

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 16th July 2019
held at The Rings Community Hub, The Rings, Ingleby Barwick**

Present: Town Cllrs. J. Emmerson, (Chairman), P Dodds, J Irwin, J Kirby, J. Rutland, S. Smith, T. Strike, R. Turnbull and SA Watson.

In Attendance: Ward Cllrs. K. Dixon, R. Patterson and A. Watson, 1 Enforcement Officer, 10 members of public, Mrs. J. McGeeney, Town Clerk, J. Stevely, Admin Assistant.

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

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 H Brown, M Patterson 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. **Co-option to fill the vacancy on the West Ward of the Town Council.** Consideration was given to two applications, from Stefan Barnes and John Butler, which had been received in respect of the co-option to fill the vacancy on the West Ward of the Town Council. The two candidates made their individual presentation, whilst the other candidate left the room, highlighting their achievements within Ingleby Barwick and detailing what they felt they could bring to the Town Council. Both candidates left the room whilst members considered their applications. It was evident that both candidates had extensive experience and it was a difficult decision for members to make. However, whatever the outcome Councillors felt it would advantageous for both candidates to be involved in any future work of the Town Council. Members voted and it was resolved that Stefan Barnes be co-opted on to the Town Council. Both candidates were invited back into the meeting where the results were presented. The Chairman thanked both candidates and invited Stefan Barnes to officially join the meeting as a Town Councillor.
7. **Public Participation:** (a) A resident advised the Town Council that there was a new bus timetable in operation and detailed changes to the bus service. The resident was advised that it was the responsibility of Arriva, the bus company, to amend timetables on bus stands.

(b) Ward Councillor Kevin Faulks requested that Ward Councillor reports would be a standing item on future agendas.

8. **Minutes of the Town Council Meeting held on 18th June 2019:** There being no amendments requested it was **RESOLVED** to accept the minutes as a true and accurate record of the meeting
9. **Matters Arising:**
- (i) The Rings Community Opening Ceremony – arrangements for the official opening to be held on 25th July were well underway. Invitations had been sent and confirmation received from Middlesbrough Football Club that the opening would be undertaken by local resident Nathan Wood. It was requested that a budget be set to cover the cost of the opening – for example catering and commemoration plaque. It was agreed a budget of up to £750 be allocated.
 - (ii) CCTV Lowfields – SBC had been instructed to carry out installation works. At this time the installation of column power had not been completed and further updates would be provided when known.
 - (iii) Window cleaning update – further information was required regarding the building’s solar panels before tenders for window cleaning could be requested.
 - (iv) Suggestions Box – this is now installed in the foyer and to date no suggestions have been received.
10. **Ingleby Barwick Enforcement Service report.** The officer present presented details of requests for services and incidents recorded during the period 1st April to 18th June 2019 for both East and West wards. Additional information included an increase in vehicle issues within the West ward in particular off road bikes. The Enforcement Service captured CCTV footage of males responsible for riding around the Ingleby Barwick area on a quad and motorcross bike. Within 12 hours the males responsible had been identified and linked in the Cleveland Police who seized the bikes and were investigating the males for offences committed.
- Concern was expressed regarding Enforcement Staff lone working when the SLA indicated there should be two officers at specific times.
11. **Chairman’s Report:** The Chairman stated he had nothing in particular to report, however, was preparing a speech for the Official Opening of the Hub.
12. **Personnel Sub-Committee Report:** Cllr Watson reported that two candidates had been shortlisted to attend interviews. These were scheduled for Thursday 18th July. A special meeting of the Council would be convened to appoint the successful candidate.
13. **The Rings Community Hub Working Group report:** Councillor Kirby reported details of an email which had been received from Kinsler and Partners in response to liquidated damages to cover loss for late completion of the building contract. The project was contracted to complete on 8th April 2019 but actually completed on 10th June 2019, nine weeks late. The contractual sum for liquidated damages is £500 per week equating to a sum of £4,500. It was AGREED that the Town Council request £4,500 be deducted from Wharton Construction for late completion. Members were advised that Wharton Construction could submit a counter claim in this respect.
14. **Onsite Building Trust update:** Members received an update regarding prospective users for both the main and first floor halls. Details of the cleaning schedule were submitted and would be reviewed once increased occupation was taking place in the building.
15. **Coffee machines:** In the absence of Cllr Patterson it was requested that this item be postponed until the September meeting.

16. **Hub Bookings:** A diary of prospective bookings had been received from Onsite. Lots of enquiries had been received. It was felt that any opinions on who should be hiring the hall could potentially railroad Town Council meetings. Members were reminded that the Hub was to be run as a business and that Onsite were undertaking this on the Town Council's behalf. Members were also advised that users were not tied to a time scaled contract and if problems occurred user agreements could be terminated at any time. Details of timetables would be displayed on the noticeboard and within Onsite's website.
17. **Social Media:** The use of social media was to be investigated by Cllr Smith and presented to a future meeting.
18. **Terms of Reference – Youth Committee:** The Terms of Reference for the Youth Committee had been drafted and tabled. It was RESOLVED that the draft Terms of Reference be approved without amendment. Cllr Strike nominated Cllr Patterson to Chair this committee which was seconded by Cllr Dodds and unanimously agreed. Cllrs Irwin and Kirby would join the committee. John Butler requested to join the committee which was AGREED. It was also felt that there should be representation by a young person. Members were reminded that the Chair and Vice Chairman of the Town Council could attend any meeting ex officio.
19. **Draft CCTV Policy:** It was noted that Warning Notices advising the operation of CCTV cameras would need to be displayed. It was AGREED that the clerk obtain and display such notices prior to the building's official opening. Cllr Dodds agreed to investigate the draft CCTV policy and present to the September meeting. It was felt that Town Councillors should have Data and Barred Services checks undertaken. Agreed DBS checks would be subject to an item on the September agenda.
20. **Clerk's Report:**
 - (i) Office move - Major ongoing problems with BT had been identified. A hub had been sent to try and establish a broadband connection. This however, failed which, in turn, meant that access to all the Town Council's computer files and working documents could not be accessed thereby causing further huge problems.
 - (ii) Bench replacement - The clerk had been asked to investigate the cost of a new bench as opposed to the cost of repair for the damaged bench near the underpass between Grey's Court and Ingleby Way. Costs varied between £400 and £1,000 to replace. The cost of repair was £275.00 plus VAT.
 - (iii) Land transfer legal fees – Nine possible pieces of land had been identified. Legal fees to transfer the land would be £350 per piece – a total of £3,150. It was felt that this should be referred to the Town Maintenance Committee.
 - (iv) Youth equipment – The provision for electrical equipment for the youth facility had been ordered.

- 21. Borough Councillors' reports:** Councillor S A Watson highlighted speeding issues within the East Ward in Ingleby Barwick. The Community Speedwatch scheme had looked at a couple of areas whereby volunteers could monitor the speed of vehicles and work in partnership with the police to notify vehicles owners on the dangers of speeding and reminding them of the law. The Beckfields traffic calming scheme had been the subject of a meeting of SBC Appeals and Complaints Committee. The appeal was upheld and traffic calming measures would go ahead. This year's wildflowers had not grown as hoped and extra seeds had been sown.

In relation to the West Ward of Ingleby Barwick, Cllr Faulks reported that a member of the Care for Your Area team was on long term sick and any issues regarding litter should be forwarded to Ward Councillors. There was an ongoing concern regarding hogweed at Betty's Close Farm and further respray works would be undertaken.

It was AGREED that future Borough Councillors reports would be restricted to five minutes per Ward.

- 22. Events Committee – 4th July 2019 – minutes:** The minutes from the meeting of the Events Committee held on 4th July 2019 were tabled and AGREED.
- 23. Personnel Committee 8th July 2019 – minutes:** The minutes from the meeting of the Personnel Committee held on 8th July 2019 were tabled and AGREED.
- 24. Financial reports:** The clerk requested that this item be deferred as bank statements had only been received that morning.
- 25. Correspondence:** A letter of thanks from Stockton and Yarm Royal British Legion had been received for the Town Council's kind donation of £50.
- 26. Freedom of Information request:** An FOI request had been received requesting details of the Town Council's financial information. The clerk responded within one working day.
- 27. Planning Applications:** Details of a planning application had been received from SBC to erect a temporary building with link corridor and external access ramp at St Therese of Lisieux Roman Catholic Primary Academy, Lamb Lane, Ingleby Barwick. Comments on the proposal were requested to be submitted to SBC by 30th July 2019.
- 28. Matters of concern to councillors:** Acoustic screens – concern was expressed over noise levels within the halls. It was agreed to explore ways in which this could be alleviated. A possibility could be the use of acoustic wall boards.
- 29. Date of Next Meeting:** Monthly Town Council Meeting - 7.00pm Tuesday 17th September 2019 at the Rings Community Hub.
- 30. Exclusion of press and public –** Councillor Emmerson thanked the members of the public for attending and requested they leave before matters of a confidential nature were discussed. All other than the Town Council left the building.
- 31. Staffing Matters – Youth Worker update –** Councillor S A Watson reported on the recruitment of the Youth Worker all AGREED with proposed process.

The Chairman thanked everyone for their participation.

Meeting closed at 8.40pm