

MINUTES OF THE ANNUAL GENERAL MEETING OF PETERLEE TOWN  
COUNCIL HELD ON 15<sup>TH</sup> MAY 2017

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 15<sup>TH</sup> MAY 2017

PRESENT: COUN L COOK (CHAIR)

Mesdames: S Simpson, A C Long, K Hawley, V Watson,  
K J Duffy & M A Cartwright

Messrs: G L Carne, S D McGlen, S Miles, S P Franklin,  
R Moore, A T Wilkinson, A S H Meikle, A Watson, T  
Duffy, S Kirkup, R Kyle & J M S Robinson

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST  
PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. TO ELECT A MAYOR FOR THE ENSUING YEAR

Members were asked to elect a Mayor for the ensuing year. There were two nominations put forward for this position, Councillors L Cook and S Miles and a vote was taken by way of show of hands.

**RESOLVED that Councillor L Cook be elected as Mayor for the ensuing year.**

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The Mayor, thanked his colleagues for their support and pledged he would do his best to represent the Town and the people of Peterlee in his role as Mayor. He thanked the former Mayor, Councillor Cartwright for her dedication and commitment to the Council in carrying out the role of Mayor for the past two years and also the Deputy Mayor, Councillor Miles.

He then appointed Councillor Miss V Watson as his Mayoress.

**RESOLVED the information given, be noted.**

2. TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor then signed the Declaration of Acceptance of Office. Other Councillors had signed their acceptance at the induction held on Tuesday 9<sup>th</sup> May 2017, except Councillor Curry. Members were requested to consider granting approval for Councillor Curry to sign his acceptance of office no later than the next council meeting.

**RESOLVED a dispensation be granted to Councillor Curry for him to sign his acceptance no later than the next Council meeting.**

3. PRESENTATION TO FORMER MAYOR OF PETERLEE TO MARK HER TWO YEARS OF OFFICE

As the newly elected Mayor, Councillor Cook presented Councillor M A Cartwright with a medal to mark her two years of office. Councillor Cartwright said the last two years had been incredibly busy and she hoped that the good work achieved and the positive vibe would continue. She thanked everyone that had supported her during the two years which she explained had been very enjoyable.

**RESOLVED the information given, be noted.**

4. TO ELECT A DEPUTY MAYOR & CONSORT

Nominations for the post of Deputy Mayor were invited.

**RESOLVED Councillor M A Cartwright be elected as Deputy Mayor for the ensuing year. Councillor Cartwright advised her Consort would be her husband Paul.**

5. REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTERABLE INTERESTS

All Members were asked to make sure they returned their completed Interest Forms no later than the required 28 days.

**RESOLVED Members complete and return their forms as soon as possible for them to be relayed onto Durham County Council.**

6. TO ANNOUNCE A SPOKESPERSON FOR THE MAJORITY PARTY

**RESOLVED Councillor A Watson be named as the spokesperson for the majority party.**

7. TO ANNOUNCE A SPOKESPERSON OF THE MINORITY PARTY

**RESOLVED Councillor R Kyle be named as the spokesperson for the minority party.**

8. APOLOGIES FOR ABSENCE

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Apologies for absence were submitted and accepted on behalf of Councillor S McDonnell & K Liddell.

**RESOLVED the Council approve the apologies for absence received and their apologies for absence be recorded.**

9. THE MINUTES OF THE LAST MEETING a copy of which had been circulated to each Member, were agreed
10. TO CONFIRM THE DATE OF THE 2018 SHOW AS THE BANK HOLIDAY IN AUGUST 25<sup>th</sup> & 26<sup>th</sup> AUGUST 2018

**RESOLVED the date of the Show in 2018 be the Bank Holiday in August 25<sup>th</sup> & 26<sup>th</sup>.**

11. COMMITTEES & SUB-COMMITTEES

- a) To approve the Terms of Reference and constitution of the Councils Committees

**RESOLVED the new committee structure for the Town Council be agreed and adopted.**

COUNCILLORS R KYLE, S MILES & M A CARTWRIGHT DECLARED AN INTEREST AS MEMBERS OF THE PETERLEE & NORDENHAM FRIENDSHIP ASSOCIATION AND TWINNING, AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED ON THE TWINNING WORKING PARTY.

b) To appoint representatives to the following committees, along with the Chair and Vice Chair:-

- Council – all 22 members, L Cook & M A Cartwright
- Resources Committee – all 22 members, A Watson & S

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Kirkup

- Community & Environment Committee – all 22 members, M A Cartwright & S Meikle
  
- ◆ Human Resources Sub – S Miles (Chair), G Carne, (Vice Chair), A Watson, L Cook, R Moore, K Duffy, T Duffy, S Meikle, R Kyle, S Kirkup, J Robinson, S McGlen.
  - Appeals Sub – G Carne, S Miles, S Simpson & K Hawley
  - Town Clerk's Appraisal Sub Committee – S Meikle, K Hawley, R Moore, A Watson
  
- ◆ Health & Safety Sub Committee – A Long, (Chair), G Carne, (Vice Chair) and A Watson, L Cook, D Curry, S Franklin, K Duffy, T Duffy, S Miles, J Robinson, R Kyle & S McGlen.
  
- ◆ Events sub committee - S Meikle, (Chair), J Robinson, (Vice Chair) and A Watson, L Cook, R Moore, V Watson, T Duffy, S Kirkup, A Wilkinson, M A Cartwright, R Kyle & S McGlen
  
- ◆ Sports & Wellbeing Sub Committee – S Franklin, (Chair), L Cook, (Vice Chair) and A Watson, D Curry, J Robinson, S Meikle, K Duffy, T Duffy, S Miles, A Wilkinson, R Kyle & S McGlen
  
- ◆ Facilities Sub Committees – A Watson, (Chair), S Franklin and L Cook, V Watson, M A Cartwright, S Meikle, K Duffy, A Long, S Kirkup, D Curry, R Kyle & S McGlen

◆ Finance Sub Committee

**RESOLVED a report be submitted to the next Resources Committee outlining what was required by the Bank as a signatory on the account, (required to sign cheques ect), and membership be agreed then.**

➤ Scrutiny Working Party

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S McDonnell, R Moore, A Long, M A Cartwright & A Watson

➤ Shotton Hall Working Party

K Hawley, A Watson, R Moore, M A Cartwright, R Kyle & S McGlen

➤ The Pavilion Working Party

S Kirkup, S Miles, A Watson, R Kyle & J Robinson

➤ Parks & Play Areas Working Party

To be agreed when required

➤ Peterlee Show Working Party

Initially All Members

➤ Environment Working Party

To be agreed when required

➤ Twinning Working Party

Councillors S Miles, S McGlen, R Kyle, S Kirkup, J Robinson & D Curry

➤ Mayor's Committee

All members

➤ Remembrance Day Parade Working Party

Composition to be agreed.

c) To Appoint Chairman & Vice-Chairman of the Following Committees:-

- Council – L Cook & M A Cartwright
- Resources Committee – A Watson & S Kirkup
- Community & Environment Committee – all 22 members, M A Cartwright & S Meikle

◆ Human Resources Sub – S Miles & G Carne

◆ Health & Safety Sub Committee – A Long & G Carne

◆ Events sub committee – S Meikle & J Robinson

◆ Sports & Wellbeing Sub Committee - S Franklin & L Cook

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- ◆ Facilities Sub Committee - A Watson & S Franklin
  - Scrutiny Working Party – S McDonnell
  - Shotton Hall Working Party – to be confirmed at the first meeting
  - The Pavilion Working Party – to be confirmed
  - Parks & Play Areas Working Party – to be confirmed
  - Peterlee Show Working Party – to be confirmed
  - Environment Working Party – to be confirmed
  - Twinning Working Party – to be confirmed

12. DELEGATES TO OTHER BODIES

**RESOLVED the following representatives be appointed to serve on the bodies listed:-**

1. County Durham Association of Local Councils Larger Local Council Forum

A Watson, L Cook and the Town Clerk

2. Easington Area (Durham County Association of Parish & Town Councils)

M A Cartwright, K Duffy & R Kyle

3. Castle Eden Dene Joint Management Committee

M A Cartwright, K Duffy & V Watson

4. Peterlee Town Band

S Meikle & M A Cartwright

5.) Passmore Pavilion Local Steering Group

A Watson

6. Shotton Airfield Consultative Committee

A Long

7. Healthworks, Easington

A Wilkinson

8. Peterlee Cricket Club

S Meikle

9. Rugby – Peterlee Pumas

T Duffy

13. PLANNING APPLICATIONS

- (a) 18 Barsloan Grove, rear two storey rear extension
- (b) 7 Church Close, single storey front, two storey side and single storey rear extensions
- (c) 7 Alston Walk, erection of two storey extension to side and two storey and single storey extension to the rear
- (d) 75 Christchurch Place, single storey extension to side

For consideration and comment

14. ASSET OF COMMUNITY VALUE NOMINATION – THE HEARTS OF OAK, PETERLEE

Members are asked to consider whether the Council should submit any representations on the nomination from the Hearts of Oak Supporters Group to have the pub listed as an Asset of Community Value under the Community Right to Bid Legislation.



15. SPOKESPERSON FOR THE MAJORITY PARTY'S REPORT

16. SPOKESPERSON OF THE MINORITY PARTY'S REPORT

**RESOLVED Councillor W M Jeffrey be appointed as the Spokesperson for the Majority Party. FURTHER RESOLVED Councillor R Kyle be appointed as the Deputy Spokesperson of the Majority Party.**

9. TO ANNOUNCE THE SPOKESPERSON & THEIR DEPUTY OF THE NORTH EAST PARTY

**RESOLVED Councillor A Watson be appointed as the Spokesperson for the North East Party. FURTHER RESOLVED his nominated Deputy be Councillor S McDonnell.**

10. APOLOGIES FOR ABSENCE

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11. THE MINUTES OF THE LAST MEETING, subject to Councillor J Alvey's apologies being recorded.

12. PARISH POLL

The results of the recent poll were circulated for each Member and it was reported a Special meeting had been convened for Monday 23<sup>rd</sup> May 2016. Councillor Jeffrey and Thompson had felt the need to prepare a further agenda and a copy of this was circulated at the Meeting. Members questioned the need for a second agenda and supported the Acting Town Clerk with the agenda she had prepared and properly circulated prior to this.

**RESOLVED it be noted an extra ordinary meeting was to be held to consider this matter on 23<sup>rd</sup> May 2016.**

13. COMMITTEES & SUB-COMMITTEES

**RESOLVED that the following Members be appointed to the Town Council's Committees for the ensuing year:-**

- a) Finance & General Purposes Committee

All Members of the Council

- b) Finance Sub-Committee

All Members excluding Councillors W M Jeffrey, C J Metcalfe, D Sillito & L Wood

- c) Parks & Cemetery Committee

All Members of the Council

- d) Planning Committee

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All Members of the Council

e) Establishment Committee

All Members of the Council

f) Peterlee Information Centre Committee

All Members of the Council

g) Mayor's Committee

All Members of the Council

h) Peterlee Show Committee

All Members of the Council

i) Clerks' Advisory Committee

**RESOLVED meetings of this Committee be postponed until further notice.**

j) Joint Consultative Health & Safety Committee

All Members

k) Twinning Committee

All Members of the Council

l) Shotton Hall Sub-Committee

All Members of the Council

m) Appeals Committee

Councillors S Miles, A Watson, C Robbins & R Kyle

n) Security Sub-Committee

Defer until further notice

o) Internal Audit Sub Committee/Panel

Replaced by the scrutiny committee

p) Complaints Committee

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Councillors A Watson, M A Cartwright, K Hawley, R Kyle, M J Thompson, S McDonnell, V Watson & W M Jeffrey

q) Helford Road Management Board

Councillors C J Metcalfe, A Watson, V Watson, L Cook, K Hawley & S Miles

r) Eden Lane Community Building Management Group

Deferred until further notice or when required.

s) Skatepark Working Party & (Whip) Woodhouse Park Working Party (Combine the two)

L Cook, W M Jeffrey, C Watkins, L Wood, D Sillito, S Miles, C J Metcalfe, V Watson , (the structure and attendees be clarified with Parks Development Officer).

t) Finance/Budget Working Party

All Members

u) Internal Standards Committee

D Sillito, C Watkins, C J Metcalfe, L Cook, M J Thompson & S Miles

v) Review Working Party

Defer until further notice, (previously it was S Miles, A Watson, G Cowie, C J Metcalfe, L Cook, K Hawley, M J Thompson & W M Jeffrey).

w) Policy/Governance Working Group

Replaced by the Scrutiny Committee

x) Sub Committee – Personnel Staffing Issues – Town Clerk

K Hawley, S Simpson, M A Cartwright & C J Metcalfe

y) Scrutiny Committee

L Cook, W M Jeffrey, A Watson, S Miles, K Hawley, S McDonnell, M A

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Cartwright and M J Thompson.

14. TO APPOINT CHAIRMAN & VICE-CHAIRMAN OF THE FOLLOWING  
COMMITTEES:-

**RESOLVED that the following be appointed to Chairman and Vice  
Chairman of the Committees as listed:-**

a) COUNCIL

M A Cartwright & S Miles

b) FINANCE & GENERAL PURPOSES COMMITTEE

K Hawley & S McDonnell

c) PARKS & CEMETERY COMMITTEE

M A Cartwright & L Cook

d) PLANNING COMMITTEE

A Watson & S McDonnell

e) ESTABLISHMENT COMMITTEE

C J Metcalfe & L Cook

f) MAYOR'S COMMITTEE

To be named at the first meeting

g) PETERLEE SHOW

L Cook & V Watson (S Miles Chair from October 2016 and V Watson  
Vice Chair)

h) JOINT CONSULTATIVE HEALTH & SAFETY  
COMMITTEE

C J Metcalfe, L Cook

i) TWINNING COMMITTEE

To be agreed at the 1st Meeting after A.G.M

j) SHOTTON HALL COMMITTEE

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K Hawley & S McDonnell

m) THE PAVILION MANAGEMENT BOARD

A Watson & L Cook

n) EDEN LANE COMMUNITY BUILDING STEERING GROUP

Deferred

n) APPEALS COMMITTEE

To be agreed at the 1st Meeting after A.G.M

o) SECURITY SUB COMMITTEE

To be agreed at the 1st Meeting after A.G.M

p) INTERNAL AUDIT SUB COMMITTEE/PANEL

To be agreed at the 1st Meeting after A.G.M

q) COMPLAINTS COMMITTEE

To be agreed at the 1st Meeting after A.G.M

r) SCRUTINY COMMITTEE

S McDonnell & K Hawley

Councillor J Alvey gave his apologies and left the meeting at around 8.30pm.

15. DELEGATES TO OTHER BODIES

To appoint representatives to serve on the following bodies:-

1) County Durham Association of Local Councils

A Watson & S Miles

2) Easington Area (Durham County Association of Parish & Town Councils)

R Kyle, W M Jeffrey & M A Cartwright

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3) Peterlee Youth Centre

R Kyle

4) Leisure Gardener's Association

C Robbins, (Lowhills Road site) and M A Cartwright, (Thorntree Gill site)

5) Castle Eden Dene Joint Management Committee

A Watson, V Watson, W M Jeffrey

6) Peterlee Town Band

A Watson & M A Cartwright

7) Durham Larger Local Councils Forum

A Watson & S Miles

9) Peterlee Passfield & District Community Association

A Watson

10) Passmore Pavilion Local Steering Group

A Watson

11) Development in Peterlee Town Centre

D Sillito & S Simpson

12) Passfield Resident's Association

A Watson

13) Shotton Airfield Consultative Committee

A Watson

14) Healthworks

M A Cartwright

15) Police Community Panels

D Sillito, K Liddell, S Simpson, S Miles & M A Cartwright

16. PLANNING APPLICATIONS

Members were give details of the following planning applications that had been received:-

(i) Proposed      Erection of pitched roof to existing flat roofed property

At                  53 Balliol Close

(ii) Proposed      Single storey rear extension

At                  5 Hertford Place

(iii) Proposed      retail store and associated works (Aldi)

At                  site of Peterlee Building Supplies, Yoden Way

(iv) Proposed      porch to the rear

At                  9 Lumley Drive

It was asked if further details could be obtained on the motorcycle parking provision at the proposed Aldi Store and it was also asked if Horden Parish Council had commented on the application.

**RESOLVED no observations be submitted however further information be obtained as discussed.**



17. NOTIFICATION OF A PLANNING APPEAL – ERECTION OF NEW  
CREMATION FACILITY AT CASTLE EDEN

Members were circulated with details of this appeal.

**RESOLVED the Town Council support the application.**

18. EXTENSION OF PATHS IN THE CEMETERY, EDEN LANE

Members were advised of details of proposals for the extension of footpaths in the Cemetery at Eden Lane and the site plans were made available for viewing at the meeting. The plans were for the extension of the current network of footpaths prior to the areas where they were required reaching capacity. There would be no disturbance to any existing graves or previous internments as the work way away from any burials plots.

**RESOLVED approval be given to these works.**

19. SHOTTON HALL ACADEMY

Members were circulated with a copy of a request received from County Councillor Joan Maslin asking for consideration of assisting with the funding of parking works outside Shotton Hall Academy.

**RESOLVED this matter be deferred to a future meeting.**

20. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING 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, 1960 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

21. CODE OF CONDUCT COMPLAINTS

(i) COM033

(ii) COM009

Members were circulated with details of the decision notices issued by the Monitoring Officer following complaints made to Durham County Council, both recommending no further action.

**RESOLVED the information given, be noted.**

22. APPOINTMENT OF TOWN CLERK – PROPOSED COSTS

Members were asked to give approval to the assessment centre costs in relation to the appointment of the Town Clerk and the costs were outlined for Council. There would be personality profiling and then analysis of the resulting report against the Town Clerk role

specification and identification of areas for further questioning. Confirmation of the times for opening of the application forms on 26<sup>th</sup> May 2016, the shortlisting on the 31<sup>st</sup> May 2016 and the preferred date for the assessment centre on the 14<sup>th</sup> or 15<sup>th</sup> June 2016 was requested. Interviews were to be held on Monday 27<sup>th</sup> June 2016 and there was discussion on the start time, with a preference for them to be held on an evening to allow all Members to be able to attend.

**RESOLVED approval be given to the costs for the assessment centre and the times suggested be confirmed to the Senior HR Officer supporting the Town Clerk in the filling of the vacancy.**

23. E T CLAIM- FORSTER AND OTHERS v PETERLEE TOWN COUNCIL – PROGRESS

Members were asked to consider a request from the claimants to recover costs of this claim being lodged.

**RESOLVED this request be refused.**

24. FORMER TOWN CLERK'S GRIEVANCE - NEREO

Item requested by Councillor Hawley. At the meeting, owing to time constraints, Councillor Hawley asked that this matter be considered at a future meeting.

**RESOLVED consideration of this item be deferred.**

25. SPOKESPERSON FOR THE MAJORITY PARTY'S REPORT

Councillor Jeffrey said it was the start of a new civic year and he hoped that the Council could all work together to move forward and this was a desire for both parties to do this. He commented on the recent decision made by Durham County Council with regards to teaching staff contracts which he felt was bad news.

**RESOLVED the report be noted.**

26. SPOKESPERSON OF THE NORTH EAST PARTY'S REPORT

Councillor A Watson thanked the Mayor for her efforts with her term and congratulated her on being re elected, working for the good of Peterlee, under sometimes very difficult circumstances. Councillor Watson also thanked the Deputy Mayor, Councillor S Miles for his hard work and commitment to the Town. He also commented on the recent decision by the County Council saying to sack then re employ Teaching Assistant was a terrible decision. Councillor Watson offered those at the meeting tickets for a Brass Band Concert that he had been given by the Peterlee GT Group Band to pass on to anyone interested in going along.

**RESOLVED the report be noted.**