



18th February 2020

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 FEBRUARY 2020 at 6.30pm**

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. 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. Mayor's/Chair's Report

4. **Project Hagrid**
To welcome Bryan Russell, Executive Manager, Durham Agency Against Crime and PCSO Michelle Burr to speak about this project

5. **Police Report/Update**

6. **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/2wVyeIA>

7. **Notice of Vacancy – Passfield Ward**
Town Clerk’s verbal report

8. **To Approve the Minutes of the last meeting of the 20th January 2020**
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

9. **The Minutes of the Resources Committee of the 3rd February 2020**
The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

10. **The Minutes of the Community & Environment Committee of the 10th February 2020**
The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

11. **Annual Risk Review**
To review the Council’s Strategic Risk Register and approach to risk.
(Report of the Town Clerk, copy to follow)

12. Review of the use of Direct Debit, Standing Orders and BACS/CHAPS payments

To receive a report from the Town Clerk seeking approval for the use of Direct Debit, Standing Orders and BACS/CHAPS payments as per the Council's Financial Regulations

13. Staff Attendance Recognition

To receive a verbal report from the Town Clerk regarding Council staff who achieved 100% attendance (i.e. no sickness absence) in the year January – December 2019 and approve the proposal to issue a letter of thanks to the staff on behalf of the Council.

14. Parish Boundary Fence Line - Edenhill

To receive a verbal report from the Town Clerk on issues relating to a boundary fence line at Edenhill

15. Spokesperson of the North East Party's Report

16. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 20th JANUARY 2020 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

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

**Messrs:- A Watson, G Carne, S Miles, A Wilkinson, R Kyle, T Duffy, R Moore
& C Watkins**

118. Apologies for Absence

**Apologies for absence were offered and accepted from Councillors S McGlen, S Kirkup
& D Howarth.**

119. Public Participation Session

**A public participation session was held to allow members of the public an opportunity
to put questions to the Council. No members of the public were present.**

120. Police Report

PCSO Simon Walters offered his apologies. **RESOLVED the information given, be noted.**

121. Mayor's/Chair's Report

The Mayor gave his report for Members, (see attached).

122. To receive declarations of interest

**Members were reminded of the need to disclose any interests in items on this agenda,
whether pecuniary or otherwise.**

**123. To Approve the Minutes of the last meeting of the 16th December 2020 the minutes of
the previous meeting were attached for consideration and were approved as a true and
correct record.**

124. The Minutes of the Resources Committee of the 6th January 2020 a copy of which had been circulated to each Member, were noted.

125. The Minutes of the Community & Environment Committee of the 13th January 2020 a copy of which had been circulated to each Member, were noted, subject to Councillor Fenwick as being shown as in attendance.

126. Budget 2020/21

Council received a report from the Town Clerk seeking Members' approval of the outline budget for the Town Council for 2020/21 and set the precept level for 2020/21.

A proposal was put forward that the Town Council reduce its precept by 0.5% for 2020/21.

Councillor A Watson requested a recorded vote and the results were as follows:-

For a 0.5% reduction in the council tax making a Band D property £287.56, Councillors S McDonnell, R Moore, S Miles, G Carne, A Watson, L Fenwick, R Kyle, K Hawely, K J Duffy, A C Long, K Liddell, S Simpson, M A Cartwright, A Watson, T Duffy; and Against the motion Councillor C Watkins.

RESOLVED:-

- (i) Approval be given to the Peterlee Town Council outline budget for 2020/21 as detailed in the report;
- (ii) The precept figure for 2020/21 be £1,296,004.16, equivalent to a Band D Council Tax figure of £287.56.

127. Letter of Resignation – Councillor for the Passfield Ward

The Chair reported receipt of a letter of resignation from Councillor Scott Meikle.

RESOLVED the process to fill this vacancy commence immediately.

128. 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 1960 & the Local Government (Access to Information) Act 1985, Part 1, paragraph 13.

129. Issues relating to the Code of Conduct

Notice of Motion submitted by Councillor K J Duffy

“To consider the submission of a Code of Conduct complaint to the DCC Monitoring Officer”.

Councillor Duffy advised she was happy to withdraw her item, and wished it to be placed on record that she strongly, the statements made about her on social media by a former Council Member.

130. Spokesperson of the North East Party's Report

Councillor A Watson commented he had known Councillor Karen Duffy for several years and he felt what had been said about her was scandalous and a disgrace. He spoke on the recent accident involving a quad bike and he said efforts should be maintained in working with the Police in tackling off road bikes. He wished the person that had been injured a speedy recovery. He reported it was the 5th year the Council had frozen or reduced its precept cost to the council tax payers of Peterlee, whilst improving services with efficiencies and the efforts of the council and its staff. He hoped this trend would continue into the future for the next 4 or 5 years. **RESOLVED the information given be noted.**

131. Spokesperson of the Labour Political Party's Report

Councillor Fenwick spoke about a recent hit and run accident in O'Neill Drive and she thanked everyone that had helped and wished her a speedy recovery. She spoke about the loss of the urgent care service during the night. She said the Town had great open spaces and denes and was a paradise for dog walkers. **RESOLVED the information given be noted.**

Mayor's Report January 2020

My last report was before Christmas so I will briefly mention Councillors interactions with Santa's Wish. This is the 3rd year that Santa's Wish has helped to feed vulnerable families, on the lead up to Christmas, and deliver presents to children that probably would have had very little on Christmas morning. Santa's Wish relies on the generosity of local people and redistributes their kind donations, whether that be food, gifts or money, to agencies that specialise in the care of vulnerable families ensuring that all donations get to those in our communities that need the most help.

The best Santa in Peterlee, and of course Mrs Claus, brought delight to many local residents when they toured our streets in their sleigh. They also greeted shoppers at Asda on a couple of dates and many people mentioned their fabulous costumes.

I am very proud to be associated with Santa's Wish and would like to thank all Councillors that helped, this year, and to everyone that gave so generously.

I attended the Over 60's New Year's Lunch and what a lovely event it was. I had a great time meeting Peterlee residents and serving them at their tables. The Banqueting Suite was full and everyone commented on how lovely the food was. Well done to our Chef Neil and all of his staff. Also, thanks to everyone that volunteered for this event – I must say when this Council and the council officers and staff work together, we do a really great job. Thank you everyone that attended for helping to create such a lovely day.

I had the pleasure of attending Shotton Hall for the GT Brass Band fund raising event. We had a lovely evening listening to the fabulous music and I would like to thank the GT Band for their kind donation to the Mayor's Charity Fund.

Happy New Year to all residents, Councillors and Council staff. I am very much looking forward to our planned events in 2020.

**THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 3RD FEBRUARY 2020 AT 6.30PM**

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- K Liddell, K Duffy, D Howarth & K Hawley

**Messrs:- G Carne, S Miles, A Watson, R Moore, T Duffy, C Watkins
& A Wilkinson**

70. **Apologies for Absence**
Apologies had been submitted and accepted from Councillor S Simpson, L Fenwick, M A Cartwright, S McGlen and A C Long. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**
71. **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 Liddell declared an interest in item 77 MUGA.
72. **CALM in East Durham - Progress**
The Chair welcomed Barbara Chrisp to the meeting who then went on to go through the contents of her first quarterly report on activities from September to November 2019. The meeting was opened up for a question and answer session and in closing Ms Chrisp was thanked for her report. **RESOLVED the next quarter report from Calm in East Durham, be awaited.**
73. **To approve the minutes of the previous meeting**
Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 3rd January 2020, subject to Minute Number 69 being amended to delete the second sentence. Councillor Watkins objected to this alteration.
74. **Report of the Finance Sub Committee of the 20th January 2020** a copy of which had been circulated to each Member, was agreed

75. Neighbourhood Engagement Project

(a) Criteria

Councillor K Hawley had asked this item be placed on the agenda in that she would like Members to consider what criteria is appropriate when we use public funds.

At the meeting she explained if a Councillor was supporting a project they needed to be in possession of all of the information relating to it and it was their responsibility to ask the necessary questions. In considering the current policy it was **RESOLVED the requirements of 51% of the organisation's members/users are Peterlee residents, be removed.**

(b) Applications

Peterlee Helford Phoenix Football Team, requesting £400 towards promotion of football opportunities for girls under 15 to practice and play football, (Futsal), venue hire and new kit.

RESOLVED grant of £400 be made towards this team.

(c) Concessionary use

(i) The Pavilion

Bring ya Thing Sewing Group, use of The Pavilion

RESOLVED free use of a room for a six week bloc from 27 January 2020 to 2nd March 2020 for Bring ya Thing (Sewing Group), be agreed.

(ii) Shotton Hall Banqueting Suites

- Young Heroes Event, 15th May 2020, concessionary use along with a request for support with the catering costs

RESOLVED PTC support this event as far as it was possible with concessionary use of the Banqueting Suites and in kind match funding contribution be given towards grant funding.

- Betty's Big Bash, 26th June 2020, Charity Fundraiser for Macmillan

RESOLVED free use of the Banqueting Suites be granted for this event.

Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.

76. Tenders for Town Activities

Members were presented with the list of quotes from various companies to provide supplies for Peterlee Town Council events for 2020. In relation to the tenders for security the Chair asked that if there were any issues with the service provided at an event, they be brought to the immediate attention of the Corporate Services Manager.

RESOLVED:-

(i) **the quotation from Company A, Phoenix Security from Newcastle, for the total amount of £11,636.90 for the events be accepted.**

(ii) **the quotation from Company A, Medics UK from Stockton, for the total amount of £4,393.00 for the events be accepted.**

(iii) **the quotation from Company A, Nemesis Fireworks from Nantwich, for the amount of £2,790.00 be accepted.**

- (iv) the free offer from Company A, Hutton Fire Protection from Hartlepool, be accepted.
- (v) the quotation from Company A, TMS Traffic Management Services from Nottinghamshire, for the amount of £5,535.00 be accepted.
- (vi) the quotation from Company A, Teesdale Event Services from Barnard Castle, for the amount of £3,135.00 be accepted.
- (vii) the quotation from Company A, Dents Skip Hire from Seaham, for the amount of £600.00 be accepted.
- (viii) the quotation from Company A, Dobson's Marquee Hire from Bishop Auckland, for the amount of £4,540.00 be accepted.
- (ix) the quotation from Company A, Northern Productions from Sunderland, for the amount of £8,915.00 to provide PA, lighting, staging & generators be accepted.
- (x) the quotation from Company A, Northern Productions from Sunderland, for the amount of £1,180.00 to provide lighting towers for Bonfire night only, be accepted.

FURTHER RESOLVED:-

(a) the Corporate Services Manager be given authority to seek a price from a previous supplier for fencing and temporary accommodation;

(b) it be confirmed the Town Council follow the advice of the Safety Advisory Group when given.

77. Replacement of MUGA surface at the Pavilion Sports & Community Centre

Members considered the report provided Members with a summary of quotations for the replacement of the MUGA carpet at the Pavilion. **RESOLVED** the contract to replace the MUGA surface be awarded to Greenfields Sports Surfaces Ltd at a value of £61,243.78 + vat.

78. Policies

- (a) Menopause Policy
- (b) Annual Leave Policy

Members considered the policies listed above. **RESOLVED** the policies be approved for immediate use.

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 10TH FEBRUARY 2020 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- D Howarth, A C Long, K Liddell, S Simpson & S McDonnell

Messrs:- A Watson, S Miles, G Carne, R Moore & C Watkins

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.

61. **Apologies for Absence**

Apologies had been submitted and accepted from T Duffy, K J Duffy & L Fenwick. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

62. **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.

63. **Horden & Peterlee RFC**

Representatives of the Club were in attendance at the meeting to update the Council on the Club's development and their future plans. They thanked the Town Council for their help and support in getting the Club to where they are today. He gave details of the works carried out on the building and stand and progress with the Club's development, detailing particularly the youth and women's teams. He advised the biggest issues for them was wear and tear on the first team pitch. This was where the proposal for the Horden & Peterlee RFC to fund the development of a training pitch between the Rugby Club and cemetery had been necessary. Consideration of this request had been deferred at the last meeting.

It was reported the Club was very well used on almost every day of the week with various community groups using the facilities regularly. A Local Member reported on the massive positive impact on the behaviour of local school children that she came into contact with that are involved with the Club. Whilst there was discussion on the name change of the Club the Town Council accepted the concerns about potential relegation this may cause

and were pleased to see the signage had been changed at the Club. It was stressed that the Town Council did expect the full name change to Peterlee Rugby Club to be delivered for the 5th year anniversary, as per the terms of the lease.

RESOLVED the information given be noted and further consideration be given to the request for a third pitch at a future meeting.

64. Former Bowling Green Site, Lowhills Road - Progress

The Town Clerk reported a meeting had been held with the two interested parties on Friday 7th February 2020 and he now asked Council to decide which was their preferred option for the future use of the site. Members wished for a genuine community hub facility to be created on the site and following discussion it was **RESOLVED the proposal from CALM in East Durham to create a Wellbeing Village on the former bowls pavilion and grounds at Lowhills Road, be accepted. Members were keen for the site to be used and agreed that an interim license to Occupy be drawn up which would allow non-exclusive right of access to the site. A formal lease for the site would be drawn up and brought back to Council for a final formal approval as soon as possible.**

65. Information on Sport & Wellbeing Activities and Events

The progress report of the Sports & Well Being Manager providing information for Members about new and existing Sport & Wellbeing activities, and issues raised by sports users was considered. The Sport & Wellbeing Manager asked for Members help with promoting the Active Families sessions to be held during the school holidays in February as well as the SEED workshop to be held on 25th February 2020. A Local Member reported the installation of sound panels in the main hall had made a huge difference with the acoustics in the room. **RESOLVED the information given, be noted.**

66. To Approve the Minutes of the Last Meeting of the 13th January 2020 and Minutes of the Special Meeting held on 20th January 2020 a copy of which had been circulated to each Member were approved and signed as a true and correct record.

67. Report of the Events Working Party of Monday 20th January 2020 a copy of which had been circulated, were noted. Councillor R Moore expressed his disappointment that the Armed Forces event had been cancelled.

68. Report of the Woodhouse Park Working Party of 15th January 2020 a copy of which had been circulated, were noted.

Councillor R Moore had asked Council to discuss the way forward for dealing with ASB issues in Woodhouse Park.

Two local residents had come along to the meeting to speak to the Council about problems of anti social behaviour there were experiencing living next to and using the Park and they asked for Woodhouse Park to be locked on an evening which they felt would reduce problems. Following discussion it was **RESOLVED the Town Council investigate further the access options for Woodhouse Park.**

The Chair thanked the residents for their attendance at the meeting.

69. Permanent Christmas Tree – Shotton Hall

Consideration was given to the report of the Parks Manager providing Members with a summary of planting a permanent Christmas tree at Shotton Hall. **RESOLVED the purchase and installation of a permanent British sourced Nordmann fir tree from Todds Nursery at a cost of £3,800, be agreed.**

Item 10. Review of Direct Debits, Standing Orders, BACS/CHAPS

Report To: Peterlee Town Council

Date: 24th February 2020

Subject: **Review of the use of Direct Debit, Standing Order and BACS/CHAPS payments**

Report of: Ian Morris, Town Clerk

Purpose: This report provides a review of the current use of Direct Debit, Standing Order and BACS/CHAPS payments by the Town Council and seeks approval of their continued use as per s7.8-7.10 of the Council's Financial Regulations.

Background: Members will be aware that the Town Council makes use of Direct Debit, Standing Order and BACS/CHAPS for a number of different payments ranging from individual suppliers through to staff wages. The Council's Financial Regulations¹ require that approval for the use of such processes should be renewed by resolution of the Council at least every two years.

Payments: The Council's Finance Officer has provided the following summary of payments made by the Council as at 21st February 2020:

Type	For	Recipient	Frequency
DD	Electricity	EDF	Monthly
DD	Gas	Corona	Monthly
DD	Water	Anglian Water	Monthly
DD	Rates	Durham County Council	Monthly
DD	Bank & Card Fees	Coop Bank/Global Payments	Monthly
DD	Post Franker rental/credits	FP Mailing	Quarterly/as and when
DD	Telephones & internet	NTE/Russell Telecom	Monthly
DD	Loan Repayment	Public Works Loans Board	Half yearly
DD	Satellite TV	SKY	Monthly
DD	Mobile Phones	Vodafone	Monthly
DD	Vehicle Hire	Northgate Ltd	Monthly
BACS/CHAPS	Members Participation Allowance	Elected Members	Monthly
BACS/CHAPS	Staff Wages	Staff	Weekly/Monthly

¹ See s7.8-7.10 at <http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2016/04/Financial-regs-amended-June-2017.pdf>

Item 10. Review of Direct Debits, Standing Orders, BACS/CHAPS

The Town Council does not currently use Standing Orders for any payments.

Members are asked to note that as from 24th February 2020 the Town Council is switching to electronic BACS payment for the vast majority of contractor invoices etc, moving away from the paper cheque system as requested by Members. These monthly BACS payment runs will still be authorised by the Resources Finance Sub Committee prior to payment and as such are not included in this list of pre-authorised periodic payments.

Recommendation: Members are recommended to note the contents of this report and approve the continuation of the use of Direct Debits and BACS/CHAPS payments as outlined in the table above.

Appendix 2: Implications

Finance – All of the payments outlined in this report are within approved budgets; the recommendation within this report to approve the continuation of the payments is in line with s7.8 – 7.10 of the Town Council’s Financial Regulations.

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 - no direct implications

Disability Issues - no direct implications

Legal Implications – no direct implications