

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 21ST MARCH 2016

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- J I Measor, K Liddell, S Simpson, L M Wood, S McDonnell, M J Thompson & K Hawley

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey, C Watkins, L Cook, R Kyle, J Alvey, C Robbins, & A Watson

PRIOR TO THE MEETING THE MAYOR WELCOMED MR DUFFY WHO HAD COME ALONG TO ADDRESS THE MEETING, (PRIOR NOTICE HAD NOT BEEN GIVEN BY MR DUFFY).

Mr Duffy explained he would like to request a Special Meeting to be convened to consider issues relating to the PLGA and the two allotment sites, and he outlined the reasons why he felt this was necessary.

RESOLVED a Special Meeting be held as soon as possible with representatives of both sites invited to attend.

173. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor C J Metcalfe, (family commitments), V Watson & G Cowie, (ill).

RESOLVED the Council approve the reasons submitted for the absences received on the grounds given above, and the Councillors' apologies for absence be recorded.

174. POLICE UPDATE

The Mayor welcomed PCSO Nicola Bowman and Johnny Roberts who gave the report update to Council.

The Mayor then opened the meeting for a question and answer session which covered issues including fly tipping, (where it was suggested to make a report to the street Wardens the following number be used 03000 261018 and select Option 1), recent incidents in the Town, and reports being made by the public.

The Mayor thanked Officers for coming along to the meeting.

175. THE MINUTES OF THE COUNCIL MEETING OF THE 15TH FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

- (a) Minute Number 169 – Leader’s report

It was reported that this work had been carried out by Natural England and it was asked that this be reported to them for remedial action.

RESOLVED this course of action be followed.

- (b) Minute Number 154 – Councillor M J Thompson

RESOLVED this minute be amended to note that Councillor Thompson disagreed with the wording of the minute; she said she meant the Council was not trustworthy to send confidential information into; this was an interpretation of Councillors or the council office. A comment was made from a Councillor that “we” are the Council.

With the approval of Council this item was considered at the beginning of the meeting.

176. 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.

177. APPOINTMENT OF THE TOWN CLERK

The Acting Town Clerk declared an interest and left the meeting for the entirety of the item.

The Mayor welcomed Lyndsay Greathead, Senior HR Officer to the meeting, who reported advised as follows:-

Mrs Greathead summarised the documents previously circulated and discussion took place in relation to suggested changes to the job description, proposed methods of advertising and forms of assessment. Full council requested that discussed changes be made to the documents and that further enquiries be made in relation to assessment methods and costs of advertising. Mrs Greathead was invited back to the next available council meeting to present finalised documents. Due to the Bank Holiday and leave commitments this has been provisionally set for Monday 11th April 2016.

Full Council requested that the National agreement on Salaries and Conditions of service of Local Town Clerks be circulated which determines how a Town Clerks pay is set. Mrs Greathead advised that this would be circulated prior to her attendance at the next meeting.

RESOLVED the action taken in this regard, be endorsed and Mrs Greathead attend the meeting as agreed.

178. THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 15TH FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

179. THE MINUTES OF THE JOINT HEALTH & SAFETY CONSULTATIVE COMMITTEE OF THE 22ND FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number – DBS checks

Councillors Sillito and Thompson asked for their names to be recorded also as wishing for staff to be DBS checked.

RESOLVED all staff who come into contact with children, young people and vulnerable adults be encouraged to have a DBS processed through the Council, and whilst this was not mandatory, it be offered to staff. FURTHER RESOLVED DBS checks be considered for all new appointments to posts with the Town Council.

180. THE MINUTES OF THE TWINNING SUB COMMITTEE OF THE 23RD FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 3(iv)

RESOLVED the PNFA be invited to attend the next Finance & General Purposes Meeting to make their presentation.

181. THE MINUTES OF THE PETERLEE SHOW COMMITTEE OF THE 25TH FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Fireworks

A vote was taken on hosting the firework display at the Show and it was **RESOLVED the display be held once again at the close of the Saturday evening.**

182. THE MINUTES OF THE SHOTTON HALL SUB COMMITTEE OF THE 29TH FEBRUARY 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 24 – Recruitment of Casual Staff

It was suggested that all future vacancies for positions with the Town Council should be advertised in the Job Centre.

RESOLVED this be considered and discussed further at the next meeting of the Shotton Hall Committee.

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLORS J ALVEY, H BENNETT MBE & J I MEASOR DECLARED AN INTEREST AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

183. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 7th MARCH 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

(a) Minute Number 107 - Audit – Issues Arising Report

RESOLVED consideration of Policies be given at the next meeting and/or the meeting of the Scrutiny Committee.

(b) Minute Number 110 – Scrutiny Committee

RESOLVED a meeting of the Scrutiny Committee be arranged as soon as possible.

184. THE MINUTES OF THE PLANNING COMMITTEE OF THE 7TH MARCH 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number

It was noted that several other Councilors had gone along to this presentation, not just the two named in the minutes, **RESOLVED that this be amended to reflect that was the case.**

185. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 7TH MARCH 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 69 – TOIL

RESOLVED a section be included within the newly drafted Job Descriptions that staff would comply with all policies and procedures.

186. THE REPORT OF THE CLERK'S ADVISORY COMMITTEE OF THE 14TH MARCH 2016 a copy of which had been circulated to each Member, were approved.

187. THE MINUTES OF THE PARKS & CEMETERY COMMITTEE OF THE 14TH MARCH 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 87(i) - Lease details

It was reported that this had been clarified with HRFC who were to advise that this name change could be carried out within a 3 year timescale. **RESOLVED this be written into the lease.**

188. DEAF AWARENESS TRAINING

Members were advised that arrangements had been made for this learning and development to be hosted in house on 15 April 2016, 10 – 1pm, for front line staff and staff working Town Council events and Members were asked if they wished to participate. Councillors Cartwright & Measor indicated they wished to participate in the training.

RESOLVED that two places be reserved for these Councillors at the Training to be held on 15 April 2016 from 10 – 1pm at The Pavilion, Peterlee.

189. INTERNAL AUDIT SERVICES – FURTHER INFORMATION

The Acting Town Clerk advised on further details regarding the supply of this services as used by other Larger Local Councils. Reference was made to Financial Regulation 11(i) whereby the Council were not obliged to accept the lowest tender.

RESOLVED the offer made by Durham County Council to provide this service be accepted.

190. PRICES TO A HIRE A ROLLER FOR THE CRICKET SEASON

Members were advised of the three prices obtained to hire this piece

of equipment.

RESOLVED that the roller be hired from the company that had offered the lowest price, and plenary powers be granted for this to be hired for use immediately in readiness for the season.

191. FREEDOM OF INFORMATION – DECISION NOTICE

Members were circulated with the decision notice issued under the Freedom of Information Act 2000 (FOIA) dated 7 March 2016.

The decision, including any steps ordered, was as follows:-

1. The complainant requested information about investigations into the health & personal circumstances of Peterlee Town Council's (the council) Town Clerk and the costs relating to her employment.
2. The Commissioner's decision is that section 40(2) is engaged and the council is not required to comply with the request.
3. The Commissioner does not require the council to take any steps.

It was reported Mr Stanley had appealed against this decision to the Information Commissioner's Office.

RESOLVED the information given be noted.

192. SPOKESPERSON OF THE MAJORITY POLITICAL PARTY'S REPORT

Councillor Jeffrey said he had nothing to report.

193. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson said he had nothing to report.

194. PARISH MEETING

The Mayor had been advised that a Parish Meeting had been convened by 6 electors of the Parish to be held on Wednesday 30th March 2016 at 7.00pm in Oakerside Community Centre, Peterlee and all residents of Peterlee had been invited to attend.

RESOLVED the information given be noted.