

MINUTES OF THE COUNCIL MEETING OF THE 17<sup>TH</sup> JUNE 2013

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 17<sup>TH</sup> JUNE 2013

PRESENT: COUN R J CURTIS (CHAIR)

Mesdames: J I Measor, K Liddell, S Simpson, L Wood,  
M Milsom & M Thompson

Messrs: S Miles, D Sillito, W M Jeffrey, L Cook, R Kyle,  
F Price, J Alvey, G Cowie, C J Metcalfe, D Milsom & A  
Watson

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

PRIOR TO THE MEETING, A 15 MINUTE “OPEN SESSION” WAS HELD TO ALLOW MEMBERS OF THE PUBLIC AN OPPORTUNITY TO PUT QUESTIONS TO THE COUNCIL. THERE WERE NO MEMBERS OF THE PUBLIC IN ATTENDANCE AT THE MEETING.

23. POLICE - UPDATE

The Mayor welcomed PCSO Carol McCombe and PC Rob Ramshaw to the meeting. It was reported the total number of incidents since the last meeting was a total of 651, and these were broken down into their individual categories and details of particular incidents were given. It was reported that PACT Priorities included off road bikes for Acre Rigg, Grampian Drive Area. Good news items were reported to the meeting with the successful arrests and warrants issued.

Updates were given on issues raised previously including parking at the Bingo, fly tipping, conduct of taxi drivers and the former college

site. Items were given for the Police to investigate further if possible were:- Parking on Grampian Drive by students of St Bedes; taxis; had there been an increase in fly tipping following the changes in opening times of the waste disposal centre; various car, quad bike and motor bikes incidents and a traveler caravan.

**RESOLVED the Officer be thanked for their attendance.**

24. APOLOGIES FOR ABSENCE

Apologies for absence had been submitted and accepted on behalf of Councillors C Baty and V Watson, (on holiday) and C Watkins, (work commitments).

25. THE MINUTES OF THE COUNCIL MEETING OF THE 13<sup>TH</sup> MAY 2013 a copy of which had been circulated to each Member, were agreed, subject to Councillor Alvey being included on the list of Members for the Pavilion Management Board.

Matters Arising

(i) Minute Number 7 – To Elect a Leader & Deputy Leader

Councillor Jeffrey made the following statement on behalf of the Labour Group:-

“The Leader of the Council is a political position which is held by the Leader of the largest political group on the Town Council. The Local Government Act 2000 does not apply to Town Councils, but although there may be no statutory powers to appoint a Leader in Town and Parish Councils, it is not illegal to do so- there is a difference.

We strongly believe that Peterlee Town Council should have a Leader and Deputy Leader for the purposes of:-

- Providing political “leadership” to the Council;
- Acting as a point of contact between elected Members and the Clerk;
- If and when required, speaking to or providing statements for the press/ media on behalf of the Council when a political or policy response is needed.”

Councillor Jeffrey stressed that a Leader could not make any decisions and did not get any special allowance or payment.

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Councillor Watson felt very strongly that there should not be a Council Leader and that undermined the position of the Mayor and proposed that there be a secret ballot held. He wished to remind all members there could not be an Official position of Leader and there were no rights or provisions within Standing Orders to give powers to allow this. He felt to make any resolution to elect a Leader would be ultra vires and void. He also felt that reference to whatever other Councils did not make any difference and was not relevant.

**RESOLVED Councillor Alvey be added to the membership of the Pavilion Management Board. FURTHER RESOLVED, following a vote, Councillor W M Jeffrey and C J Metcalfe be appointed to the positions of Political Leader and Deputy Leader of Peterlee Town Council.**

(ii) Minute Number 20 – Eden Lane Bowls Pavilion

**RESOLVED it be noted that the remaining £600 for this repair would be funded from Eden Lane Depot repairs and decorations Budget (code 4250) cost centre 262 budget and approval be given for this amount to vired from this code to 4250 (263).**

26. THE MINUTES OF THE ANNUAL MEETING OF ELECTORS FOR PETERLEE OF THE 13<sup>TH</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed.

27. THE REPORT OF THE SHOW MEETING OF THE 23<sup>RD</sup> MAY 2013 a copy of which had been circulated to each Member, was agreed.

**RESOLVED that entry into Classes 1 and 2 for the Horticultural Marquee, Peterlee Show competitions for children, be free.**

28. THE REPORT OF THE SPECIAL MEETING OF THE SHOTTON HALL SUB COMMITTEE OF THE 28<sup>TH</sup> MAY 2013 a copy of which had been circulated to each Member, was agreed.

29. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed.

Matters Arising

- (i) Minute Number 14 The Local Government Act 2000 in relation to the position of Council Leader

This item had been dealt with earlier in the meeting. **RESOLVED that it be noted a Leader and Deputy Leader had been elected for Peterlee Town Council, Councillors Jeffrey and Metcalfe.**

- (ii) Minute Number 21 – The Show - First Aid Cover, Brass Band Competition & Freddie the Fire Engine

**The report of the Show Co Ordinator was considered.**

**RESOLVED:-**

- (a) **the lowest quote received from Sty Johns Ambulance for first aid cover for the Show Weekend, be accepted;**  
(b) **the information received relating to the Brass Band Competition be accepted;**  
(c) **on the bookings for the Spitfire and Freddie the Fire Engine the Show Co Ordinator be given authority to manage these bookings taking into account previous issues raised by Members.**

- (iii) Minute Number 23 Civic Regalia – Member’s Medals

**RESOLVED a further report be awaited.**

30. THE MINUTES OF THE PLANNING COMMITTEE OF THE 3<sup>RD</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed.

**RESOLVED an invitation be extended for the relevant Officers from Durham County Council and representative(s) of Castle Dene Shopping Centre to come along to the next Planning Meeting.**

31. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 3<sup>RD</sup> JUNE 2013 a copy of which had been circulated to each

Member, were agreed.

32. THE MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 4<sup>TH</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed.

Matters Arising

- (i) Minute Number 3 (e) Damage to Vending Machine

It was reported that an invoice for the damage following this incident had now been received.

**RESOLVED the invoice for the damage to the vending machine be forwarded onto the hirer to pay.**

- (ii) Minute Number 3 (f) Lift Maintenance

Consideration was given to the report of the Acting Building Manager on this matter.

**RESOLVED the lift maintenance contract be renewed and a Gold Level Service Agreement be arranged at the price as given in the report.**

- (iii) Minute Number 4 (f) 9 A side pitch – Helford Road

Consideration was given to the report of the Sports Development Officer, a copy of which had been previously circulated to each Member.

**RESOLVED option one as detailed in the report be agreed. This was for a 9v9 pitch being marked out on both pitch 1 and pitch 2. The 9v9 markings will be done in a different colour to the adult 11-a-side pitch markings to avoid any confusion.**

- (iv) Minute Number 6 – Lighting up English Football

**RESOLVED this letter be received and no further action be taken.**

33. THE REPORT OF THE CLERK'S ADVISORY COMMITTEE OF

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THE 10<sup>TH</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed, subject to Councillor Alvey's apologies being removed as they were incorrectly recorded.

Matters Arising

Minute Number 8 – Twinning Programme 2013 it was asked if the Town Council could assist with the arrangements for the Welcome Evening for the guests, in the loan of the portable bar and to speak to the brewery for support as had been given in the past.

**RESOLVED agreement be given for the Town Council to assist the PNFA with their request for the Welcome Night.**

34. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 10<sup>TH</sup> JUNE 2013 a copy of which had been circulated to each Member, were agreed.

Matters Arising

- (i) Minute Number 2 – Clothing Bank, Acre Rigg Social Club

It was reported that the Club had not made this request and it was therefore suggested that a request be made to the British Heart Foundation if they would pay the costs for the planning application if it were to proceed. Details regarding the siting of the bank had not yet been finalized to submit to Durham County Council Planning Section.

**RESOLVED progress be reported to the Park & Cemetery Meeting.**

- (ii) Minute Number 8 – Café in the Park

**RESOLVED a site meeting be held on 19<sup>th</sup> June 2013 to consider this request more fully and recommendations from that meeting be awaited.**

- (iii) Minute Number 12 – The Development of Eden Lane Facilities

it was reported there had been a meeting with a Football Team from South Shields regarding the possibility of them using the Newtown Football ground for the forthcoming season. The Representatives expressed their sincere thanks to the Town Council in assisting them in “their hour of need”. Permission was requested for them to carry out minor repairs at Eden Lane and to the football spectator stand and seating to bring the facilities up to a standard that could be used in the

short term, although this was subject to further investigation. They also asked if permission could be considered in terms of refreshments.

**RESOLVED** plenary powers be granted for South Shields to begin investigations and works immediately at Eden Lane in readiness for the Football Season. **FURTHER RESOLVED** the Facilities Manager liaise with the HR and Corporate Support on other issues and keep Members advised.

(iv) Eden Lane Community Building Steering Group

**RESOLVED** the following Members make up this Group:- Councillors R Curtis, R Kyle, C Baty, L Wood, J I Measor, M Milsom and four further members (tba) and this Group meet bi monthly.

35. INVITATION TO ATTEND THE CAP LAUNCH, THURSDAY 11<sup>TH</sup> JULY 2013, 11.00 – 12.30 EAST DURHAM COMMUNITY COLLEGE

Members were advised of this invitation to go along to the launch of the Community Alcohol Partnership.

**RESOLVED** the invitation be accepted and the Mayor represent the Town Council along with any other Members that wished to go along.

36. CLOSING OF ACCOUNTS 12/13 & ANNUAL RETURN

(i) Responsibility for Financial Management

Members were advised the Town Clerk holds the post of Responsible Financial Officer. In the event of the Clerk being unable to perform her duties due to sickness the Council was asked to pass a resolution that the Deputy Town Clerk be nominated to perform these duties in respect of the Audit and Bank Account details and for her to sign the Annual Return on behalf of the Town Council, along with the Mayor.

**RESOLVED** the Deputy Town Clerk be nominated to perform the duties of RFO in respect of the Audit and Bank Account details and for her to sign the Annual Return on behalf of the

**Town Council, along with the Mayor.**

- (ii) Amended Income & Expenditure Report – 1<sup>st</sup> April 12– March 31<sup>st</sup> 2013

Members gave consideration to the finalized copy of the income and expenditure report covering the previous financial year.

**RESOLVED the report be accepted.**

- (iii) Annual Governance Statement 2012/13 – To approve

Members were asked to approve the Annual Governance Statement to be submitted to the Town Council's Auditors BDO.

**RESOLVED the Annual Governance Statement for 2012/2013 for Peterlee Town Council, be approved.**

- (iv) Annual Return Accounting Statements for 2012/13

Members were circulated with a copy of the Annual Return to be submitted to the Town Council's Auditors.

**RESOLVED the Annual Return Accounting Statements for 2012/2013 for Peterlee Town Council, be approved.**

- (v) Statement of Accounts 31<sup>st</sup> March 2013

Members were circulated with a copy of the Statements of Accounts prepared covering the period 1<sup>st</sup> April to 31<sup>st</sup> March 2013, for approval.

**RESOLVED the statement of accounts for Peterlee Town Council for 2012/13, be approved.**

37. BULLYING & HARRASSMENT AND EMPLOYEE/MEMBER PROTOCOL



Members gave consideration to the report prepared by the HR and Corporate Support Officer a copy of which had been previously circulated to each Member.

**RESOLVED:-**

- (a) the Respect and Dignity at Work Policy be adopted;**
- (b) the Employee/Member Protocol be adopted;**
- (c) the Council agree to establish an Internal Standards Committee and the composition and membership of this committee be considered at the next meeting.**

38. LEADER'S REPORT

The Leader explained he had no report to give to the Meeting.

39. 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.

40. PAYMENT OF DEBT & HOST ALLOWANCE

Members gave full consideration to this matter and it was **RESOLVED in view of the outstanding debt, the Town Council did not feel it appropriate to pay the discretionary host allowance to this individual in respect of this Summer's Twinning Visit.**

41. PAYMENT OF MEMBER'S ALLOWANCE

Members gave full consideration to this matter and it was **RESOLVED for approval to be given for this matter to be passed to a Solicitor to handle.**