

MINUTES
OF THE
ANNUAL
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 17TH MAY 2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the ANNUAL MEETING of INGLEBY BARWICK TOWN COUNCIL
held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick
on
Wednesday 17th May 2017 at 7.00pm**

PRESENT: Chairman/Town Mayor: Councillor Stefan Barnes

Vice Chairman/Deputy Town Mayor: Councillor Allan Mitchell

Councillors: Tom Bowman, James Emmerson, Philip English, Ann Kenyon, Megan Patterson, Ted Strike, Cheryl Thomas, Sally Ann Watson.

OFFICER: Paula M. Hall, Clerk/Responsible Financial Officer.

IN ATTENDANCE:

Ward Councillor Gillian Corr	Ingleby Barwick East
Ward Councillor Kevin Faulks	Ingleby Barwick East
Ward Councillor David Harrington	Ingleby Barwick West
Ward Councillor Ken Dixon	Ingleby Barwick West
Helen Dobson	I.B. Enforcement Service
Jean Kirby	Proposed Community Centre Working Group
Kay Aucott	IBTC Administration Assistant

3 Members of the public were present at the meeting.

Councillor Stefan Barnes, in his capacity as Chairman of the Town Council for the Council year 2016/2017, opened the meeting and welcomed all present to the Annual Meeting of Ingleby Barwick Town Council May 2017.

1.17-18 ELECTION OF CHAIRMAN OF INGLEBY BARWICK TOWN COUNCIL FOR THE COUNCIL YEAR 2017/2018.

The Chairman requested nominations for the position of Chairman of Ingleby Barwick Town Council for the Council year 2017/2018.

Cllr Stefan Barnes was proposed and seconded.

No further nominations were received.

Cllr Stefan Barnes was elected as Chairman/Town Mayor for the Council year 2017/2018.

**Chairman.....
Wednesday 14th June 2017**

Cllr Barnes thanked Members for their support and stated that he would endeavour to fulfill the position to the best of his ability.

2.17-18 CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Stefan Barnes signed the Declaration of Acceptance of Office of 'Chairman/Town Mayor' for the Council year 2017/2018.

3.17-18 ELECTION OF VICE CHAIRMAN OF INGLEBY BARWICK TOWN COUNCIL FOR THE COUNCIL YEAR 2017/2018.

The Chairman, Cllr Stefan Barnes, requested nominations for the position of Vice-Chairman of Ingleby Barwick Town Council for the Council year 2017/2018.

Cllr Allan Mitchell was proposed and seconded.

No further nominations were received.

Cllr Allan Mitchell was elected as Vice-Chairman/Deputy Town Mayor for the Council year 2017/2018.

Cllr Mitchell thanked Members for their support and stated that he would endeavour to fulfill the position to the best of his ability.

Ward Councillors Gillian Corr, Ken Dixon and David Harrington left the meeting at this point.

Councillor Sally Ann Watson arrived at the meeting at this point.

4.17-18 HOUSEKEEPING.

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.

5.17-18 NOTICE OF MEETING.

The notice of the meeting was taken as read.

6.17-18 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs Jenny Rutland and Ross Patterson.

7.17-18 CODE OF CONDUCT.

Declaration of Interests

Cllr Ted Strike declared an interest in the following item and stated that he would leave the meeting when the matter was discussed, if so required:

Agenda Item No. 22 Gossip Article

Cllr Strike holds a self-employed part time sales position with Gossip Magazine.

Cllr Mitchell advised that there may be a possibility that he would be required to substitute at Stockton Borough Council (SBC) Planning Committee if and when the following applications are considered:

Agenda Item No. 25 (c) Planning Application No. 17/0919/REM
Agenda Item No. 25 (d) Planning Application No. 17/0862/OUT

He stated therefore that he would be giving a view based on the information available to date, and would reserve the right to consider all of the information available at a later date and to take a different decision/have different views if and when SBC Planning Committee considers the applications.

Cllr Sally Ann Watson also advised that there may be a possibility that she would be required to substitute at SBC Planning Committee if and when planning application nos. 17/0919/REM and 17/0862/OUT are considered.

She stated therefore that she would be giving a view based on the information available to date, and would reserve the right to consider all of the information available at a later date and to take a different decision/have different views if and when SBC Planning Committee considers the applications.

No further interests were declared.

To consider any requests for dispensations

No requests for dispensations had been received.

Register of interest forms A & B.

Councillors were reminded to update their Register of Interest forms, as and when required.

8.17-18 MINUTES OF THE ORDINARY MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 19TH APRIL 2017.

The Minutes of the Ordinary Meeting held on 19th April 2017 were considered.

IT WAS RESOLVED that the Minutes be agreed and approved as a true and accurate record; the Chairman to sign the minutes of the meeting accordingly.

9.17-18 PUBLIC PARTICIPATION.

The Chairman advised that 10 minutes would be allocated for public participation.

The following matters were raised:

Enforcement were Complimented on the Service Provided

Enforcement were complimented on how they had dealt with two specific incidents over recent weeks.

It was requested that the information be brought to the attention of the Enforcement Service to be relayed to officers.

Christmas tree location – Overgrown Vegetation

Concerns were raised regarding the overgrown vegetation near where the Christmas tree is normally sited, adjacent to the roundabout on Ingleby Way/Barwick Way.

The matter to be referred to SBC Care For Your Area team for investigation/action.

CCTV Warbler Close/Broomhill Park and Myton Pedestrian Underpass

Ward Cllr Kevin Faulks referred to the update provided at the Annual Town Meeting held on 10th May 2017.

It was noted that CCTV coverage is being provided at both locations, funded from the Ward Councillors improvement budget.

A general discussion took place and reference was made to recent comments on social media. The protocol on public participation at Town Council meetings was also referred to.

10.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Helen Dobson, I.B. Enforcement Service Officer to address the meeting.

Helen gave a verbal report on incidents which have been dealt with or were continuing to be dealt with. Specific locations were referred to and various information was provided.

Reference was made to the increase in anti-social behaviour, with particular regard to the incidence of fires.

A general discussion took place.

Helen outlined the use of body cameras by officers and CCTV cameras were also referred to.

The Chairman thanked Helen Dobson for her attendance at the meeting and the information provided. Helen left the meeting at this point.

11.17-18 TO CONSIDER APPOINTMENT OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS.

It was noted that a Staffing Committee had been established in 2015/2016.

The Terms of Reference for the Committee were referred to.

It was noted that the three Councillors who had been appointed to the Staffing Committee when established were Cllrs Ann Kenyon, Jenny Rutland and Ted Strike.

IT WAS RESOLVED that Cllrs Ann Kenyon and Ted Strike be appointed to the Staffing Committee for the Council year 2017/2018.

IT WAS RESOLVED that the Clerk ascertain as to whether Cllr Jenny Rutland agrees to remain as a member of the Staffing Committee and if so, she be appointed to the Committee for the Council year 2017/2018 accordingly.

IT WAS RESOLVED that the Terms of Reference for the Staffing Committee be as per those laid before the Town Council, with no amendment.

IT WAS RESOLVED that Working Groups be established as and when required.

12.17-18 TO APPOINT THE PROPOSED COMMUNITY CENTRE WORKING GROUP.

It was noted that the establishment of a Working Group was considered and agreed by the Town Council in December 2014, with its main purpose to formulate the Business Plan and associated costing information and projections, as well as assisting with progressing the various stages of the project.

All matters requiring a decision however would be considered at meetings of Full Council.

IT WAS RESOLVED that the Town Council agrees for Jean Kirby to continue as a member of the Working Group.

Jean was thanked for her continued hard work and support on the project.

IT WAS RESOLVED that the Chairman Cllr Stefan Barnes, Paula Hall the Town Clerk and Jean Kirby continue to represent the Town Council at meetings with the Solicitor, SBC, Persimmon Homes, QS, Architect and Engineer.

IT WAS RESOLVED that the Working Group 2017/2018 consists of the following:

Cllrs Stefan Barnes, James Emmerson, Megan Patterson, Cheryl Thomas, Town Clerk Paula Hall and Jean Kirby.

13.17-18 TO APPOINT THREE MEMBERS TO THE COMMUNITY HALL MANAGEMENT COMMITTEE.

IT WAS RESOLVED that Cllrs James Emmerson and Ann Kenyon be appointed to the Community Hall Management Committee for the Council year 2017/2018.

IT WAS RESOLVED that the Clerk ascertain as to whether Cllr Jenny Rutland agrees to remain as a member of the Community Hall Management Committee and if so, she be appointed to the Committee for the Council year 2017/2018 accordingly.

14.17-18 APPOINTMENT OF REPRESENTATIVES TO:

(a) Cleveland Local Councils Association (CLCA) (2)

IT WAS RESOLVED that Cllrs James Emmerson and Megan Patterson represent the Town Council on CLCA for the Council year 2017/2018.

(b) Eastern Locality Forum (1)

IT WAS RESOLVED that Cllr Tom Bowman represents the Town Council on the Eastern Locality Forum for the Council year 2017/2018.

(c) Eastern Area Transport Strategy (EATS) (1)

IT WAS RESOLVED that Cllr Ted Strike represents the Town Council on the Eastern Area Transport Strategy for the Council year 2017/2018.

15.17-18

TO CONSIDER AND REVIEW PAYMENT OF SUBSCRIPTIONS/RENEWALS FALLING TO BE PAID ANNUALLY:**(a) Insurance Policy - Renewal date 1st June 2017**

The Quotation from Zurich Municipal was considered as follows:

Annual premium (initially)	£ 669.38
Additional premium for additions, amendments etc.	£ 110.86
	<u>£ 780.24</u>

A copy of the schedule showing the proposed additions/amendments was considered.

The option to add key personnel cover was also considered.

It was noted that a 5% total annual discount would apply for a 3-year Long Term Agreement (LTA) and a 10% discount would apply for a 5 year LTA.

The Clerk referred to the quotes received from AON which were considered by the Town Council.

IT WAS RESOLVED that the Town Council agrees to renew the insurance cover with Zurich Municipal and enter into a 3 year LTA.

(b) Cleveland Local Councils Association (CLCA).

It was confirmed that the membership for 2017/2018 had been renewed in April 2017.

(c) Society of Local Council Clerks - Renewal date January 2018

IT WAS RESOLVED that this be renewed in January 2018.

16.17-18

TO CONFIRM/APPOINT CHEQUE SIGNATORIES.

IT WAS RESOLVED that the cheque signatories remain as Cllrs Stefan Barnes, Tom Bowman, Philip English and Jenny Rutland, countersigned by the Town Clerk.

17.17-18

INGLEBY BARWICK ENFORCEMENT SERVICE, SERVICE LEVEL AGREEMENT (SLA) 2017/2018.

It was confirmed that the SLA 2017/2018 has been agreed and signed. A copy of the Agreement is held on the Town Council file.

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18.17-18 TO SET MEETING DATES FOR 2017/2018.

It was noted that the dates of Full Council meetings at SBC had been considered when drafting the list of Town Council meeting dates for 2017/2018.

The Clerk referred to the schedule of draft dates which had been provided.

It was agreed that the Special Meeting to set the budget for 18/19 be held on Wednesday 24th January 2018. An Alternative venue would be required which will be advised in due course.

IT WAS RESOLVED that the Town Council agrees to set the dates for Town Council meetings as those listed. The dates to be confirmed with the Community Hall.

IT WAS RESOLVED that the Annual Town Meeting 2018 take place on Wednesday 9th May 2018 at Ingleby Barwick Community Hall commencing at 7.00 p.m.

19.17-18 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

STANDING ORDERS

The Town Council considered the Standing Orders.

The Clerk outlined the proposed revisions as follows:

Pages 6 & 8 Item 3 Meetings Generally

(f) Public Participation - Consideration required to designated period(s) for public participation.

(w) Length of meeting - Consideration required to changing period from 2.5 hrs to 2 hrs

Page 10 Item 5 (e) Ordinary council meetings - Amended wording

Page 18 Item 15 (b) Proper Officer - Re-worded to incorporate agendas distributed initially by email with a hard copy sent in the post.

Page 20 Item 17 (d)(i) Accounts and Accounting Statements - Amended wording

Page 21 Item 18 Financial Controls and Procurement

(d)(iii) Amended wording (Agreed TC 19.4.17)

(d)(vi) Removed as no longer required

Page 22 Item 19 Handling staff matters

(b) Amended wording

(c) Administration Assistant added

(e) Administration Assistant added

Page 23 Item 23 Planning Applications

- (a) Deleted as procedure changed
- (b) Deleted as procedure changed
- (c) New wording
- (d) New wording

Page 24 Item 24 (b) Communicating with District and County or Unitary Councillors - Amended wording

IT WAS RESOLVED that the designated period for public participation remains as 10 minutes at the start of the meeting.

IT WAS RESOLVED that the length of meetings be reduced to a period of 2 hours.

IT WAS RESOLVED that the Standing Orders as reviewed and incorporating the amendments/revisions as outlined above, be approved and adopted by the Town Council accordingly.

FINANCIAL REGULATIONS

The Town Council considered the Financial Regulations.

The Clerk outlined the proposed revisions as follows:

Page 8 Item 5.5 (c) Figure to be increased to £ 20,000

Page 14 Item 10.1 Emails to be added

Page 16 Item 11.1 (g) Deleted as no longer required

IT WAS RESOLVED that the Financial Regulations as reviewed and incorporating the amendments/revisions as outlined above, be approved and adopted by the Town Council accordingly.

20.17-18 REVIEW OF POLICY AND PROCEDURE DOCUMENTS.

The Town Council considered the following Policy and Procedure documents:

- | | | |
|-----------------------------|---|---|
| Handling Complaints | - | No proposed amendments |
| Complaints Procedure | - | Page 5 amended wording |
| | | Page 6 Chairman's contact details to be added |

IT WAS RESOLVED that the Handling Complaints and Complaints Procedure documents as reviewed and incorporating the amendments outlined above, be approved and adopted by the Town Council accordingly.

21.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Public Consultation on the Project, Plans for Borrowing and Loan Repayments

It was confirmed that an update has been provided on the Town Council website as well as the InglebyBarwick.com website in respect of the project, plans for borrowing and the loan repayments.

Residents comments have been requested on the project, particularly in respect of seeking 'borrowing approval' from the Secretary of State to take out a Loan.

IT WAS RESOLVED that the public consultation document be circulated to the local magazines, press and social media outlets, etc. in order that the information is as widely available to the public as possible.

(b) Information on the Website

It was noted that the website has been updated accordingly.

(c) Update on Appointment Documents for the Architect and Engineer

Information is awaited from the Town Council's Solicitor.

(d) Update on Heads of Terms for Lease/Covenants

An update was provided and it was noted that the matter is progressing.

22.17-18 Gossip Article

The Town Council considered the draft newsletter.

Several amendments were highlighted which the Clerk would forward to Gossip accordingly.

A copy of the revised draft be provided to Councillors for their observation prior to print.

IT WAS RESOLVED that once the newsletter has been amended and circulated to Councillors for their observation, the Clerk to confirm agreement for publication with Gossip.

23.17-18 FINANCE:

(a) Town Council Current Balance Sheet.

The Clerk referred to the financial statement. A copy of the statement is held on the Town Council file.

IT WAS RESOLVED that the financial statement be accepted.

(b) Accounts due for Payment.

The schedule was considered.

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
19/04/17	102215	CLCA	Membership 2017/2018	£ 1,238.03
24/04/17	102216	Mayberry Consultancy	HR Services 2017/2018	£ 216.00
28/04/17	102217	Cornerstone BS	Offsite Back Up Storage Nov 16-Feb 17	£ 48.00
28/04/17	102218	Cornerstone BS	Offsite Back Up Storage March 2017	£ 12.00
28/04/17	102219	Robinsons	Office Service Charges	£ 182.10
04/05/17	102220	Cornerstone BS	IT Support May 2017	£ 60.00
04/05/17	102221	Lyreco	Office Equip/Stationery	£ 86.14
04/05/17	102222	Document Solutions	Cost of Copies – Invoice dated 28/04/17	£ 286.97
04/05/17	102223	S.B.C.	Removal of Cabinet/Chairs	£ 30.00

Direct debit payment:

Date	To whom	Purpose	Amount
10/05/17	EE	Telephone & Broadband	£ 39.53
15/05/17	Siemens FS	Lease of Copier & Annual Service Charge	£ 182.96

IT WAS RESOLVED that the Town Council approves the above lists of payments, including cheques and direct debits.

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
17/05/17	102224	CPC Computing	Website April 2017 & Addition of Prop Community Centre Info	£ 50.00
17/05/17	102225	Cornerstone BS	Computer - Office 365	£ 18.72
17/05/17	102226	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions May 2017	
17/05/17	102227	IBCH	Hire of Hall 10/5/17, 17/5/17 & 31/5/17	£ 41.25
17/05/17	102228	ICO	Data Protection Renewal	£ 35.00

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Cheques from Seamer Wind Farm Community Fund:

Date	Cheque No.	To whom	Purpose	Amount
17/05/17	100024	WEL Medical Ltd	Cabinet - Collection & Redelivery Costs	£ 23.94

Standing Orders:

Date	To whom	Purpose	Amount
28/05/17	Town Clerk	Remuneration May 2017	
28/05/17	Admin Assist	Remuneration May 2017	
28/05/17	Robinsons	Rent due 05/06	£ 291.67
28/05/17	Teesside PF	Employer/Clerk Contribution May 2017	

IT WAS RESOLVED that the Town Council approves the above lists of accounts due for payment, including cheques, direct debits and standing orders.

(c) End of Year Accounts 2016/2017

It was noted that BDO LLP have advised that **19th June 2017** is the submission date for the Town Council's Annual Return and supporting information.

Approval of the Accounts is due to take place on 14th June 2017.

The Clerk informed that the Town Council's accounts for 2016/2017 will be audited by Paul Joiner, Clerk to Preston-on-Tees Parish Council.

24.17-18 MATTERS ARISING AND UPDATES FROM THE MINUTES OF THE TOWN COUNCIL.**Minute No. 259.16-17 Provision of a Defibrillator at Ingleby Barwick Community Hall.**

It was noted that the defibrillator and cabinet will be installed on Thursday 1st June 2017.

It was agreed that arrangements be made for a training session on use of the equipment.

25.17-18 PLANNING APPLICATIONS:**(a) List of applications registered with S.B.C. in April 2017**

The list of planning applications registered with SBC in April 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

Chairman.....
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(b) Planning Applications - SBC Delegated Decisions in April 2017.

The list of SBC delegated decisions made in April 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

(c) Planning Application No. 17/0919/REM

Proposal: Reserved matters application for the appearance, landscaping, layout and scale, for residential development of 55 no. dwellings.

Location: Land at Low Lane, High Leven.

The Town Council considered all of the information and plans provided in respect of planning application no. 17/0919/REM.

IT WAS RESOLVED that the Town Council has no comments to raise.

(d) Planning Application No. 17/0862/OUT

Proposal: Outline planning permission with some matters reserved (appearance, landscaping, layout and scale) for the erection of up to 495 dwellings with public open space, landscaping, sustainable drainage systems (SUDS) and vehicular access points from Green Lane

Location: Land West of Yarm Lea, Worsall Road, Kirklevington, Yarm

The Town Council considered all of the information and plans provided in respect of planning application no. 17/0862/OUT.

IT WAS RESOLVED that the Town Council has no comments to raise.

26.17-18 CLERKS REPORT.

IT WAS RESOLVED that the Clerks Report which included updates and supporting information in respect of agenda items, be noted and accepted.

27.17-18 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondences received into the Town Council office be noted.

Reference was made to the following:

- Invitation from SBC for the Chairman to attend SBC Mayor's Sunday Service and Parade and Armed Forces Day. Councillor Stefan Barnes confirmed that he would be attending accompanied by his wife.
- Suggestion from a resident for provision of benches. It was agreed that this be considered at a future meeting.

28.17-18 DATE OF SPECIAL MEETING OF THE TOWN COUNCIL – Wednesday 31st May 2017.

A Special Meeting of the Town Council to be held on Wednesday 31st May 2017 in the Small Hall at Ingleby Barwick Community Hall commencing at 7 pm.

Chairman.....
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29.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL 2017 – Wednesday 14th June 2017.

The next Ordinary Meeting of the Town Council to be held on Wednesday 14th June 2017 in the Small Hall at Ingleby Barwick Community Hall commencing at 7 pm.

30.17-18 EXCLUSION OF THE PRESS AND PUBLIC.

IT WAS RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

31.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

It was noted that 5 Tenders had been returned.

Kinsler Partners LLP are currently undertaking an Analysis of the Tenders.

A Special Meeting of the Council will be held on Wednesday 31st May 2017 to consider matters relative to the Proposed Community Centre Project.

32.17-18 STAFFING MATTERS.

The Clerk referred to the draft contract of employment provided by Mayberry Consultancy.

The Town Council considered the information provided.

It was agreed that the Contract be brought back to Council on 31st May 2017 with final amendments, with the view to agreement and approval for signing.

There being no further business to be transacted, the Chairman thanked everyone for their attendance and closed the meeting.

Chairman.....
Wednesday 14th June 2017