



25th February 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday, 3rd March 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. Finance Sub-Committee held on 17th February 2025 (Copy attached)
 - b. Council held on 17th February 2025 (Copy attached)
 - c. Events Working Party held on 18th February 2025 (Copy attached)
5. **Events Programme 2025/26: 80th Anniversary of VE Day (May 2025); Fireworks Display (Nov 2025)**
Report of Town Clerk (Copy attached)
6. **Power Upgrade Works at North Dene, Peterlee**
Report of Town Clerk (Copy attached)

- 7. Replacement of John Deere 950 ride-on grasscutter**
Report of Neighbourhood Service's Manager (Copy 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. Cellnex Lease Contract Renewal**
Report of Town Clerk (Copy attached)

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
MONDAY 17TH FEBRUARY 2025

Present: Councillors R Burnip, K Liddell and S Simpson

F.13/25. DEBIT CARD, DIRECT DEBIT AND FASTER PAYMENTS

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

RESOLVED: That the payments be confirmed and ratified.

F.14/25 AUTHORISATION OF PAYMENTS BY BACS

Members were provided with the accounts and invoices for February 2025 to be paid by BACS in the sum of £25,012.49. Members checked the documents provided.

RESOLVED: That the accounts presented be paid.

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 17th February 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

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

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

Four members of the public were in attendance.

C.145/24 **APOLOGIES FOR ABSENCE**
Apologies for absence had been received from Councillors K Duffy, T Duffy, D Hawley and M Sanderson.

RESOLVED: That the apologies be noted.

C.146/24 **DECLARATIONS OF INTEREST**
No declarations of interest were submitted.

C.147/24 **PUBLIC PARTICIPATION**
No questions were raised during public participation.

C.148/24 **MINUTES**
a. Governance Committee held on 28th January 2025
b. Council held on 3rd February 2025
c. Events Committee held on 4th February 2025
d. Governance Committee held on 10th February 2025

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

C.149/24 **REVIEW OF FINANCIAL REGULATIONS**
Consideration was given to a report of the Town Clerk, which had been circulated with the agenda to review the Councils Financial Regulations.

The Governance Committee met on 28th January 2025 and 10th February 2025 to review the Council's current Financial Regulations against the model produced by the National Association of Local Councils (NALC).

RESOLVED: That the updated Financial Regulations be adopted, as per the recommendations of the Governance Committee.

C.150/24 **2024/25 FINANCIAL YEAR – THIRD QUARTER BUDGET SUMMARY REPORT**
Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, setting out a budget summary report to the end of the third quarter of the 2024/25 financial year, in line with the Council's Financial Regulations.

RESOLVED That the information contained in the report be noted.

C.151/24

EDEN LANE PITCH FENCE

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, with regard to quotations received for the installation of a fence at Eden Lane.

Members noted that quotations had been sought from three companies, however, only two quotations had been received, the details of which were reported at the meeting.

RESOLVED That the contract be awarded to Rennyco at a cost of £13,860

C.152/24

SALE OF ICE-CREAM MAKER

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek approval to sell the ice-cream maker located at the Pavilion.

RESOLVED That approval be given to sell the ice-cream maker at the best price possible.

C.153/24

REQUEST TO USE COUNCIL LAND FOR A FUNFAIR

Consideration was given to a report of the Events Officer, which had been circulated with the agenda, detailing a request from Nobles Funfairs to rent land at Helford Road in August/September 2025.

RESOLVED That Nobles' request be approved and negotiations take place to agree arrangements to rent the land at a reasonable fee so that rides are provided at a reasonable cost to the public.

C.154/24

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/or personal information contained in the report.

C.155/24

SHOTTON HALL UPDATE

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, updating Members on the progress on the sale of Shotton Hall and sought clarification of the boundary of the site and what kitchen equipment would be included in the sale.

RESOLVED

1. That the sale of Shotton Hall include land within the boundary fence as detailed in the report.
2. That an inventory of kitchen equipment be prepared detailing items to be included in the sale. Items that could be utilised by the Council would be retained.

PETERLEE TOWN COUNCIL

Minutes of the meeting of the **Events Working Party** on **Tuesday 18th February 2025** at 10.00 am in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor Ray Burnip (Chair)
and Councillors B Fishwick, K Hawley, A Laing, M Tough, R Moore

Also Present: Ian Hall, (Chief Officer and Town Clerk), Deborah Woodhall (Resources Manager), Laura Freeman (Events Officer), David Anderson (Locum Democratic Services Manager), Louise Hudson (Democratic Services Assistant) and Brendan Arnell (Neighbourhood Services Officer)

EWP.12/25 APOLOGIES FOR ABSENCE
Apologies were noted from Councillors R. Moore and R. Scott.

EWP.13/25 INQUORATE MEETING
Members noted that there were insufficient members present for the meeting to be quorate and therefore decisions could not be made at the meeting. However, given the time sensitivities of the items on the agenda it was agreed that the meeting continue with the views of Members present being used to inform a report that would be submitted to the next Council meeting.

The Chairman requested that all members be

EWP.14/25 DECLARATIONS OF INTEREST
No interests were declared.

EWP.15/25 VE DAY 80TH ANNIVERSARY CELEBRATIONS (8TH MAY 2025)
Following detailed discussions of the various options, including engaging an events company to deliver an event (three companies had been approached), Members at the meeting were in favour of the following arrangements for the 80th Anniversary of VE Day.

1. Donations of £100.00 be offered to care homes within Peterlee to help them to celebrate in the way that best suits residents and the care homes.
2. Donations of £100.00 be offered to all schools in Peterlee to assist young people learning about World War 2 and celebrating VE Day.
3. That the Town join in the National Celebrations on 8th May 2025 by:
 - **Flag Raising (9.00 am)** Arrangements will be made for a dignitary to raise an 80th VE Day flag at the Pavilion. Flags will also be flown on all other Town Council owned flagpoles, (Eden Lane Cemetery, Shotton Hall and Woodhouse Park).
 - **Lighting of a Beacon and reading of 'The Tribute' (9.30 pm).** A gas fuelled beacon will be purchased to enable to town to join in with the national beacon lighting event. The beacon will be placed at a suitable location outside the Pavilion. Arrangements will be made for a dignitary to light the beacon and read 'The Tribute'. (See Appendix 2)

Members of the public will be invited to both events at the Pavilion. Arrangements will be made for suitable refreshments to be available / provided / for purchase at the Pavilion.

EWP.16/25

VJ DAY 80TH ANNIVERSARY (16TH AUGUST 2025)

Following discussion, Members were in favour of acknowledging the 80th Anniversary of VJ Day, however there would not be a separate event for this occasion, unless there was a national celebration event. The 80th Anniversary could be marked by raising a flag at suitable location, by an appropriate dignitary.

N.B. All activities would be covered on the Council's website and social media before and after events.

EWP.17/25

FIREWORKS DISPLAY (NOV 2025)

Detailed discussion was given to whether to hold a fireworks display in November 2025.

After detailed discussions on the various options, locations, cost (circa £18,000), public comments concerning previous fireworks events, members present at the meeting were of the opinion that the Council should not hold a fireworks event in 2025.

DRAFT

- Report to:** Peterlee Town Council
- Date of Meeting:** 3rd March 2025
- Subject:** **Council Events Programme 2025/26: VE Day/VJ Day 80th Anniversary Celebrations (May/August 2025), Fireworks (Nov 2025)**
- Report of:** Ian Hall, Chief Officer/Town Clerk
- Report Purpose:** To consider views of the Events Working Party in relation to celebrations for the 80th Anniversary of VE Day, (May 2025), VJ Day (16 August 2025) and Fireworks (November 2025).
- Background:** A meeting of the Council's Events Working Party was held on Tuesday, 18th February 2025. Unfortunately the meeting was inquorate and therefore decisions could not be made. Given the urgent need to make arrangements for the above events discussions took place with members present to inform this report.
- Detail:** **VE Day 80th Anniversary Celebrations (8th May 2025)**
Following detailed discussions of the various options, including engaging an events company to deliver an event (three companies had been approached), Members at the meeting were in favour of the following arrangements for the 80th Anniversary of VE Day.
1. Donations of £100 be offered to care homes within Peterlee to help them to celebrate in the way that best suits residents and the care homes.
 2. Donations of £100 be offered to all schools in Peterlee to assist young people learning about World War 2 and celebrating VE Day.
 3. That the Town join in the National Celebrations on 8th May 2025 by:
 - **Flag Raising (9.00 am)** Arrangements will be made for a dignitary to raise an 80th VE Day flag at the Pavilion. Flags will also be flown on all other Town Council owned flagpoles, (Eden Lane Cemetery, Shotton Hall and Woodhouse Park).
 - **Lighting of a Beacon and reading of 'The Tribute' (9.30 pm).** A gas fuelled beacon will be purchased to enable to town to join in with the national beacon lighting event. The beacon will be placed at a suitable location outside the Pavilion. Arrangements will be made for a dignitary to light the beacon and read 'The Tribute'. (See Appendix 2)
- Members of the public will be invited to both events at the Pavilion. Arrangements will be made for suitable refreshments to be available / provided / for purchase at the Pavilion.
- VJ Day 80th Anniversary (16th August 2025)**
The 80th Anniversary of VJ Day is to be acknowledged by the Council, however there would not be a separate event for this occasion, unless there was a national celebration event. The 80th Anniversary could be marked by raising a flag at suitable location, by an appropriate dignitary.

N.B. All activities would be covered on the Council's website and social media before and after events.

Fireworks Display (Nov 2025)

Detailed discussion was given to whether to hold a fireworks display in November 2025. After detailed discussions on the various options, locations, cost (circa £18,000), public comments concerning previous fireworks events, members present at the meeting were of the opinion that the Council should not hold a fireworks event in 2025.

- Recommendation:**
1. That VE Day 80th Anniversary Celebrations be arranged as set out in the report.
 2. That VJ Day 80th Anniversary be marked as set out in the report.
 3. That the Council does not hold a fireworks display in 2025 due to the cost.

Appendix 1: Implications

Finance: VE Day / VJ Day 80th Anniversary Celebrations can be accommodated within the Events Budget

Staffing: no direct implications

Risk: Risks will be managed by individual risk assessments

Equality and Diversity, Cohesion and Integration: no direct implications

Crime and Disorder: no direct implications

Consultation & Communication: Publication will be given via the Council's social media and usual media channels

Procurement: The procurement process for this report will fall in line with the Council's Financial Regulations

Legal: no direct implications

Appendix 2

The Tribute

Let us remember those who gave their lives at home and abroad, whose sacrifice enables us to all enjoy the peace we have today.

Let us remember those who came home, wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working and family lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women of other nationalities and faiths from Commonwealth and allied countries who fought, suffered and died during six years of war.

Let us remember those in reserved occupations and the brave people who kept us safe on the home front - the doctors, nurses who cared for the wounded, the men and women who toiled in the fields, the fisherman who fished the seas, those who worked in the factories and the air-raid wardens, the police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who played such a vital role in the war effort at home too.

God Save The King

Report to: Peterlee Town Council

Date of Meeting: 3rd March 2025

Subject: **Power Upgrade Works at North Dene, Peterlee**

Report of: Ian Hall, Chief Officer/Town Clerk

Report Purpose: To advise Members of action taken in respect to a request from Northern Powergrid, as a matter of urgency, to carry out upgrade works on Town Council owned land.

Background: Northern Powergrid has requested permission from the Town Council to carry out upgrade works on land at North Dene which belongs to the Town Council. The work is necessary to ensure the electricity supply is suitable for the new units being developed on the Poundstretcher site.

Members were advised of the necessary works on 20th February 2025 and requested to raise any concerns with giving permission to Northern Powergrid to carry out the works.

No objections have been received and therefore permission has been given to Northern Powergrid to carry out the works.

Recommendation: Members note the information and endorse the action taken by the Town Clerk following consulting with Members.

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 March 2025

Report of: Neighbourhood Service's Manager

Subject: **Replacement of John Deere 950 ride-on grasscutter**

Report Purpose: This report provides members with a summary of a proposal for the necessary replacement of the John Deere 950 ride-on grass-cutter. (Asset No 20A)

Background: Members are aware that several major machinery assets are nearing their end of their operational feasibility within the Neighbourhood Services Department.

The current John Deere 950 machine (Asset No 20A) was purchased in 2014 and over the last few seasons has had a considerable amount of money spent on it. A pre-season inspection has revealed that it now requires a new gearbox, which will cost around £2,000. The machine itself is currently worth only £1,000. It is therefore beyond economical repair and requires replacing.

Cost of Replacement

The list price of a replacement John Deere 950 is £29,152. The costs obtained from three dealers that offer discounts on the list price are detailed in the table below.

Trade In

It is suggested that the John Deere 950 (Asset No 20A) is traded in to offset the cost of purchasing a new machine.

In addition, it is suggested that another ride on mower, (Asset No 5A, John Deere 1026R) which is also beyond economical repair, is also traded in to further offset the cost of a new machine. This machine is to be replaced using a Pitch Power grant which was approved by Council at its meeting held on 3rd February 2025 (Minute No C.141/24 refers). It is not possible to trade in old equipment to help cover the cost of equipment part funded by Pitch Power grants.

Comparison of Prices

Company	Cost of new John Deere 950 after discount applied	Trade in value of Asset No 5A and 20A	Net cost to the Council
A	£22,884	£4,300	£18,584
B	£24,000	£4,000	£20,000
C	£27,010	£0	£27,010

Budget: The cost of the equipment can be accommodated within the budget for new vehicles in the current financial year.

- Recommendation:**
1. That Asset No's 5A and 20A be traded in to offset the cost of the new John Deere 950 ride on grass cutter.
 2. That a new John Deere 950 ride on grass cutter be purchased from Company A (Thomas Sherriff) at a net cost of £18,584 after taking into account trade in values.

Appendix 1: Implications

Finance The cost of the equipment can be accommodated within current budgets.

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.