

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 18th June 2019 at
held at The Rings Community Hub, The Rings, Ingleby Barwick**

Present: Town Cllrs. J. Emmerson, (Chairman), H. Brown, J. Kirby, M. Patterson, J. Rutland, S. Smith, T. Strike, R. Turnbull and SA Watson.

In Attendance: Ward Cllrs. R. Patterson and A. Watson, Gazette Reporter. 2 Enforcement Officers, 4 members of public, Mrs. J. McGeeney, Town Clerk, M. West, retiring Town Clerk, J. Stevely, Admin Assistant.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the June Meeting of Ingleby Barwick Town Council, and to the new Community Hub.

1. **Housekeeping:** The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.
2. **Notice of Meeting:** The Chairman noted that the notice of the meeting had been published on the Town Council's website, in the Ingleby Barwick library and on the notice board at the Ingleby Barwick Community Hall, Beckfields.
3. **Apologies:** Apologies for absence were received from Cllrs. P. Dodds and J. Irwin, and accepted.
4. **Declaration of Interests:** Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, and also as an owner of a business at The Sandgate shops. Cllr T. Strike declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor and as Chairman of the Ingleby Barwick Community Partnership. Cllr S. Smith declared a personal/non-prejudicial interest in CEX, a company who may be supplying electrical equipment for the Youth Facility.
5. **Dispensations:** None requested.
6. **Public Participation:** (a) A resident asked whether the Neighbourhood Watch group could have free access to space for their meetings. The Chairman responded that regrettably this would not be possible as the Hub was being run as a business, with rooms being let, however, he advised that the group could apply to the Town Council for a grant to cover the cost of renting a venue. Cllr Kirby advised the group to contact OnSite for room availability first.
(b) A young resident asked if it would be possible to hold a charity raffle at the Hub, on 7th July, in aid of mental health. Cllr Strike asked if he would be willing to change the date, to which the resident responded in the affirmative. Cllr Strike then offered to host the raffle at the Community Partnership Family Fun weekend, 27th-28th July. Cllr Strike informed that he had been in conversation with the young resident earlier, and that he had noted his interest in helping with the Youth Facility. The Chairman asked that the resident leave his contact details with the Clerk.
7. **Town Council Vacancy:** The Clerk informed of the procedure to be undertaken now that no election was required. A notice of the vacancy would be posted on the website and other notice boards around the town, inviting anyone interested to write in, with a brief CV and stating what they believed they would bring to the Town Council. The closing date for

Expressions of Interest was Friday 5th July, which would allow the Town Council to select the most appropriate candidate at their Meeting on 16th July. The Chairman thanked the Clerk.

8. **Minutes of the Annual Town Council meeting held Wednesday 15th May:** There being no amendments requested it was **RESOLVED** to accept the minutes as a true and accurate record of the meeting. The Chairman proposed that the minutes and budget be scrutinised in advance of the meeting; the retiring Clerk noted that the minutes were always checked by a Councillor present at the meeting, before being circulated or posted onto the website, and that all Councillors were jointly responsible for financial decisions. The Chairman's proposal was unanimously rejected.
9. **Matters Arising:** The Opening Ceremony for the Hub – the Clerk noted that Middlesbrough Football Club had indicated a willingness to support and had, following consultation with the Chairman, been given 23-31 July between 4.00 and 6.00pm as potential dates. A response was awaited.
10. **Enforcement Service Report:** The officer present stated that there were no major issues to report. Cllr Watson informed of an increase in the number of empty Nitrous Oxide gas cannisters being found around the town; the Enforcement Officer responded that any such sightings should be reported directly to the police as this was a criminal matter. Cllr R. Patterson was invited to speak, and reported drug issues at the side of Whitehouse Farm.
11. **CCTV:** (i) **Lowfields:** The Clerk reported that SBC had informed her that extra costs would be incurred due to the location of the camera, which would require further wiring and another power source; these costs would be approximately £950. Cllr Strike strongly supported the installation of a CCTV camera at this site. Cllr Kirby asked if there were sufficient funds available, to which the retiring Clerk responded in the affirmative. It was therefore **RESOLVED** to accept the increased costs and have the CCTV camera installed. **Action:** Clerk to confirm with SBC the installation of the CCTV camera at Lowfields.
(ii) **CCTV at entrances to the Town:** Cllr Strike spoke to this agenda item. He referred to the systems at Wynyard and at Cowpen Bewley Industrial Estate, where vehicle registration recognition software was being utilised to reduce theft and criminal damage. This had reduced the level of crime at Cowpen Bewley, from one of the highest to one of the lowest levels in the county. He proposed that two cameras be at installed each of the three entrances to the town; these would not be monitored, but would store data for up to 31 days. Cllr Strike informed that Police Inspector Willoughby had been very supportive of the idea, and that Ward Councillors may be willing to commit some of their budgets towards the cost, which he estimated as £4,032.00 per entrance x 3, i.e. approximately £12,000. The cameras would cost £960.80 + VAT per annum per entrance. Cllr Smith noted that Ingleby Barwick is a residential estate not an industrial estate, and had a much higher volume of traffic. Cllr Strike responded that the cameras would not solve all the problems but would help and act as a deterrent. The Chairman felt that the matter needed to be investigated further, recognising that the cameras could be a deterrent and therefore it would be difficult to measure their impact, a report was required with logistics. Cllr Watson asked, considering the volume of traffic in Ingleby, what was the storage capacity of the disk and Cllr Kirby wished to know if the cameras would be permanently fixed or would be able to be moved, and wanted a written proposal. Ward Cllr Patterson stated that all the facts, including information from the police and Enforcement Service was needed, before any decision could be made. Cllr Strike then proposed that all Town and Ward Councillors write to the Clerk with their questions on the proposal, and he would then seek answers to those questions. **Action: ALL:** To send any questions about the installation of CCTV at the town entrances, to

the Clerk; Cllr Strike to liaise with the Clerk, the police and Enforcement Service and to bring a formal, fully costed proposal to a meeting of the full Council.

12. **Chairman's Report:** The Chairman stated that he nothing in particular to report but that the retiring Clerk would be leaving the Town Council on Thursday 4th July.
13. **Personnel Sub-Committee Report:** Cllr Watson reported that no meetings had been held since the Town Clerk had been appointed. At present a Youth Worker was being recruited, the deadline for recruitment having been extended to 30th June. This would be discussed further under Agenda item 28.
14. **The Rings Community Hub:** (i) Cllr Kirby reported a small problem with electricity; a generator had been supplied by Wharton Construction Ltd, but a resident had complained about the noise at night, fortunately the building was now connected to the mains. There was an on-going issue with BT, who insist on a further box being installed; they are possibly coming on the 19th to install the lines. The legs on the Town Council sign at the front of the building are too long, and some of the information on it is incorrect. The floor has passed inspection. We need signs to inform the public that CCTV is in use and also a sign to direct visitors to the Town Council office and the first-floor hall. The building has been 'snagged'. Cllr Watson noted that taxi-drivers are using the car park as a layover. It was suggested that staff check the CCTV and note registration numbers of vehicles parked in the evenings and at weekends when the centre was not in use. Cllr Strike wished to know when the building would be open to the public; the Clerk informed him that two 'open events' had already been arranged for potential users and OnSite staff. Cllr Strike then asked if the penalty clause for late completion, in the Builder's contract, was to be invoked. Cllr Kirby responded that the delays in completion were down to the weather and considered to be 'Acts of God' and thus the penalty clause did not apply. After a brief discussion, it was **agreed** that the Clerk should contact Kinsler, the Quantity Surveyor who was overseeing the contract, to clarify the legal position vis-à-vis the penalty clause. The Clerk informed that she had received two expressions of interest from window cleaners in the town. After a brief discussion it was **agreed** that the Clerk should draw up a tender invitation, to include the solar panels, and to ensure that the final contract stated that the window cleaner should always ensure that ALL the shutters were fully open before commencing the cleaning. Cllr Kirby requested that the Clerk consult Kinsler and the solar panel installers about the cleaning requirements of the solar panels before issuing the tender invitation.
Action: Clerk to contact Kinsler in regard to the penalty clause, as requested, and also the solar panel cleaning.
15. **On Site Building Trust:** Cllr Kirby informed that visits had been arranged for prospective hirers on the 18th and 20th June. Toilet roll holders had been installed and soap dispensers purchased. It had been agreed with OnSite that the Room Hire Agreement would include clauses about the hirer's responsibility for ensuring they knew how to use the Evacuation Chair, and also their responsibility for cleaning the room after use.
16. **Terms of Reference:** terms of Reference for the sub-committees proposed at the May meeting had been drafted and tabled. It was noted
Town Maintenance Committee: It was **RESOLVED** to approve the draft Terms of Reference without amendment. Cllr Strike nominated Cllr Kirby to chair this sub-committee, the proposal seconded by Cllr M. Patterson was unanimously **agreed**. Cllrs Brown and Smith agreed to join the sub-committee. The chairman proposed, seconded by Cllr Kirby that Ward

Cllrs R. Patterson and SA. Watson should be invited to join the committee; this was unanimously agreed.

The Rings Community Hub Maintenance Committee: It was **RESOLVED** to approve the draft Terms of Reference without amendment. Cllr Emmerson nominated Cllr Kirby to chair this sub-committee; the proposal seconded by Cllr M. Patterson was unanimously **agreed**. Cllrs Rutland and Dodds agreed to join this sub-committee.

Events Committee: It was **RESOLVED** to approve the draft Terms of Reference without amendment. Cllr Turnbull nominated Cllr Strike to chair this sub-committee; the proposal seconded by Cllr Emmerson was unanimously **agreed**. Cllrs Turnbull and M. Patterson agreed to join this sub-committee.

The retiring Clerk reminded that the Chairman and Vice-Chairman of the Town Council could attend any sub-committee, ex-officio.

17. **Summer Playscheme:** Cllr Strike reported that he had obtained the services of a cricket coach for £150 per half-day session. Cllr Strike proposed the playscheme be run on 6, 7 and 8th August. One of the days would be organised by the Ingleby Barwick Community Partnership, and would include races, a rounders competition and so forth, for which medals would be needed at approximately £1.10 each. A third day he suggested would be for Table Tennis; this would be run at Ingleby Manor school who would charge £25 per hour per room, and that he had obtained the services of a coach and equipment from North Ormesby Table Tennis Club for £160 + VAT for 4 hours. The retiring Clerk reported that she had received no response from either Middlesbrough Football Club or Yarm Rugby Club to her requests for a day of coaching.
Cllr Strike proposed that most events should take place on Beckfields Green, and that a 'portaloos' would need to be hired each day at a cost of approximately £100 per day. The Clerk noted that there was already a budget for events. She was asked to move quickly on this, to book the rooms at Ingleby Manor and confirm the two coaching sessions – Cllrs will need to authorise the expenditure via email.
Cllr Smith asked that activities for children who were not sport oriented be included; this was **agreed**. Cllr Watson asked if the Enforcement Service would be required and Cllr Emmerson noted that the scheme was VERY tight for time and that Risk Assessments would need to be undertaken for each activity. Cllr Strike believed that it could all be achieved in good time, that M.R. Signs would print fliers to go to every child through the schools, which he would deliver. The Chairman requested that Cllr Strike draw up a plan for the playscheme, to be circulated to all Councillors for approval or not, to be decided by next Wednesday, 26th June. The retiring Clerk proposed that, given the time pressure, the playscheme be postponed until the October half-term; this was agreed should Councillors decide that the August dates were not possible. Cllr Strike stated again that he thought the August dates were deliverable. **Action:** Cllr Strike/Events Committee to draft a plan for a summer playscheme, with full costings and circulate to all Councillors by 26th June; **ALL** to respond to the proposal, with a clear decision on whether it should go ahead in August or not, via the Clerk, by the end of the month.
18. **Draft CCTV Policy:** The Clerk informed that, although this had been drafted by the retiring Clerk, because the files could not be accessed due to the BT issue, it could not be presented to this meeting but would be brought to the July meeting. This was **agreed**.
19. **Publicity:** The Admin Assistant reported that an article had been produced for the July issue of Stockton News, though the editor would probably amend it, to reflect their own editorial style. Quotes for designing and producing the Town Council newsletter had been received, but were much higher than anticipated at approx. £1,000, she was still in negotiation about

the costs; to this had to be added the distribution costs. The retiring Clerk noted that higher cost reflected the 8-pages format of this first newsletter, which contained all the information on the Town Councillors and new Clerk. She proposed that future newsletters be only 4 pages and that this year, only two newsletters be produced, to keep to the overall budget agreed. Cllr Kirby suggested using the Wind Farm money to pay for the newsletter. Cllr Strike stated that the Town Council needed to be promoted as well as the new Community Centre and, as it was clear from the survey results, the majority of residents are not aware that Ingleby Barwick has a Town Council, he wished to go ahead with newsletter at a cost of up to £1,500. All being in agreement, it was **RESOLVED** to allocate up to £1,500 on the first IBTC Newsletter. Cllr Smith suggested that the newsletter also be on social media. This led to a discussion on the pros and cons of using social media, and Cllr Smith was asked to research how a social media account could be made a one-way only form of communication. Cllr Kirby was concerned that the Town Council could lose editorial control of a social media site. It was agreed that this be an agenda item for the July meeting. **Actions:** Staff to progress the production and delivery of the first IBTC Newsletter; Cllr Smith to research social media; Clerk to put Social Media use on the July agenda.

20. **Clerk's Report:** Mrs McGeeney reported that there had been teething problems with the move to the new office, with BT in particular. As a result, she was having to use her personal mobile as a 'hotspot' to access Town Council email. She noted that Cllr Watson had informed her that Dr. Raheem Khan, of St. James' Hospital, had offered to run free CPR training sessions, with the necessary equipment provided free of charge by the hospital. The offer was gratefully accepted. Cllr Kirby proposed that OnSite be asked to circulate all potential user groups with the offer and encourage take-up. Cllr Watson stressed the importance of maintaining contact with Dr. Khan. **Action:** Clerk to request OnSite to circulate all potential centre hirers with the offer of free CPR training, and to maintain contact with Dr. Khan. The Clerk informed that the repair of the bench removed last year from near the underpass between Grey's Court and Ingleby Way, had proved unviable. It appeared that the bench was one of several commissioned by the Town Council, and to have a new side/leg made would prove more costly than purchasing a new bench. Councillors asked the Clerk to obtain costings for a new bench and to put this item on the July agenda. The Clerk further reported that the Appeals and Complaints Committee was to meet at 11.00am on Thursday 20th June to discuss the Beckfields Avenue Traffic Calming Scheme. The Clerk proposed the Town Council form another sub-committee with a remit to develop and monitor a Town-wide Youth Strategy; this could then become part of the Town Plan that had been proposed by the retiring Clerk and was now urgently required. The proposal was unanimously agreed and the Clerk requested to put the Youth Committee on the July agenda and further, that she develop an outline of how a 5-year Town Plan could be developed and put this as a standing item on every future agenda. **Actions:** Clerk to obtain costings for a new bench and put replacement bench, Youth Committee and Town Plan as items on July agenda; Clerk to develop an outline proposal for the development of a 5-year Town Plan.
21. **Ward Councillors' Reports:** Cllr SA Watson stated that she would be attending the meeting on the Beckfields Traffic Calming Scheme on Thursday. Three 'grasscrete' hard-standing for Enforcement vehicles are to be placed at Ingleby Manor, Lowfields and Broom Hill. Cllr Strike reported that the resident, of the drug dealer's house reported earlier this year, had now been evicted. The parameters have changed for grit bin requested for Priorwood Gardens. At the East Transport Strategy meeting it had been reported that the re-opening of Lowfields Avenue was to be investigated. Ward Cllr Patterson interjected that Lowfields was closed only after full consultation with residents. He went on to say that it had taken 9 years

and 7 months from idea to completion to get the Hub open and he was delighted with the result. The SBC Leisure Centre would be opening next year.

22. **Financial Reports:** The Clerk tabled the two Financial Reports for May. Cllr Rutland proposed, with Cllr Watson seconding a motion to accept the reports, all agreed. It was **RESOLVED** to accept the Financial Reports for May.
23. **Correspondence:** None received.
24. **Planning Applications:** The Clerk circulated details of a Planning Application in respect of Barley Fields Primary School for a single-storey extension to the main entrance, to be used as a cafe. No objections were raised.
25. **Matters of Concern to Councillors:** Cllr Strike expressed concern about the rattling of the kitchen shutter and banging doors in the first-floor hall. The Clerk responded that the cause of this would be investigated. Cllr Emmerson proposed that a 'Suggestions' Box be placed in the Hub, for residents to provide information for the Enforcement Team, PCSOs, Town Council etc.
26. **Date of Next Meeting:** Monthly Town Council Meeting - 7.00pm Tuesday 16th July at the Rings Community Hub.
27. **Exclusion of Press and Public:** Cllr Emmerson thanked the Gazette reporter and members of the public for attending and requested they leave before matters of a confidential nature were discussed. All other than Town Council left the building.
28. **Staffing Matters:** Cllr Watson reported on the recruitment of a Youth Worker. All agreed with the proposed process.

The Chairman thanked everyone for their participation.

Meeting closed at 8.59pm