



22<sup>nd</sup> March 2022

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **BRANDLING SUITES, SHOTTON HALL, PETERLEE, SR8 2PH** on **MONDAY 28<sup>th</sup> MARCH 2022 at 6.30pm**

Ian Morris, 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.

Due to the current COVID situation the capacity of the meeting room is reduced and so public admission to the meeting will be limited. Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or 0191 5862491

**Councillors and members of the public attending the meeting will be asked to wear facemasks unless medically exempt.**

### **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. **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/2wVyeLA>
  
4. **To Approve the Minutes of the last meeting of the 28<sup>TH</sup> February 2022**  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
  
5. **Report of the Resources Meeting of the 14<sup>th</sup> March 2022**  
The minutes of the Resources are attached for the information of Members. (attached)
  
6. **Notes of the Finance Sub Committee of the 14<sup>th</sup> March 2022**  
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments to be paid on 18<sup>th</sup> March 2022. (attached)
  
7. **Purchase of grass-cutting machinery for the Neighbourhood Services department**  
To consider proposals from the Neighbourhood Services Manager for the purchase of new grass-cutting gangs for use by the Town Council's Neighbourhood Services Department  
(Report of the Neighbourhood Services Manager, attached)
  
8. **COVID-19 Update**  
To receive an update from the Town Clerk on the Council's response to the COVID-19 situation.  
(verbal report of the Town Clerk)
  
9. **Policies**  
The following policy is for consideration, approval and adoption by Peterlee Town Council (a draft copy of the policy is available via the link given below, or in hard copy from the Deputy Town Clerk)
  - Eye Care Policy and Procedure (To view the policy please use <https://bit.ly/3L8SoGx>)

**10. Investors in People Review**

**Members will receive an update on the recent review visit by the Investors in People assessor.**

**(Town Clerk's verbal report)**

**11. Town Council Plan and Medium Term Financial Plan**

**To receive an update on progress in developing the new Town Council Plan and discuss how Members would like to be involved in future activity.**

**(Presentation from the Town Clerk)**

**12. Spokesperson of the North East Party's Report**

**13. Spokesperson of the Labour Political Party's Report**

**PETERLEE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE TOWN COUNCIL**

**HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE**

**ON MONDAY 28<sup>th</sup> FEBRUARY 2022 at 6.30PM**

**PRESENT: - COUN M A CARTWRIGHT (CHAIR)**

**Mesdames: - S Simpson, A Stockport, K Liddell, J Black, K Duffy, M McCue & S McDonnell**

**Messrs: - M Sanderson, D Hawley, T Duffy & R Fishwick**

**135. Apologies for Absence**

Apologies for absence were offered and accepted from Councillors G Johnson, S Meikle, K Hawley, R Moore, D Howarth, S Franklin & D Quinn.

**136. Public Participation Session**

There were no members of the public present.

**137. 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 offered.

**138. To Approve the Minutes of the last meeting of the 17<sup>th</sup> January 2022**

The minutes of the previous meeting were attached for consideration and approval as a true and correct record.

**139. To Consider a request for acceptance of reasons for non attendance from a Council Member**

The Town Clerk gave details of a request received for the council to formally accept reasons, as detailed in the letter received from Councillor Laing, for her non attendance at meetings. Members were sympathetic to the circumstances and asked their best wishes be conveyed to her and it was **RESOLVED Councillor Laing's non attendance at meetings for the next three months be approved, and at the end of this time period the non attendance be reviewed.**

140. Report of the Community & Environment Meeting of the 14<sup>th</sup> February 2022

The minutes of the Community & Environment Committee were attached for the information of Members.

Matters Arising

Minute Number 19 – Code of Conduct & Civility & Respect

Councillor K Duffy passed comment on the remarks made at the meeting.

**RESOLVED the information given be noted.**

141. Notes of the Finance Sub Committee of the 14<sup>th</sup> February 2022

Members confirmed and endorse the resolution of the Finance Sub Committee to approve BACS payments to be paid on 18<sup>th</sup> February 2022.

142. COVID-19 Update

Members received an update from the Town Clerk on the Council's response to the COVID-19 situation. He reported the Town Council had not changed its internal approach to the virus and staff were still being encouraged to continue to monitor their own health and use LFT's when necessary and self isolate if they tested positive for COVID-19. There was still some flexible home working however things were slowly returning to normal. COVID risk assessments were being reviewed and were in place until at least 1 April 2022.

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

143. Final Budget and Fees & Charges levels for 2022/23

Members' approval of the final draft budget and main fees and charges for the Town Council for 2022/23 was requested.

**RESOLVED the contents of the report be noted and approval be given to the budget and fees and charges for 2022/23 as set out in the report.**

144. Review of Council's Approach to Risk and Strategic Risk Register

Members were asked to review and approve the Council's approach to risk and the updated Strategic Risk Register. **RESOLVED the contents of the report be noted and the Council's corporate risk assessment, matrix and risk policy be reviewed and approved.**

145. Procurement of a new skate park at Eden Lane, Peterlee

Members were asked to approve a proposal to launch a procurement exercise for a new skate park in the area close to the Council's Eden Lane depot and Peterlee & Horden Rugby Club following a successful bid for s106 grant funding. The Town Clerk provided further information at the meeting and it was **RESOLVED approval be granted for the procurement exercise to be launched for a skate park at Eden Lane.**

Councillor T Duffy joined the meeting at 7.10pm.

146. Update on progress with the 'Double Taxation' discussion between County Durham Association of Local Councils (CDALC) and Durham County Council (DCC)

Members were asked to consider the report of the DCC Head of Corporate Finance to the Local Councils Working Group 21<sup>st</sup> December 2021 regarding the 'double taxation' concept, and to approve Officer's recommendations that the Town Council does not wish to engage with the project if it does proceed.

**RESOLVED the Town Council confirm they did not wish to take part in a double taxation exercise should it proceed.**

147. Spokesperson of the North East Party's Report

Councillor McDonnell reported on work she was continuing with the Police & Crime Commissioner's Office and DCC on a multi agency approach to tackle ASB and issues with quad and off road bikes. She reported a recent meeting had been very well attended and a further meeting had been arranged to take place in May 2022. She reported there was to be a review of the Area Action Partnership arrangements. She provided information on the council tax rebate scheme for properties in the A to D band to help with the rises in the cost of living. There were to be country wide consultations with a Boundary Commission Review in 2023. She reported on the new care home and supported living property based in Robson Avenue and encouraged all to visit. In closing she said her thoughts were with the people of Ukraine and hopes that the conflict will come to an end soon.

**RESOLVED the information given be noted.**

148. **Spokesperson of the Labour Political Party's Report**

Councillor McCue reported she was now back in circulation after suffering from COVID. She said the positive Police presence and response to off road bikes was making a big difference. She was however concerned at the increase in fires being set around the Town. She had attended the recent event held at Passmore Pavilion and was pleased to see it had been popular and well attended by residents. She reported on the Big Spring Clean events with she would hope would help with awareness and get residents involved. She was in shock at the footage coming out of Ukraine and the developments were concerning; she said their people were in her thoughts.

**RESOLVED the information given be noted.**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 14<sup>TH</sup> MARCH 2022 at 6.30PM

PRESENT:- COUN K HAWLEY (CHAIR)

Mesdames:- J Black, S McDonnell & E Watson

Messrs:- R Moore, M Sanderson, S Franklin & D Hawley

24. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors G Johnson, K & T Duffy, A E Laing, K Liddell, S Simpson, M McCue, M A Cartwright, D Quinn & D Howarth.

25. 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 Moore declared an interest in the item relating to the Dog Exercise Area in Woodhouse Park. **RESOLVED the information given, be noted.**

26. To approve the minutes of the previous meeting

**RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 10<sup>th</sup> January 2022 be approved as a true and correct record.**

27. The notes of the Events Working Party of the 3<sup>rd</sup> March 2022

**RESOLVED the notes of the Events Meeting, be noted and approval be given to the recommendation regarding the bar service to be provided at the Peterlee Music Fest Event.**



28. Dog Exercise Area – Woodhouse Park

This item was to be considered at the request of Cllr Rob Moore and it was for Members to consider a proposal for a dedicated dog exercise area in Woodhouse Park.

**RESOLVED approval be given to a dog exercise area being created in Woodhouse Park, in the area as discussed in the meeting, and Councillor Moore be supported in sourcing funding for the project. FURTHER RESOLVED a PSPO be investigated with Durham County Council for the remainder of the Park area.**

29. Medium Term Financial Plan

Town Clerk spoke about a new Medium Term Financial Plan (MTFP) for the Council and then went on to ask Members to consider the development of a Town Council Plan. He carried out an exercise with those present asking them to select 5 or 6 'Value' words from a long list of 37 words that best reflected what drives and motivates the Town Council to do what it does.

The Clerk assured he wished to have all of the 22 councillors the opportunity to be involved with this piece of work and he intended sending out an on line version of the exercise to all councillors to get feedback and ideas.

**RESOLVED progress with the Town Council “Plan on a Page” be awaited.**

**PETERLEE TOWN COUNCIL**  
**FINANCE SUB-COMMITTEE**  
**HELD IN THE BRANDLING SUITE,**  
**SHOTTON HALL, PETERLEE**  
**ON MONDAY 14<sup>th</sup> MARCH 2022**

**Present:-**  
**Councillors K Liddell, s Simpson & R Moore**

**24. ACCOUNTS FOR PAYMENT**

Members were provided with the accounts and invoices for February 2022 to be paid by BACS in the sum of £53,454.61. Following checking of the documents provided, it was **RECOMMENDED** that the accounts presented be paid.

**25. DIRECT, DEBIT CARD PAYMENTS & FASTER PAYMENTS**

**RECOMMENDED** the payments listed for January 2022, be accepted.

**Report to:** Peterlee Town Council

**Date:** 28<sup>th</sup> March 2022

**Report of:** Ian Hall, Neighbourhood Services Manager

**Report Title:** Purchase of New Cutting Gangs

**Purpose:** This report is seeking approval for the purchase of a new cutting gangs for the Town Council.

**Background:** As Members will be aware, the Town Council's Neighbourhood Services department maintains a wide range of Council-owned public space which include general use open spaces, sports pitches, parks, highways, cemetery, and street cleansing. The (Tri Max) grass-cutting gangs are one of the most important pieces of equipment for the Neighbourhood Services Department, and they are used for cutting the grass around the 400 acres of green space in the town.

The current Tri max cutting gangs are now over 7 years old and since October 2020 have had almost £3,000 worth of repairs to keep them operational. As each year passes the maintenance costs of this essential item is increasing and more repairs are needed. This is also resulting in a lot of down-time, as when the Tri max is off the road there is no replacement and so volume grass cutting is delayed.

The Neighbourhood Services Manager has sought four written quotes for a new cutting gangs from specialised local suppliers as follows:

Marque/model	Cost	Supplier/Company
Tri max Pegasus S4 493	£32,328.00	A
Tri max Pegasus S4 493	£31,430.00	B
Tri max Pegasus S4 493	£31,995.00	C
Wessex RMX500	£28,250.00	D

(NB all four quotes have come from accredited machine specialists and are exclusive of VAT)

The Neighbourhood Services Manager consulted with his Deputy Manager, Team Leader and Operatives and their feedback was that this would be an excellent replacement for the existing Tri Max snake S2 320. The proposed model would provide everything needed for volume grass cutting on PTC green spaces with the added benefit of being a larger machine meaning greater cutting rates that will relieve some pressure on the team during their busiest period.

**Budget:** The Neighbourhood Services Department has included this purchase in the approved 2022/23 years budget. The Neighbourhood Services manager would like to place the order ASAP, as all the suppliers/companies have forecasted at least a 5% increase in price as from 1<sup>st</sup> of April 2022. If the order is secured before then it would guarantee the price once delivered and invoice is received by the Town Council around June 2022.

**Recommendation: Members are recommended to approve the purchase of a new Wessex RMX500 from supplier/company D at a cost of £28,250.00 ex VAT**

### **Appendix 1: Implications**

**Finance** – The report sets out the cost of the new piece of equipment at a cost of **£28,250.00**. Budget provision has already been agreed by Council in the 2022/23 budget.

**Staffing** - No direct implications.

**Risk** – If the Council does not replace the existing Tri max there is a real risk that the current one will continue to incur maintenance and repair charges as well as the operational risk of not having it available for use.

**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** – The procurement process outlined in this report is in line with the Council's Financial Regulations

**Disability Issues** - No direct implications.

**Legal Implications** - No direct implications.

**Data Protection** - No direct implications.