



22<sup>nd</sup> November 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> NOVEMBER 2022 at 6.30pm**

Ian Morris, F.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.

Members of the public are very welcome to attend our meetings. Due to ongoing precautions for COVID and other seasonal illnesses we have a limited number of designated public seating and so any members of the public wishing to attend Shotton Hall to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or 0191 5862491

### **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/2wVyeIA>

4. **To Approve the Minutes of the last meeting of the 24<sup>th</sup> October 2022**  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
  
5. **Notes of the Finance Sub Committee**  
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments to be paid on Monday 21<sup>st</sup> November 2022, (as circulated by e mail for approval on 18<sup>th</sup> November 2022).
  
6. **Notes of the Events Working Party of the 8<sup>th</sup> November 2022**  
Items referred from the meeting:-
  - It was suggested there not be a Fireworks Display in 2023
  - Pre loved items – regular open days be held at Shotton Hall asapNotes of the meeting (attached)
  
7. **Minutes of the Resources Meeting of the 14<sup>th</sup> November 2022**  
The Minutes of this meeting are attached for information purposes only.  
(attached)
  
8. **Budget 2023/24**  
For Members to update the Clerk on discussions on options for the 2023/24 budget  
(verbal update/open discussion)
  
9. **Spokesperson of the North East Party's Report**
  
10. **Spokesperson of the Labour Political Party's Report**

The press and public are welcome to attend this meeting

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham  
SR8 2PH

e mail: council@peterlee.gov.uk

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 24<sup>TH</sup> OCTOBER 2022 at 6.30PM

**PRESENT:** - Cllr R Moore (Chairman)

K Liddell, M McCue, S Simpson, R J Burnip, S P Franklin, H A Stockport, F J Black, D Hawley, K Hawley, S Meikle, K Duffy, T Duffy, B Fishwick, A E Laing, D Howarth & D Quinn.

65. Apologies for Absence

Apologies for absence were offered from Councillors S McDonnell & G Johnson. **RESOLVED the apologies for absence from these Councillors be noted.**

66. Public Participation Session

There were no members of the public present at the meeting.

67. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors J Black, K Duffy and T Duffy all declared an interest and withdrew from the meeting while item 10 on the agenda relating to Thorntree Gill Leisure Gardens Site, was discussed.

68. To Approve the Minutes of the last meeting of the 26<sup>th</sup> September 2022

The minutes of the previous meeting were presented for consideration and approval as a true and correct record. **RESOLVED the minutes be accepted and signed as a true and correct record.**

69. Citizens Advice

The Chair welcomed Jessica Arragon, Head of Services and Development, and Wendy Holliday, Advice Worker, Peterlee, Citizens Advice, Durham and they provided a summary of Citizens Advice activity in Peterlee. The key statistics were provided for the meeting with from 1<sup>st</sup> January 2022 to September 2022, with 219 clients with 813 issues affecting their lives accessing the Peterlee advice worker. This exceeded the number of clients pre covid. The project identified on average each client helped had an income gain of £2,693.00. Details were provided on the topics clients needed help with most, who were their clients and their progress over time. They provided a projection for 2022/23 use of the service. They explained they were currently experiencing an extremely challenging period, and the cost of living crisis had seen the demand for their services increasing dramatically. In closing, Ms Arragon and Ms Holliday, on behalf of Citizens Advice County Durham showed their appreciation to

Peterlee Town Council for its vital continued support. **RESOLVED** the grant made to Citizens Advice be considered further at the future budget setting meetings.

70. Notes of the Finance Sub Committee of the 10<sup>th</sup> October 2022

Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments to be made for September 2022 and confirmed the BACS payments paid on 10<sup>th</sup> October 2022. It was **RESOLVED** the payments be accepted.

71. Notes of the Events Working Group held on 29<sup>th</sup> September 2022

The notes of the Events Working Group held on 29<sup>th</sup> September 2022 were circulated for information purposes only. **RESOLVED** the record of the meeting be noted.

72. Minutes of the Community & Environment Meeting held on Monday 10<sup>th</sup> October 2022

The Minutes of the Community & Environment Meeting held on 10<sup>th</sup> October 2022 were circulated for information purposes only. **RESOLVED** the record of the meeting be noted.

73. Draft budget 2023/4

Members received an update on the key issues affecting the draft budget for the 2023/4 financial year as discussed at recent Resources Committee and Council meetings. The Town Clerk summarised the budget pressures the Council were facing and provided the headlines of the future budget that he was building for consideration and what the increases in precept may mean to the residents of Peterlee. He outlined the various options that were open to the Council and he then went on to speak about engaging with local partners including the Police, Fire Brigade, NHS, Ambulance Service etc and he asked for feedback on how the conversation would be structured and the meeting was opened for comments and feedback from Members.

The Town Clerk provided an example of where authorities had carried out engagement with the public and he asked Members how we should engage either via on line surveys; a series of town meetings; local ward surgeries; drop in sessions etc. He asked was there anyone in particular we are keen to hear from ie young families; older people; young people etc It was felt a meeting should be held by Members, perhaps at the Pavilion, to discuss this further between themselves and it was asked if the availability of the Pavilion on an evening be checked and the Spokesperson's of each Party be advised accordingly. **RESOLVED** this course of action be agreed to. **FURTHER RESOLVED** the feedback from these meetings be fed back to the Town Clerk to help shape the future budget(s).

Prior to consideration of this item Councillors K Duffy, J Black and T Duffy declared an interest and left the meeting for the duration of its discussion.

74. **Proposals for the installation of a wind turbine at Thorntree Gill Leisure Gardens site**  
Members were asked to approve the installation of a wind turbine at Thorntree Gill Leisure Gardens to provide supplementary power to the community building's off-grid system, subject to planning permission and confirmation of external grant funding to cover the cost of the project. Following consideration of the report of the Town Clerk, a copy of which had been previously circulated, it was **RESOLVED approval not be granted for this installation. This was following a unanimous vote being taken.**
75. **Spokesperson of the North East Party's Report**  
There was no report from the North East Political Party.
76. **Spokesperson of the Labour Political Party's Report**  
Councillor McCue said as we were moving into the winter months there would be lots of pressure on families in the Town. She thanked Members for working across the wards in the town. She felt with cross party agreement the council could focus on residents and how we all can move forward. **RESOLVED that the information given be noted.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE ON TUESDAY 8<sup>TH</sup> NOVEMBER 2022 AT 10.00AM

Present: Cllr K Hawley (Chair)

Councillors: S Simpson, R Moore, K Hawley, A E Laing, M A Cartwright, D Howarth & M Sanderson

Officers: J Hugill, L Hudson & K Tweddle

1. The Notes from the last meeting held on 3<sup>rd</sup> March 2022 were considered and agreed as a true and correct record.

2. Events Calendar 2023

Members discussed events held this year and what events they would hope to hold in 2023 with the possible budget allocation in the 2023/2024 budget.

It was generally agreed smaller events spread around the Town and across the calendar working in partnership with other agencies/organisations where possible to add value to events was the direction the working group would be recommending to the Council.

Following consideration of the feedback received via social media, Members felt there should not be a firework display in 2023. It was reported the Halloween Children's Party at Shotton Hall had been well received with 175 tickets sold.

It was agreed grass roots events and activities to get everyone involved and bring people together were preferred such as the Pumpkin Carving sessions that were held in Woodhouse Park.

3. Other ideas

It was suggested a Halloween House Competition be held in 2023.

During discussions it was suggested a type of pre loved indoor sale facility might be provided at Shotton Hall in the future.

It was suggested an Emergency Services Day be held at Shotton Hall similar to that held several years ago.

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> NOVEMBER 2022 at 6.30PM

PRESENT:- COUN K HAWLEY (CHAIR)

Councillors K Liddell, M McCue, S Simpson, R J Burnip, S P Franklin, R Moore, H A Stockport, E Watson, F J Black, K Duffy, T Duffy, B Fishwick, A E Laing, M A Cartwright, D Howarth & M Sanderson

6. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors D Quinn & D Hawley & S McDonnell.

7. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED the information given, be noted.**

8. To approve the minutes of the previous meeting

**RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 13<sup>th</sup> June 2022 be approved as a true and correct record.**

9. Planning Application – former Evans Halshaw car showroom, Passfield Way, Peterlee

The Town Council had received notification from Durham County Council's Planning Department of a planning application for the former Evans Halshaw car dealership site. The application was for 5 retail units, a tanning shop, takeaway and ATM with car parking and landscaping. **RESOLVED no formal response be made by the Town Council to this planning application, however, should any local Members wish to comment they do so directly to Durham County Council.**

10. Policies

(i) Outdoor Events Policy

The policy had been updated for PTC's use and anyone wanting to hold their events on PTC land

(ii) Annual Leave Policy

Updated to include staff using minus 7.5 hours, (one day) in the case of an emergency

(iii) Toil Policy

Updated to include staff using minus 7.5 hours, with the expectation and plan of when the hours will be worked to bring the balance back to zero.

**RESOLVED these policies be approved and adopted immediately.**

11. 2022/23 Q2 budget update

Members received a report from the Town Clerk on the Council's financial performance to the end of September 2022 (financial year quarter 2). Members asked several questions and these included what was being done by the Council at its various sites to reduce their energy use and costs. **RESOLVED the information given be noted.**

12. 2023/4 draft budget

Members received a visual presentation from the Town Clerk on the draft budget for the 2023/24 financial year to promote conversation and feedback. He provided the estimated increases in costs and in summary that these would provide a precept rise of 15%. He spoke about the Big Conversation meeting he would like to host and asked for direction from Members as to how they saw this working. It was suggested this community event be arranged for early January 2023.

The Clerk then outlined some of the precept facts for Members. He circulated information breaking down the budget and he asked if the allocation of resources was fit for purpose.

He went on to report on a recent government document published on Left Behind Neighbourhoods, with 225 countrywide; 16 in County Durham, 8 in East Durham and 2 in Peterlee.

**RESOLVED discussions continue on the 2023/24 Budget.**