



STANLEY TOWN COUNCIL

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 25th August 2015 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

J. Nicholson (Chair)	A. Clegg	G. Graham	C. McKee	C. Thompson
W. Nixon (Vice-Chair)	T. Davinson	R. Harrison	D. McMahon	D. Tully
C. Bell	L. Elliott	D. Marshall	D. Mills	D. Walker
J. Charlton	R. Ferris	L. Marshall	B. Nair	M. Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 25th August 2015 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
18th August 2015

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENTS A & B)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 28th July 2015 and the Extraordinary Council Meeting held on 4th August 2015.

6 RECOMMENDATIONS OF COMMITTEE MEETINGS

- (i) **PLANNING.** The Planning Committee made the following **RECOMMENDATION** that requires ratification by full Council:

“Stanley Town Council should apply to Durham County Council for designation of the whole parish as a neighbourhood planning area”

Advantages to STC of Neighbourhood Planning

1. Durham County Council will resubmit its Local Plan at some point in the future. We already know from the original submission that the County intends to apply the Community Infrastructure Levy for future development. Town & Parish Councils will automatically receive 15% of this levy for qualifying development within their area. If the Town Council has a neighbourhood plan in force, this amount increases to 25%. So there is a financial incentive to adopt a neighbourhood plan in the long term.
2. If the Parish is designated as a neighbourhood planning area, DCC then has a statutory “duty to co-operate” with STC to develop its plan. This means we will gain access as of right to assistance and information from DCC to assist us in preparation of our neighbourhood plan. There is also a stream of funding available from Central Government that can be accessed to support development of the plan.
3. Drawing up a neighbourhood plan gives STC the opportunity to take some initiative to respond to Stanley’s long term issues. Instead of simply being a body that lobbies and persuades other statutory bodies for change on the ground, a neighbourhood plan would give STC the opportunity to set the agenda for the longer term future of the town - without having to consider the wider needs of the rest of County Durham.
4. If a neighbourhood plan is drawn up, this will provide an additional lever that will assist STC in allocation of AAP funding in the future.

7 REPORT OF THE TOWN CLERK (ATTACHMENT C)

A report from the Town Clerk on current activities and matters of interest to the Council is attached. Members are requested to **NOTE** the report and may ask the Town Clerk for further updates at the meeting.

8 FINANCIAL REPORT TO 31st JULY 2015 (ATTACHMENT D)

Statutory Basis: Accounts & Audit Regulations 2003, ss 4 & 5 (as amended by the Accounts & Audit (Amendment) (England) Regulations 2006)

Council is requested to **CONSIDER** the attached financial summary to 31st July 2015 and **DECIDE** what to do.

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

9 ACCOUNTS FOR PAYMENT (ATTACHMENT E)

Statutory Basis: Accounts & Audit (England) Regulations 2011

Council is requested to **APPROVE** the payment of accounts for July 2015

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

10 APPOINTMENT OF EVENTS MANAGER

Statutory Basis: Local Government Act 1972, s.112

Council **RESOLVED** to **APPROVE** the current staffing structure for the Civic Hall at the Ordinary Council Meeting held in December 2014 (*Minute #STC-166-14 refers*).

It was not possible to recruit to the post of Events Manager at the time the structure was agreed. The matters which prevented recruitment have now been resolved.

Council is **REQUESTED** to grant authority to commence a recruitment exercise to fill this post to the Town Clerk. Council is further requested to **CLARIFY** the process the Town Clerk should follow when established posts become vacant in the future.

RECOMMENDATIONS:

- (i) The Town Clerk be granted **AUTHORITY** to recruit to this post. The vacancy is having an operational impact on the Civic Hall as there is inadequate permanent staffing to cover the required operational hours. The gap is currently being plugged with casual staff. The ability of the Civic Hall to actively seek and cater for the most lucrative bookings is also compromised.
- (ii) The Personnel Committee should be tasked with examining the issue of Authority to Recruit and recruitment in general in more detail and report back to Council with recommendations.

11 CHRISTMAS LIGHTS (ATTACHMENT F)

Statutory Basis: Local Government Act 1972, s.137

Council is requested to **CONSIDER** the attached report and **DECIDE** what to do.

12 PARKING AT THE CIVIC HALL**(ATTACHMENT G)**

The Town Clerk has received a letter from Kevan Jones MP in relation to the parking spaces at the front of the Civic Hall (attached)

Clause 8.10 of the Civic Hall lease provides that: "The tenant covenants with the Landlord that it shall use all reasonable endeavours to reserve two parking bays at the premises within the area shown on the plan tinted green (the car park) at all times for the purpose of a drop off facility only for the safe delivery of children to other premises within the vicinity"

The lease imposes no requirement to provide disabled parking spaces. The Equality Act 2010 imposes no specific requirement to provide disabled parking spaces at the building for use by the general public. However, the Act imposes a general 'duty to make reasonable adjustments' to avoid placing disabled people at a 'substantial disadvantage' when accessing the building. This could be achieved by designating specific bays for disabled drivers, or by ensuring all or a significant number of the bays were sufficiently wide to enable disabled drivers to access them and controlling access to all of the available bays.

The British Standard "Code of Practice for the design of buildings and their approaches to meet the needs of disabled people", recommends that commercial premises with designated off-street parking has one space for every employee who is a disabled motorist, plus 5% of the total capacity for visiting motorists. In the case of the Civic Hall Parking Area, this would amount to one designated bay.

To enable the Town Clerk to respond to Kevan Jones' letter, Council is requested to **CONSIDER** this matter and **DECIDE**:

- (i) Whether any restrictions and associated signage are required in the parking bays at the Civic Hall; and
- (ii) Whether restrictions should be placed on the use of the parking bays by the public, staff or members of Council.

13 COMMITTEE FORWARD PLAN**(ATTACHMENT H)**

To assist officers and members with planning the budget and delivery plan for 2016/17, the Town Clerk has drafted a Forward Plan. The purpose of the plan is to help provide a structure to ensure that members are presented with matters for decision at the appropriate time to enable effective budgetary control, planning and delivery of services and initiatives.

Council is requested to **CONSIDER** the draft plan and **DECIDE** whether to adopt this format as the basis for planning future Council Business.

14 REQUEST FOR GRANT FUNDING

Statutory Basis: Local Government Act 1972, s.137

The statutory spending limit for grant assistance under section 137 is the statutory amount multiplied by the number of electors in the Parish on 1st April each year. The spending limit for 2015/16 is £175,204.80. (£7.36 x 23,805)

(i) Derwentside/ Werdohl Friendship Club (ATTACHMENT I)

The Town Clerk has received grant funding request from the Derwentside/ Werdohl Friendship club for a grant of £1,268.

Council is requested to **CONSIDER** this matter and **DECIDE** how to respond.

15 SOUTH MOOR HERITAGE TRAIL (ATTACHMENT J)

Statutory Basis: Local Government Act, s. 144

The Town Council has been approached by Durham County Council's Area Housing Regeneration Manager Adrian Cattle-Jones to ask if it would be willing to participate in the South Moor WWI/Colliery Heritage Trail. The trail will provide information about the men from South Moor who died in the First World war and will take in both the houses they lived in and the sites of the pits they worked at.

The route will be marked with a number of information boards (details attached). The Town Council is being asked if it would be prepared to adopt the signs and maintain them for a 10 year period. The information boards would be branded with the Town Council logo alongside other partners (DCC, Derwentside Homes, Ground Works). The whole scheme is subject to a Heritage Lottery Funding grant bid and may not go ahead if that application is unsuccessful. One reason for asking the Town Council to participate will be to demonstrate wider community involvement.

There is also a wider environmental project called 'Greening Twizell Burn' of which the Heritage trail is one thread. Having discussed this project with the project team, there is likely to be an application for funding put before a future Council meeting for planting of trees along the burn to assist with drainage and improve the amenity of the trail.

DECISION REQUIRED: Whether to participate in the Heritage trail and agree to adopt the signs.

FINANCIAL IMPLICATIONS: Should be nominal. Routine maintenance can be carried out by the existing environmental improvements staff and the information boards will be designed to be vandal resistant.

16 CHRISTMAS OPENING

In the past two years the Council has closed down over the Christmas period from lunchtime on Christmas Eve, to the first Monday in the New Year. This has been achieved by, in addition to the Bank Holidays, using the two Extra-Statutory days granted to local authority staff many years ago and two extra paid holidays granted by the Council.

If the past two years were repeated this year the situation would be as follows:

Thursday, 24 December - close at 12.30pm - staff to use half a day of their holiday entitlement or TOIL

Friday, 25 December - Bank Holiday

Monday, 28 December - Bank Holiday (for Boxing Day)

Tuesday, 29 December - Extra-statutory day

Wednesday, 30 December - Extra-statutory day

Thursday, 31 December - one day's paid holiday granted by the Council

Friday, 1 January - Bank Holiday
Monday, 4 January - re-open

Members are requested to **CONSIDER** this matter and **DECIDE** what to do.

17 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 22nd September 2015, 18.30 at the Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.