



18th September 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 24th September 2018 at 6.30pm**

A handwritten signature in blue ink, appearing to read 'Ian Morris', is written over a light blue circular stamp.

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. Cultivating Change – Young Hero’s Presentation
To receive an update from Chief Inspector Lee Blakelock and PCSO Michelle Burr.

3. 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.

4. 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>

5. To Approve the Minutes of the Council Meeting of the 20th August 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 Resources Committee of the 3rd September 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 Community & Environment Committee of the 10th September 2018

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

(attached)

8. The Minutes of the Scrutiny & Progress Meeting of the 7th September 2018

The meeting was not quorate with only 3 members present and there were no minutes taken.

9. Purchase of John Deere Tractor
Members are requested to approve the purchase of a John Deere Tractor and attachments from Greenlay Limited at a value of £20,215.02.
Report of the Town Clerk & Parks Manager attached.

10. Planning Application
<https://publicaccess.durham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PCW776GDMHG00>
Ref:- Planning application DM/18/02369/FPA
Erection of Office headquarters with associated car parking etc, The Sands & Durham Sixth Form Car Park, Freemans Place, Durham
Item requested by Councillor A Watson

11. Spokesperson of the North East Party's Report

12. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 20TH AUGUST 2018

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 20TH AUGUST 2018 at 6.30PM

PRESENT:- COUN S MEIKLE (CHAIR)

Mesdames:- A C Long, K Hawley, K Liddell, M A Cartwright & S Simpson

Messrs:- R Kyle, J Robinson, R Moore, S Miles, C Watkins & A Watson

52. Apologies for Absence

Apologies had been submitted by Councillor S McDonnell, K J Duffy, T Duffy, L Fenwick, G Carne & S Franklin. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

53. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. Mr Ramshaw was present at the meeting however did not wish to speak.

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 given.

55. The Minutes of the Council Meeting of the 23rd July 2018 & Special Meeting of the 6th August 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

(a) Minute Number 38 – Community Action Partnerships

Councillor Hawley gave an update reporting she and colleagues were to meet with Mr Simpson on 2nd October and she would keep council updated with progress made. The Town Clerk advised he had spoken to the Clerk of Blyth Town Council who had confirmed having a CAP in Blyth and they had given very positive

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 20TH AUGUST 2018

feedback on the actual benefits of the CAP in the town. **RESOLVED progress be awaited.**

(b) Floodlights at the Rugby Club, Eden Lane it was asked if any progress had been made with this matter. It was confirmed advice was being sought and Members would be advised of the outcome in due course. **RESOLVED progress be awaited.**

56. The Minutes of the Scrutiny & Progress Meeting of the 20th July 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising

- (i) Hill Rigg House

RESOLVED a site visit be arranged for Members and the time/date be circulated to enable members to attend.

- (ii) Patio area – Helford Road

It was confirmed the revised drawings were awaited from the Architect. **RESOLVED a price be obtained for this works once the plans had been received.**

57. Planning

Land to the North of Hackworth Road, N W Ind Estate

Gas fuelled capacity mechanism embedded generation plant to support the National Grid – re submission

RESOLVED the Town Council offer its objections to this re submission, on the grounds of the previous refusal, and should the Town Council need to be presented at the Planning Meeting when this was considered further, Councillor A Watson attend on the Town Council's behalf.

58. Exclusion of the Press and Public

RESOLVED that 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 1 & 12.

59. Town Clerk's completion of CiLCA qualification

Members considered a report from the Deputy Town Clerk regarding the recent completion of the Certificate in Local Council Administration qualification by the Town Clerk, a copy of which had been previously circulated. **RESOLVED the contents of the report be noted and approval be given to the award of a single incremental pay rise for the Town Clerk from 8th April 2018.**

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 20TH AUGUST 2018

60. PLGA & Lowhills Shop – Update

The report of the Town Clerk which provided an update on the current status of the Peterlee Leisure Gardeners Association and the former shop/building at the Lowhills Road Leisure Gardens Site, a copy of which had been previously circulated to each Member, was considered. **RESOLVED a notice be placed at both gardens sites advising that if any bona fide member of the gardens that had any interest in items that had been taken from the former shop building at Lowhills Road, they do so within the next 28 days. If not, any items not claimed would be disposed of. FURTHER RESOLVED a further report on the condition and future use of the Lowhills Road site building, be awaited.**

61. Spokesperson of the North East Party's Report

Councillor A Watson reported the soft opening of the community cinema had gone very well and he asked for it to be recorded his special thanks to Councillor Hawley for the time and effort she had given to making this succeed. He felt this was a huge asset to the Town Council and it was onwards and upwards. He commented on the recent Emergency Services Day held at Shotton Hall which had been an excellent community event. He thanked those Members that had come along to support and volunteer on the day. He felt this had been excellent partnership working and said planning should start for next year. **RESOLVED the information given be noted.**

62. Spokesperson of the Labour Party's Report

Councillor Kyle offered his congratulations to everyone and said he was sorry to not have been able to attend the emergency services event. He said he hoped the 2018 Peterlee Show would go as well. **RESOLVED the information given be noted.**

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 3RD SEPTEMBER 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- C Watkins, S Miles, A Wilkinson, R Moore & T Duffy

22. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Meikle and G Carne. **RESOLVED** the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.

23. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor R Moore declared an interest in item 28.

24. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 2nd July 2018 and they were signed as a true and correct record.

25. Report of the Finance Sub Committees of the 19th July & 23 August 2018

It was suggested that there needed to be a review of the current procedures for the payment of accounts. **RESOLVED** the payments approved at the meeting of this sub committee held on 19th July and 23rd August 2018, a copy of the minutes had been previously circulated, be noted. **FURTHER RESOLVED** a review of the current arrangements for the payment of accounts be undertaken.

26. Request for Financial Assistance

(a) East Durham FC, further consideration – detailed costing provided, along with a Football Development Plan

RESOLVED a grant of £300.00 be made to this team.

(b) Peterlee Helford Under 10's – towards running costs

RESOLVED a grant £250.00 be made to this Team.

FURTHER RESOLVED any funding awarded to all sports clubs be on the understanding the clubs make contact and the offer of the support from the Sports & Wellbeing Manager to develop a Sports Development Plan be taken up.

(c) Peterlee Rainbows Brownies Guides, safe area & grounds maintenance works

RESOLVED a grant of £550.00 be made to this Group.

(d) Little Treasures, towards the cost of sessions held at Oakerside Community Centre

RESOLVED a grant of £470.00 be made to this Group.

(e) Fusco Media, photography classes

RESOLVED this request be refused.

(f) Castle Eden Dene Walk and Nature Trail, funding towards willow woven animal sculpture, (steel)

RESOLVED a grant of £370.00 be made towards this project.

FURTHER RESOLVED when a grant award is made the group be invited to come along to the Council to accept their cheque and this be publicized on the web site/social media.

Members were asked to give some feedback on the current grant funding scheme and several suggestions were offered including grants agreed not be more than requested; if an application is made and is successful, the group cannot apply for the following year; when a group is given their award, they be requested to collect it in person and a photograph be taken for the Town Council web site and feedback on the project be provided. **RESOLVED an updated grants policy be submitted for approval with these suggestions incorporated.**

27. Donation to the Armed Forces – Royal British Legion/SAAFA

This item had been referred from the Event Working Party held on 24 July 2018.

RESOLVED a grant of £200.00 be made to the Royal British Legion in lieu of poppy livery displayed on Town Council vehicles. FURTHER RESOLVED this be paid annually each time it was used and a budget be provided for it.

28. Concessionary Use - Ava Bailey Fundraiser, Shotton Hall, 25th October 2018

RESOLVED free use be granted for this fund raising event to be held at Shotton Hall on 25th October 2018.

29. Volunteer Policy

A copy of the policy for the use of volunteers by the Town Council was circulated for Member's consideration and approval. There were several suggestions made on the draft policy and the application form and it was noted elected Members were not classed as volunteers. **RESOLVED a second draft be circulated for approval at a future Meeting.**

30. Purchase of John Deere Tractor

Members were requested to approve the purchase of a John Deere Tractor and attachments from Greenlay Limited at a value of £20,215.02. The Chair advised the report would not be considered as it had not been received by Members until that afternoon. **RESOLVED the report be considered at a future Meeting.**

**THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL,**

PETERLEE ON MONDAY 10TH SEPTEMBER 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

Messrs:- A Watson, R Moore, T Duffy, S Kirkup, A S H Meikle, S Miles, R Kyle, C Watkins & J Robinson

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.

29. Apologies for Absence

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

30. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor K Duffy declared an interest in item Number 12 on the Agenda – removal of metal cabin from Lowhills Road Leisure Gardens.

31. Minutes of the last Meeting held on 9th July 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

32. Minutes of the Meeting of the Sports & Well Being Sub Committee of the 18th June 2018 a copy of which had been circulated, were approved and signed as a true and correct record.

33. Minutes of the Events Working Parties of the 11th & 24th July 2018 copies of which had been circulated, were approved and signed as a true and correct record.

Matters Arising

Item 17 (a) - Armed Forces Day it was asked that a funding application be submitted as soon as the funding stream was available.

Item 17(j) - It was confirmed that the proposal for a Sausage and Cider Event not to be taken any further at this point.

RESOLVED the information given, be noted.

34. Minutes of the Woodhouse Park Working Party of the 27th June & 25th July 2018 copies of which had been circulated, were approved and signed as a true and correct record.

It was asked if the works to the toilets had now been completed; it was confirmed there were out standing items that were being progressed. **RESOLVED the outstanding works be completed as soon as possible.**

35. Play Areas – Focus Group

Members were asked for a suitable time and date for this meeting to be arranged. It was asked that it be held at 10.00am and to avoid a Friday. **RESOLVED Members be advised of the time and date of the focus group meeting for play areas when it was arranged.**

36. Donation of fruit cage frame to Woodhouse Park Community Garden

The Town Clerk gave Members a brief summary of the gifting of this piece of equipment to the Community Garden in Woodhouse Park and approval was requested for the Council to make a small grant of £50.00 to Acre Rigg School to use for equipment, plants etc on their school plot. **RESOLVED the action taken in this regard, be endorsed and approval be given to £50.00 being granted to Acre Rigg Academy towards equipment, plants etc for their school garden.**

37. Update on Sports Development Activities

The report of the Sports & Wellbeing Manager providing information for Members about new and existing sports development activities, club development and issues raised by

Sports users was considered. The report included an update on the football pitches, PACES, activities, events and sports activities at the Show. Members asked about the use of the sports pitches at Helford Road and it was reported an update on this would be made to the

next meeting. The low number of participants for this year's Fun Run was considered and it several suggestions were made to the Sports & Well Being Manager. **RESOLVED the information contained within the report, be noted.**

38. **Former bowls Pavilion, Lowhills Road**

The Town Clerk gave a verbal update report following the closing date for expressions of interest to use this building by community group(s). The Town Clerk intended making a presentation to interested parties, following this he would make a further report to Council. **RESOLVED progress be awaited.**

39. **Exclusion of the Press and Public**

Resolved 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, paragraph12.

40. **Removal of Metal Cabin from Lowhills Road Leisure Gardens**

There was discussion on the matter at the close of which the Chairman advised this was a PLGA issue and there was no further action to be taken by the Council. **RESOLVED the information given, be noted.**

Item 9 – purchase of John Deere Tractor

Report to: Peterlee Town Council

Date: September 24th 2018

Report of: Parks Manager and Town Clerk

Report Title: Purchase of John Deere Tractor and associated fittings

Purpose: This report is intended to provide members with a summary of a recent process to procurement process for the provision of a new John Deere 3038E tractor and associated fittings for the Town Council's parks and cemetery function. The report seeks permission to award the contract to the best-price bidder, and to seek approval of a virement of £5,215 into the vehicles capital budget from underspend elsewhere in the capital budget.

Background: As members will be aware, the Town Council's Parks department routinely uses powered digging equipment in a number of areas in the town, including most significantly in the town cemetery.

The current equipment – a John Deere 3036E compact utility tractor – is eight years old and at the end of its economic working life. The Parks Department has identified a need to replace the tractor, including front loader and back hoe, for use principally in the town cemetery and also at other sites.

Officers have sought three written quotes for a John Deere 3038E tractor, 300E front loader and Lewis Landlord 320S backhoe as follows:

Company	New equipment	Trade in value of old equipment	Net cost
A	£27,245	£6,450	£21,154
B	£28,399	£6,100	£22,299
C	£27,015	£6,800	£20,215

(n.b all three quotes have come from accredited John Deere dealers)

Budget The Parks Department has £15,000 remaining in the new vehicles budget for 2018/19 and so members are asked to approve a virement of £5,215 from underspend elsewhere in the capital programme to the new vehicles budget to cover the cost of the new equipment.

Recommendation

Members are recommended to:

- (i) award the contract for the new tractor and fittings as outlined in this report to company C, Greenlay Ltd, at a cost of £20,215 and
- (ii) approve the virement of £5,215 into the new vehicles budget from underspend elsewhere in the capital programme

Appendix 1: Implications

Finance – The report sets out the cost of the equipment and the proposal to vire underspend from elsewhere in the capital budget.

Staffing - No direct implications.

Risk – No direct implications.

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

Accommodation - No direct implications.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – The procurement process outlined in this report is in line with the Council's Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2: Image of the tractor and equipment



Figure 1 John Deere 3038E



Figure 2 John Deere 300 loader (note this is just the loader, does not include tractor)



Figure 3: Lewis 320 s backhoe