

MINUTES
OF THE
ORDINARY
MEETING
OF THE TOWN
COUNCIL
HELD ON
WEDNESDAY 20TH June 2018
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL
held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick
on
Wednesday 20th June 2018 at 7.00pm**

PRESENT: **Chairman/Town Mayor:** Councillor Stefan Barnes

 Vice Chairman/Deputy Town Mayor: Councillor James Emmerson

 Councillors: Ann Kenyon, Megan Patterson, Ross
 Patterson, Jenny Rutland, Ted Strike and Sally Ann Watson

OFFICER: **In the absence of the Clerk:** Megan Patterson– Minute taker

IN ATTENDANCE: No public in attendance.

1.18.19 HOUSEKEEPING.

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

2.18.19 NOTICE OF MEETING.

The notice of the meeting was taken as read.

3.18.19 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Town Councillors Tom Bowman and Philip English, Jean Kirby, Ann Kenyon, Cheryl Thomas.

4.18.19 CODE OF CONDUCT.

Declaration of Interests

Cllr Stefan Barnes declared an interest in any matters which may arise in respect of his employment with Ingleby Healthcare.

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, IB East.

Cllr Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

To consider any requests for dispensations

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No requests for dispensations had been received.

5.18.19 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 30TH MAY 2018.

The Minutes of the Ordinary Meeting held on 30th May 2018 were considered.

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

6.18.19 PUBLIC PARTICIPATION.

No members of the public were present.

7.18.19 INGLEBY BARWICK ENFORCEMENT SERVICE.

No members of the Enforcement Service were available to speak.

8.18.19 APPOINTMENT OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS

Item deferred to next meeting due to the absence of the Town Clerk.

9.18.19 APPOINTMENT OF THE PROPOSED COMMUNITY CENTRE WORKING GROUP.

Item deferred to next meeting due to the absence of the Town Clerk.

10.18.19 APPOINTMENT OF MEMBERS TO THE COMMUNITY HALL MANAGEMENT COMMITTEE.

Item deferred to next meeting due to the absence of the Town Clerk.

11.18.19 APPOINTMENT OF REPRESENTATIVES TO:

- (a) Cleveland Local Councils Association (2)
- (b) Eastern Locality Forum
- (c) Eastern Area Transport Strategy

IT WAS RESOLVED that James Emmerson and Megan Patterson would be representatives to Cleveland Local Councils Association. It was resolved that Councillor Ted Strike be appointed as a representative as the Eastern Area Transport Strategy Group.

A representative for the Eastern Locality Group will be deferred to the next meeting.

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12.18.19 TO CONSIDER PAYMENT OF SUBSCRIPTIONS/RENEWALS FALLING TO BE PAID ANNUALLY:

Cllr Ross Patterson arrived at the meeting during consideration of this item.

- (a) Insurance Policy
- (b) Cleveland Local Councils Association
- (c) Society of Local Council Clerks

IT WAS RESOLVED that the Town Council gives authority to the Town Clerk, to continue all renewals

13.18.19 TO CONFIRM THE APPOINTMENT OF CHEQUE SIGNATORIES

IT WAS RESOLVED that the Town Council confirm the appointment of Councillors Stefan Barnes, Sally Ann Watson, Jenny Rutland and Philip English as cheque signatories.

14.18.19 REVIEW OF SERVICE LEVEL AGREEMENTS

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council defer this item to the next item due to the absence of the town clerk.

15.18.19 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council defer this item to the next item due to the absence of the town clerk.

16.18.19 REVIEW OF POLICY AND PROCEDURE DOCUMENTS.

IT WAS RESOLVED that the Town Council defer this item to the next item due to the absence of the town clerk.

17.18.19 PROVISION OF CCTV

This item is acknowledged as something that the Council will implement in the near future.

No new updates.

18.18.19 GENERAL DATA PROTECTION REGULATIONS.

The Chair informed the Council that under GDPR we need to designate a responsible officer.

He informed us that Mayberry consultancy may offer the Town Council a price for their services. **Councillor Ross Patterson expressed an interest in this item as he is employed by Veritau Limited. Veritau have expressed an interest in talking to Council's in the Cleveland area on the matter.**

He informed the Council that he would leave the room if this item was considered at a subsequent Council meeting.

19.18.19 BECKFIELDS AVENUE ROAD SAFETY

The Chair informed the Council that we are still awaiting the changes sent in by the Town Council to Stockton Borough Council. Please refer to the minutes of the meeting held on the 30th May 2018.

20.18.19 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

No new updates.

21.18.19 MAYBERRY CONSULTANCY

The Chair informed the Council that it would cost £11 per employee, per month, for Mayberry consultancy to provide services to the Town Council. This would involve paying Town Council employees, through Town Council funds, and providing payslips to employees.

IT WAS RESOLVED that the Town Council accept the price provided by Mayberry Consultancy.

22.18.19 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK

The signs are set to be delivered. No new update.

23.18.19 GOSSIP ARTICLE

No new update. The Chair informed the Council that it may be more efficient to wait until building on the Proposed Community Centre has commenced. The Council could then add this into the Gossip Article.

24.18.19 FINANCE

- (a) The Chair read out the Internal Auditor's Report which was accepted.
- (b) The Chair then read out each statement on the Annual Governance Statement on Internal Control, asking Councillors to state agreement or non-agreement with each in turn. **IT WAS RESOLVED** that the Town Council agreed unanimously with the statement, and the Chairman then signed the Annual Return form.
- (c) The Accounting Statements, as audited by Mr. P. Joiner, were approved unanimously, and the Chairman signed to indicate approval.

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- (d) The Chair informed that there are some accounts due for payment.
Councillor Jenny Rutland offered to help the Chair sign cheques at the close of the meeting.

25.18.19 MATTERS ARISING AND UPDATES

The Chair offered Councillor Cheryl Thomas a public apology for not replying to a hand-written letter given to the Chair. It was noted that the information could be accessed via the minutes on the Town Council Website.

26.18.19 PLANNING APPLICATIONS

The Town Council considered all the information and plans provided in respect of planning application numbers:18/0736/FPD; 18/0785/FUL; 18/1002/FPD; 18/1234/PDE

27.18.19 CLERKS REPORT.

Due to the absence of the Clerk, a clerk's report was unavailable.

28.18.19 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondence received into the Town Council office since the last meeting of the Council, be noted and accepted.

29.18.19 DATE OF THE NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

IT WAS RESOLVED that the ordinary Meeting of the Town Council will be held on Wednesday 11th July 2018 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick, commencing at 7 pm.

30.18.19 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS:

31.18.19 PROPOSED COMMUNITY CENTRE, THE RINGS

This matter was deferred.

32.18.19 STAFFING MATTERS

Councillors discussed the situation of the Town Clerk and the Clerk's on-going sick leave. The Town Council discussed matters relating to covering the work in the Clerk's absence. A sick note was received from the Town Clerk for a further month.

The Chairman thanked everyone for their attendance and closed the Meeting.