

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PARKS &  
CEMETERY COMMITTEE

HELD ON MONDAY 22<sup>nd</sup> APRIL 2013

PRESENT: COUN. J ALVEY (CHAIR)

Mesdames: J I Measor, L Wood,  
J Black & Mrs M Milsom

Messrs: R Curtis, T Jones, R Kyle,  
C Watkins, L Cook, W M Jeffrey,  
H Bennett MBE, C J Metcalfe,  
D Langan, C Robbins, D Milsom,  
R Huitson & E W Hall

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

64. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors:- G  
Cowie (hospital) and R Jones (Wife poorly).

**RECOMMENDED that the apologies submitted be  
accepted.**

65. THE MINUTES OF THE LAST MEETING, a copy of which  
had been circulated to each Member, were approved.

MATTERS ARISING –

Minute No. 62 – Fees & Charges – Sports Lettings 2013/14

**RECOMMENDED an increase of 2.5% be made to the  
Sports fees (excluding the Bowls fees which were to  
remain at the current level as per previous agreements  
made).**

66. PETERLEE LEISURE GARDENERS ASSOCIATION – VARIOUS MATTERS

The Deputy Town Clerk advised that the Secretary of the Association had given their apologies for their absence at this meeting. A letter from the Treasurer was circulated for the information of Members.

**RECOMMENDED that the information given, be noted and further contact be awaited.**

67. 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, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

68. PROGRESS REPORT OF THE DEPUTY TOWN CLERK

Consideration was given to the Report, a copy of which had been circulated to each Member.

a) Request for a Skip

A request had been received for a skip at the Lowhills Road Allotment Site. They had received no skips this year. Thorntree Gill Site had received one. Members agreed that Lowhills Road allotments could benefit from an additional skip at the end of the growing season (October) as this was the only site that was permitted to have green fires.

**RECOMMENDED that the Council Policy be updated and all allotment sites to receive one skip in April and one in October, with the exception of Thorntree Gill who would receive two skips in October.**

b) LOWHILLS ROAD CAR PARK

It was reported that this work had now been completed.

**RECOMMENDED that the information given, be noted.**

c) WORKS COMPLETED –

i) Installation of fence around the rugby pitch at Helford

**RECOMMENDED that the information given, be noted.**

ii) Installation of five new seats at Helford North end of Rugby pitch

The Deputy Town Clerk asked for Member's to endorse the action taken in ordering and installing the seats in the sum of £2,100 at Helford Road.

Members were extremely concerned at this action being taken without the prior approval of the Council.

**RECOMMENDED this matter be investigated further and considered at the Council meeting.**

iii) Renewal of all lighting bulbs in the floodlights for the MUGA sports area, including the cleaning of the protective lenses

**RECOMMENDED Members be advised at the cost of this work at the Council meeting.**

iv) Re-siting of the planters at Helford to eliminate cars turning in front of the pavilion entrance

**RECOMMENDED that the information given, be noted.**

- v) Completion of the new drainage pipes on the pony fields area, adjacent to Snow Drop Avenue by Northumbrian Water.

The Deputy Town Clerk advised Members that a contract had been received to sign and agree with Northumbrian Water in the sum of £2,242.71 to breakout the existing channels from with either side of the manhole to next sound joint approximately 1.5 meter replace with a new channel and grout into wither side of the manhole. The recovery of this amount would be pursued with Durham County Council when reaching a full and final resolution to this matter.

Members were extremely perturbed at the Council entering into a contract with Northumbrian Water, and asked the Deputy Town Clerk for clarification as to who had carried out this action, without the Council's authorisation. Members reiterated that they had not accepted any liability.

**RECOMMENDED payment of this invoice be pursued with Durham County Council and the Council see full and final resolution of this matter with all of the relevant parties.**

A further letter had been received from Mrs Wales, the resident in Snowdrop Avenue, a copy of which had been circulated to all Members. This had been acknowledged, and forwarded, as requested to the Town Council's insurers.

**RECOMMENDED that the information given, be noted and progress be waited.**

- vi) Completion of the new dolomite road surface for Thorntree Gill Allotment site

**RECOMMENDED that the information given, be noted.**

- vii) Temporary road repairs to the Allotment site at Lowhills Road  
**RECOMMENDED that the information, given be noted.**
  - viii) Application of Nomix Enviro, (weedkiller), around all our sites  
**RECOMMENDED that the information given, be noted.**
  - x) Bowling green maintenance, allowing for the Season opening on the 19<sup>th</sup> of April  
**RECOMMENDED that the information given, be noted.**
  - xi) Cricket maintenance, allowing for the Season opening on the 27<sup>th</sup> of April  
**RECOMMENDED that the information given, be noted.**
  - xii) Planting of four more Prunus trees in Eden Lane Cemetery, (having sold all of the existing ones following our popular memorial scheme)  
**RECOMMENDED that the information given, be noted.**
  - xiii) Woodhouse Park, landscaping of area next to mini golf, replanting of shrubs which were grown buy Colin Bainbridge and his team from the Shinwell Group, & the removal of iron trellis work around the sensory gardens  
**RECOMMENDED that the information given, be noted.**
- d) ON GOING ISSUES
- i) Grass cutting cycle has now started
  - ii) Renovation works on the lawned areas at Shotton Hall, (rolling, application of fertilisers, scarification, moss removal)
  - iii) Replacement of damaged play area equipment

- iv) On-going maintenance on our football and Rugby pitches.

Reference was made to previous discussion with residents on the play area at Heath Close.

**RECOMMENDED that the information given, be noted.**

**FURTHER RECOMMENDED progress be investigated with the discussions with residents of Dene House on the Heath Close Play Area.**

e) ACTIVITIES IN WOODHOUSE PARK

Another Skate Park Jam Event had been held on 11<sup>th</sup> April 2013 which had been well attended. “In House” repairs to the toilet block needed to be carried out to allow toilet facilities to be used during the event only.

Further Activities had been planned for the Park in the Summer and in the next school holidays, week commencing 27<sup>th</sup> May it was planned there would be activities arranged three times a week between 6-8pm. An Urban Games Day was planned for Friday 26<sup>th</sup> July 2013 between 1 – 4pm. These events were being planned by Durham County Council, in liaison with the Parks Development Officer.

Members had been circulated with a letter received from Susan Grant, local resident, with an idea to promote Woodhouse Park to make it more appealing to the Community with a Café in the Park.

Members felt initially this was a good idea, but one that needed full and further consideration.

**RECOMMENDED that the information given, be noted.**

**FURTHER RECOMMENDED the Café in the Park proposed be considered at the next Parks and Cemetery meeting.**

f) EAST DURHAM ARCHERS OUTDOOR VENUE

A request had been received from East Durham Archers for them to resume their use of the sports field at Lowhills Road for outdoor archery.

The Deputy Town Clerk advised a meeting had been held with their representative along with the Sports Development Officer and the Cemetery Officer. If agreed they offered to pay a season fee for the use.

A copy of the email received from the Archers with correspondence relating to Grand National Archery Society, Rules of Shooting, a summary of their liability insurance cover, and incident notification guideline, along with risk assessments, had also been submitted.

**RECOMMENDED approval be given for the Archers to return to Lowhills Road two times per week, April to September, for outdoor shooting practice, at a fee of £150.00 per season.**

g) EDEN LANE FOOTBALL FINALS

Six matches were to be held at Eden Lane; two had been held already with the Town Council, as per its agreed policy, providing snacks and soft drinks from the kitchen at Eden Lane. This had given a healthy income each time to the Town Council.

**RECOMMENDED that the information given, be noted.**

h) REQUEST FOR CLOTHING BANKS AT LOWHILLS ROAD

The Deputy Town Clerk advised she was awaiting advice from the Planning Department on this matter.

She felt it appropriate to advise Members that there was already a clothing bank for this organization in the Car Park next to Pound Stretchers, Essington Way, Peterlee.

**RECOMMENDED that the advice from the Planning Department, be awaited.**

i) THORPE ROAD CEMETERY

*COUNCILLOR D LANGAN ADVISED THAT HE HAD TAKEN NO PART IN THE DISCUSSION AT HORDEN PARISH COUNCIL. HE DECLARED AN INTEREST IN THIS ITEM AND TOOK NO PART IN THE DISCUSSION THAT ENSUED.*

The Deputy Town Clerk advised Members that she had met with the Clerk of Horden Parish Council, asking their Council to consider a reduction in the current payment made in respect of maintenance at the Horden Cemetery. The current past burials contribution was £8,343.00.

After consideration, Horden Parish Council had decided not to grant a reduction to the Town Council, as the reason for the contributions was that while Peterlee Cemetery was taking Horden residents, the Parish Council's cemetery was continuing to inter Peterlee residents and the rationale behind the contribution was for the Parish Council to maintain those graves from Peterlee residents interred prior to the cemetery at Peterlee being opened.

**RECOMMENDED that the information given, be noted.**

j) STRUCTURAL DESIGN WORKS & SPECIFICATION FOR TENDER REPAIRS TO SHOTTON HALL ANCILLARY BUILDINGS & EDEN LANE FACILITY



The Horticultural Supervisor had engaged Dayes Kenyon to carry out the above work and they had requested full payment for this work. The recommendation from the meeting on 4<sup>th</sup> March 2013, was that the price received from Ronden Builders be accepted to make this building water tight and Dayes Kenyon not be engaged to carry out design or tenders works.

Members expressed their grave concerns as to why an instruction agreed at a meeting had not been carried out by the Horticultural Supervisor.

In discussing this item Members reiterated the Council Policy in relation to the opening of tenders.

**RECOMMENDED that this matter be considered further at the Council meeting.**

69. CIVIC TAXI CONTRACT

Correspondence had been received from Mr T O'Donnell of Peterlee Executive Cars, with a proposal to the Town Council, a copy of which had been circulated to all Members.

Members agreed to accept this proposal, with the exception of Councillor E W Hall, who was against this decision.

**RECOMMENDED that:-**

- (i) the current contract with Peterlee Executive Cars be extended to 30<sup>th</sup> April 2015, at the existing rates and high quality of service.**
- (ii) it being recorded that the Town Council would save the cost of advertising this contract. Previously this service had been particularly difficult to obtain with the necessary level of service required for a Civic taxi service.**

- (iii) **it was recorded that this was a departure from Standing Orders and Financial Regulations for the award of contracts. The Civic Tax Contract was of such a special character for which it was not, in the Council’s opinion, possible to obtain competitive quotations.**

70. OUTSTANDING DEBT OWED TO COUNCIL

The Deputy Town Clerk advised that an outstanding debtor had liaised with the Council’s Solicitor and advised that she was able to pay £50.00 per month to repay the outstanding debt.

**RECOMMENDED that the Council agree to a repayment in the sum of £50.00 per month, with a rider that if this person was elected as a Councillor for Peterlee Town Council then her monthly participation allowance be forfeited as a monthly repayment until the debt was re-paid in full.**

71. DEVELOPMENT OF COUNCIL POLICY

The Deputy Town Clerk reported she had now received an estimate for the works to be delivered by ACAS and details were given of the price. The contract for ACAS Services was with the objective of developing an acceptable Grievance and Fair Treatment Policy between Council employees and Council Members.

**After a vote it was RECOMMENDED the contract with ACAS be confirmed to carry out these works. Councillors; R Huitson, T Jones, R Curtis, Mrs M Milsom, D Langan and C Watkins voted against this recommendation.**



