Deere 4052R utility tractor have been obtained:

1. £48,206 (inclusive of VAT)
2. £52,181 (inclusive of VAT)

The 25% contribution required from Peterlee Town Council amounts to £12,051.

Currently, the Town Council operates a John Deere 1026 tractor, which is now becoming increasingly expensive to maintain and is in need of replacement. The purchase of a new utility tractor is therefore essential to continue providing high-quality maintenance across both sites.

Advantages.

- Replace John Deere 1026 tractor for minimal cost.
- Provide a better-quality playing surface for our users.
- Taking advantage of a substantial financial contribution from the Football Foundation.

Budget: The required contribution of £12,051 can be financed from the current budget allocation for capital spending on vehicles and equipment.

Recommendation: It is recommended that members approve the 25% contribution of £12,051 for the purchase of the John Deere 4052R utility tractor to replace the current John Deere 1026 tractor.

Appendix 1: Implications

Finance Use £12.051 from budget code 901 Capital vehicles and equipment.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications

Report to: Peterlee Town Council

Date: 3rd February 2025

Report of: Chief Officer/Town Clerk

Subject: **Proposal to Establish a Charity in the Name of Peterlee Town Council**

Report Purpose: This report proposes that Peterlee Town Council establish a charity in its name to enhance community support initiatives, strengthen local partnerships, and create opportunities to access external funding streams that may not otherwise be available to a town council.

Background: Peterlee Town Council has a long-standing commitment to improving the quality of life for residents, promoting well-being, and supporting community-focused initiatives. While the Council has successfully delivered many such programs, there are limits to the types of funding opportunities and partnerships that can be accessed by local government bodies.

By creating a registered charity in the name of Peterlee Town Council, the Council can establish an independent body dedicated to supporting the needs of the community through charitable activities. This would enable the Council to:

- Access additional grant funding from charitable trusts and foundations that only fund registered charities.
- Promote social, educational, and recreational projects under a unified charitable purpose.
- Strengthen community engagement by involving local residents, businesses, and stakeholders in fundraising efforts.

Proposed Objectives of the Charity

- The proposed charity would focus on a range of objectives that align with the Council's values, including:
 - Supporting vulnerable individuals and families in Peterlee through financial assistance, food aid, and mental health initiatives.
 - Improving public spaces, recreational facilities, and community amenities for the benefit of all residents.
 - Promoting youth development.
 - Facilitating cultural, sports, and social events.

Budget: Initial funding for the establishment of the charity would cover registration, legal advice, and initial administrative costs. This could be drawn from the Council's existing budget.

Once established, the charity would aim to sustain itself through grants, donations, and fundraising activities, minimising reliance on the Council's budget.

Recommendation: Members are to consider the following:

1. The establishment of a charity in the name of Peterlee Town Council.
2. Initial funding to cover registration and setup costs.

Appendix 1: Implications

Finance Set up costs coming from current budget.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications

Report to: Peterlee Town Council
Date: 3rd February 2025
Report of: Chief Officer/Town Clerk
Subject: **Condition and Required Works at Eden Lane Depot**

Report Purpose: This report updates members on the condition of Eden Lane Depot, referencing the findings of the 2019 survey, and highlights the need for urgent action due to further deterioration of the site.

Background: A condition survey conducted in 2019 assessing the Eden Lane Depot as generally satisfactory but identified several issues requiring attention over a five-year period. The estimated cost of addressing these issues at the time was:

- Net Cost of Works: £214,445 (exclusive of VAT).
- Total Cost with Contingencies, Fees, and Location Factors: £300,223 (exclusive of VAT).

Since 2019, some remedial actions have been undertaken. Following a recent site inspection, it has been observed that the condition of the depot has deteriorated significantly, compounding the issues previously highlighted in the report.

Key Issues Identified

The following issues were flagged up as still requiring attention:

1. Cut Edge Corrosion: To the roof covering and cladding.
2. Cracking and Structural Movement: Noted in the small store's walls and floor.
3. Roof Covering in Poor Condition:
 - Mineral felt roof covering.
 - Concrete tile pitched roof covering.
4. Efflorescence/Damp Staining: Adjacent to Electrical Distribution Board 2 in the large store, raising concerns over potential electrical hazards.

Recommendation: Members are to consider the following:

1. **Reassess Costs:** Obtain quotes for Eden Lane Depo to reflect current site conditions and update cost estimates.

2. **Address Critical Issues:** Prioritise repairs to address roof corrosion, structural cracks, and damp near electrical systems to prevent further deterioration and mitigate safety risks.
3. **Allocate Budget:** Review and allocate funds to cover the increased costs of the required works, based on the updated quotes.

Appendix 1: Implications

Finance No implications until new quotes for priority works and then budget allocation once agreed at council.

Staffing No direct implications

Risk No direct implications

Equality and Diversity, Cohesion and Integration No direct implications

Crime and Disorder No direct implications

Consultation & Communication No wider consultation required

Procurement No direct implications.

Legal No direct implications