

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 13TH SEPTEMBER
2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY PAULA M. HALL
TOWN CLERK

82.17-18 CODE OF CONDUCT.

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, I.B. East.

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 the following planning applications are considered:

Agenda Item No. 16 (c) Planning Application No. 17/0657/FUL
Agenda Item No. 16 (d) Planning Application No. 17/1817/FUL
Agenda Item No. 16 (e) Planning Application No. 17/1912/OUT

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 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.

83.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 12TH JULY 2017.

The Minutes of the Ordinary Meeting held on 12th July 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.

84.17-18 PUBLIC PARTICIPATION.

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

The following matter was raised:

Bench/Bus Shelter on Beckfields Avenue

It was noted that concerns had been raised by Enforcement at the recent meeting of the Community Hall Management Committee in respect of the repeated damage being caused to the bus shelter on Beckfields Avenue adjacent to the Community Hall.

Reference was made to the congregation of youths at the location with particular regard to the bench which is being used as a meeting point.

A general discussion took place and various comments were raised.

Cllr Sally Ann Watson agreed to contact Enforcement regarding the matter and report back to the Town Council.

85.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

There were no representatives from the Enforcement Service present at the meeting.

Cllr Ted Strike referred to a recent incident which had taken place on Beckfields village green, when the CCTV camera located adjacent to the shopping centre on Beckfields Avenue had proved to be very valuable in assisting with the matter.

Reference was also made to the mobile speed camera which had recently been in operation on Beckfields Avenue.

86.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Application for 'Borrowing Approval' from the Secretary of State for Communities

Reference was made to the letter which had been received from the Department for Communities and Local Government (DCLG) dated **25th July 2017** stating 'The Secretary of State, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, has approved the building and construction of The Rings Community Centre for which Ingleby Barwick Town Council, may borrow an amount not exceeding £ 725,000.'

The approval is subject to several conditions, which include the following:

- The Council may borrow only for the purpose specified
- Borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from **25th July 2017**

It was noted that an Application for a loan should reach the Public Works Loan Board two weeks before the loan is required.

All were thanked for their efforts.

(b) Appointment document for the Engineer

Information is awaited from the Town Council's solicitor.

(c) Site Investigation

It was noted that the site investigation had been undertaken on 21st August 2017. The Report on findings is awaited.

The Tender information to be considered by the Town Council in due course.

(d) Land Transfer and Covenants

The land transfer and covenants are continuing to be progressed.

(e) VAT Registration

The Town Council is still progressing the lease of the land from SBC, hence registering for VAT is still pending.

The reclaim of VAT on invoices paid to date for professional services cannot therefore be progressed at this stage. It was noted, as previously advised, that there is a timescale for reclaim of this VAT.

(f) Management of the Community Centre including feedback from the Village Halls/Community Buildings Event on 7th September 2017

The notes from the meeting with Onsite Building Trust (OBT) on 24th August 2017 were referred to, a copy of which had been provided to Councillors for their observation.

A brief outline was provided.

It was noted that OBT are a registered Charity, a Private Limited Company by guarantee without share capital use of 'Limited' exemption who were incorporated in August 2013.

The Trust is a joint venture working with SBC and Catalyst.

Since 2014 OBT has taken over the running of four buildings/centres in the borough which increased to six in 2016 and they now run seven in total.

OBT can provide the following services:

- Room booking & Customer Enquiries
- Health & Safety and Facilities Management
- Commercial Cleaning
- Grounds Maintenance
- Payroll

Additional information was noted regarding provision of the following:

- Opening / closing of the building / door entry
- Man hour costs
- Cleaning / cleaner
- External funding
- Accounts / booking / invoicing / payments
- Music license
- Social media

It was noted that representatives from OBT would welcome the opportunity to address Town Council Members to provide further information and answer any questions. They would be able to facilitate such a meeting at one of their buildings.

A general discussion took place and particular reference was made to overall responsibility, length of contract, costings etc.

It was agreed that it would be useful at this point, to make arrangements for Councillors to meet with representatives from OBT in order that Members can gain information direct on how the Trust operates and the services which can be provided. It will also provide the opportunity for both parties to ask any questions etc.

IT WAS RESOLVED that the Town Council agrees to meet with representatives from Onsite Building Trust. The Clerk to make appropriate arrangements for the meeting and advise Councillors of the details in due course.

It was noted that the Village Hall/Community Buildings event had been attended by Cllr Tom Bowman and the Town Clerk. The event had been very informative.

The topics covered included governance options and information on trustees, management committees etc.

A copy of the topic slides are to be provided by the County Training Partnership, for reference purposes.

(g) Youth Café element matters to progress

It was noted that initial contact has been made with Corner House Youth Project and Five Lamps.

Reference was also made to Youth United Stockton 'Youth Providers Networks (YPN)'. The networks are open to public, statutory, voluntary, community and third sector groups who contribute towards open access and targeted youth support services for young people in the borough.

The YPNs are made up of organisations that come together to discuss issues affecting young people in their local area. In drawing together organisations from the public, private and voluntary sectors, the YPNs aim to:

- Provide an opportunity for the exchange of information on youth services and activities in the Borough
- Engender good working relationships between providers of youth services and activities
- Enable and/or be involved in joint projects and plans to improve services and support to young people
- Further develop and enhance effective operational partnership working in order to meet the needs of young people and the wider community

It was agreed that a meeting of the Proposed Community Centre Working Group be arranged to pursue further information/guidance on the Youth Café element of the project and report back to the Town Council in due course.

(h) Update for Publication

IT WAS RESOLVED that the next update includes the following information:

- Successful application for 'borrowing approval'
- Approximate targets for start and completion
- Applications to be requested from interested 'User Groups'

86.17-18 FINANCE.**(a) Current balance sheet**

The Clerk/RFO 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 noted and 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
02/08/17	102252	Lyreco UK Ltd	Office Equip & Stationery	£ 39.78
30/08/17	102253	SBC	Enforcement & CCTV Quarter 1	£ 15,019.39
02/08/17	102263	Document Solutions	Photocopy costs	£ 80.42

Direct debit payments August & September

Date	To whom	Purpose	Amount
11/08/17	EE	Telephone & Broadband	£ 39.53
11/09/17	EE	Telephone & Broadband	£ 39.89

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

Chairman.....
Wednesday 18th October 2017

The following accounts are due for payment:

Cheques

Date	Cheque No.	To whom	Purpose	Amount
13/09/17	102264	Lyreco UK Ltd	Office Equip/Stationery	£ 40.00
13/09/17	102265	Document Solutions UK Ltd	Photocopy Costs	£ 115.67
13/09/17	102266	Cornerstone BS	Offsite Backup	£ 12.00
13/09/17	102267	Cornerstone BS	IT Support	£ 60.00
13/09/17	102268	CPC Computing	Website Aug 2017	£ 20.00
13/09/17	102269	SBC	Enforcement Service Quarter 2	£ 15,019.39
13/09/17	102270	HMRC (Paid at Post Office)	Clerk NI & Tax and Emp. NI Contributions August 2017	
13/09/17	102271	Cornerstone BS	Office 365	£ 18.72 Invoice awaited
13/09/17	102272	IBCH	Use of Hall 13.9.17	£ 15.00 Invoice awaited
13/09/17	102273	IBCH	Use of Hall for Bake Off Competition 19.11.17	£ 67.50
13/09/17	102274	BDO LLP	Audit 2016/2017	£ 480.00
13/09/17	102275	CASH	Petty Cash for Office	£ 40.00

Standing Orders September:

Date	To whom	Purpose	Amount
28/09/17	Town Clerk	Remuneration September 2017	
28/09/17	Admin Assist	Remuneration September 2017	
28/09/17	Robinsons	Rent due 05/10	£ 291.67
28/09/17	Teesside PF	Employer/Clerk Contribution Sept 2017	

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

(c) Annual Return 2016/17

The Clerk advised that BDO LLP have now completed the external audit of Ingleby Barwick Town Council accounts for the financial year 2016/2017.

The documentation received from BDO included the following:

- Annual Return
- Notice of Conclusion of Audit
- Notes Regarding the Advertisement of the Conclusion of the Audit
- Contact Details
- Fee Note: **£ 400.00 plus VAT**

Chairman.....
Wednesday 18th October 2017

There were no matters which came to the Auditors attention which required the issuing of a separate additional issues arising report.

The Annual Return including Section 3 External auditor report and certificate (completed by BDO LLP) was presented to the Town Council now that the audit opinion has been given.

IT WAS RESOLVED that the Annual Return is Approved and Accepted by Ingleby Barwick Town Council.

The Annual Return and notice of conclusion of audit must now be published for at least 14 days (including on the website) as soon as reasonably possible before the 30 September 2017 and must be available for public access for a period of not less than five years.

IT WAS RESOLVED that the Annual Return and notice of conclusion of audit be published accordingly.

It was noted that BDO LLP would no longer be the Town Council's appointed auditor for the year ended 31 March 2018 onwards.

(d) Seamer Wind Farm Community Fund

IT WAS RESOLVED that the Chairman Cllr Stefan Barnes, Cllr Philip English and the Town Clerk meet with the representatives from Infinis Wind to discuss the Seamer Wind Farm Community Fund. The Clerk to make arrangements accordingly.

87.17-18 MATTERS ARISING AND UPDATES - From the Minutes of the Town Council.

65.17-18 CCTV PROVISION.

SBC have advised that feedback on the Evidence Based Study will be provided at the Town Council's October meeting.

70.17-18 TRAINING EVENTS.

The Clerk advised that the County Training Partnership are looking to hold a training event, possibly on 1st November 2017, which will cover the Reform of Data Protection due for implementation on 25th May 2018. The details to be provided in due course.

88.17-18 DEFIBRILLATOR AT COMMUNITY HALL.

(a) Risk Assessment

It was noted that a Risk Assessment is required to be undertaken for insurance purposes.

A general discussion took place and Cllr Ted Strike suggested that a 'Methodology Statement' would be appropriate in these circumstances, which he agreed to formulate. The Town Clerk to provide Cllr Strike with the relevant information to undertake the task.

It was agreed that the methodology statement be reported back to the Town Council for approval.

It was confirmed that Cllr Allan Mitchell is the Town Council's nominated Guardian for the defibrillator.

(b) Training

It was noted that Awareness Training had been considered at the Community Hall Management Committee meeting on Friday 8th September 2017. It was suggested that 'User Groups' could be contacted regarding the opportunity to attend training and thus ascertain level of interest from regular users of the hall.

The Treasurer and Weekday Bookings Secretary, is due to send out invoices to all user groups week commencing 2nd October, a letter could also be enclosed informing them of the training. A draft letter was attached for the Town Council's perusal.

IT WAS RESOLVED that the Town Council agrees for the letter as drafted, to be sent to all user groups.

(c) Signage

The Town Clerk reported that SBC have advised that all signs on the public highway must be prescribed by the Department for Transport Regulations. Unfortunately, there is no prescribed sign or symbol within these regulations that would comply with the Town Council's request for directional signs to the defibrillator.

The information was noted.

IT WAS RESOLVED that the Town Council draw awareness to the existence and location of the defibrillator in all the articles, updates, newsletters etc which they produce.

89.17-18 BAKE OFF COMPETITION 2017.

(a) Appointment of Working Group and to set date of first meeting

IT WAS RESOLVED that the Working Group consist of Cllrs James Emmerson, Megan Patterson, Ted Strike, Sally Ann Watson and the Town Clerk.

It was agreed that the first meeting of the Working Group be held on Thursday 21st September 2017 at 5 pm in the Town Council office.

(b) Agreement of date, time and venue booking for the competition

It was confirmed that Children in Need 2017 would be televised on Friday 17th November, therefore the Great Ingleby Barwick Bake Off to be held on Sunday 19th November 2017 from 2pm to 5pm.

It was noted that both halls at the Community Hall on Haresfield Way have been provisionally booked from 1 pm to 5.30 pm.

IT WAS RESOLVED that the Town Council agrees with the arrangements and the invoice for £ 67.50 in respect of the booking of the Community Hall be paid accordingly.

(c) Budget spend allowance – delegated responsibility to the Clerk to oversee and agree expenditure

It was noted that the budget for events/competitions is £ 1,000.

A general discussion took place regarding expenditure required for the Bake-Off competition.

Reference was made to the savings which had been made on the venue costs, after moving the event to the Community Hall.

It was suggested that as well as the competition, various additional elements could be included to add to the fun of the afternoon such as children's entertainment i.e. magician, face painting etc. Craft and gift stalls and tombola were also referred to

IT WAS RESOLVED that the Town Clerk be delegated the responsibility to oversee and agree expenditure in respect of the event/competition, having regard to the budget figure of £ 1,000. All expenditure to be reasonable and appropriate and reported back to the Town Council accordingly.

90.17-18 TOWN COUNCIL NEWSLETTER.

(a) Publication date

It was agreed that the date of the next publication be discussed by the Working Group and considered by the Town Council at the October meeting.

(b) Appointment of Working Group

IT WAS RESOLVED that the Working Group consist of Cllrs James Emmerson, Megan Patterson, Ted Strike and the Town Clerk.

It was agreed that the Newsletter Working Group meeting follow on from the Bake Off Working Group meeting on 21st September 2017.

(c) Content of the Newsletter

It was agreed that this be considered by the Working Group and reported back to the Town Council at the October meeting for consideration and approval.

91.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

The Town Council considered the boundary between the parishes of Ingleby Barwick and Maltby.

A general discussion took place.

It was suggested that the Town Council pursue a review of the boundary, given the fact Little Maltby Farm is now being developed as a residential area, which naturally falls into the realm of Ingleby Barwick rather than Maltby. Also, the area was one of the seven villages in the original Master Plan for Ingleby Barwick.

IT WAS RESOLVED that the Town Council agrees to pursue a review of the boundary between the parishes of Ingleby Barwick and Maltby. The Clerk to request advice from SBC on how to initiate the review process.

92.17-18 PROVISION OF BENCHES, VILLAGES 5 & 6, INGLEBY BARWICK.

An update was provided as follows:

Site locations – SBC have been asked to assist with identification of suitable locations at Villages 5 and 6, which is ongoing and information is awaited.

Approval for Siting - SBC have advised that any benches/seats which are to be located on SBC land would need to be licenced under the same principals as any other street furniture on open space. The agreement would be peppercorn.

Installation Costs - SBC have advised that the cost to install a metal slatted bench (the same as others installed across IB) on a tarmac plinth – immediately next to the footway – would be **£1,889.62 incl. VAT**. If a footpath link leading to the bench is needed, which would depend on the location, there would be the added cost of providing a footpath link.

The information was noted.

93.17-18 PLANNING APPLICATIONS:

(a) List of applications registered with SBC in July & August 2017

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

No observations or comments were raised.

(b) List of SBC delegated decisions made in July & August 2017

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

(c) Planning Application No. 17/0657/FUL – Erection of 1 no. dwelling with attached garage and associated access at Land north east of 6 Barwick Lane, High Leven.

The Town Council considered all the information and plans in respect of planning application no. 17/0657/FUL.

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

(d) Planning Application No. 17/1817/FUL – Application for erection of two storey extension to accommodate launderette and dry cleaner and associated parking to the rear at Land east of 19 Greenside, Ingleby Barwick.

The Town Council considered all the information and plans in respect of planning application no. 17/1817/FUL.

IT WAS RESOLVED that the Town Council objects to the application and reiterates the comments submitted in respect of the previous applications at the location.

Planning Application No. 17/1912/OUT - Outline application with all matters reserved for up to 40 no. residential units at Low Lane, High Leven.

The Town Council considered all the information and plans in respect of planning application no. 17/1912/OUT.

IT WAS RESOLVED that the Town Council objects to the application and raises the following concerns:

- The application is outside of the limits of development.
- If approved, the application would set a precedent for further housing development on the south side of Low Lane.
- Concerns in respect of road safety.
- The additional vehicles which would be generated by this proposal would add to the increased traffic levels in the area.
- Significant road safety improvements would be required.

94.17-18 CLERKS REPORT.

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

95.17-18 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.

The following correspondence was referred to:

Cornerstone BS – Offsite Backup

Cornerstone have advised that the Town Council is now backing up around 70gb of data, which equates to £21 per month. The current amount payable for offsite backup is £10 per month.

It was noted that following discussions, further information and clarification on the matter is awaited from Cornerstone BS prior to consideration by the Town Council.

SBC Construction & Facilities Services - Christmas Tree Lighting 2017

SBC have requested the Town Council's requirements for this year, in respect of switch on dates and times, etc which are to be provided ideally before the end of September 2017.

The Town Council considered the matter.

It was noted that arrangements had been made at the end of last year's festive season for the Christmas tree to be stored in SBC depot. The erection of the tree is normally included in SBC's programme to coincide with the 'switch on' of Stockton's lights, as the Town Council do not hold a special event.

Arrangements are also made with SBC for the erection of temporary fencing around the tree, again to coincide with SBC's erection programme.

IT WAS RESOLVED that the Town Council agrees that SBC undertakes the erection of the Christmas tree and temporary fencing, as per their programme to coincide with the switch on of Stockton's lights. The relevant costs to be incurred by the Town Council accordingly. The Clerk to make the appropriate arrangements with SBC.

Ingleby Barwick Town Council - Mayor's Sunday Service

It was noted that a provisional date has been set for this year's Mayor's Sunday Service as Sunday 10th December 2017, which is Parade Sunday at St. Francis of Assisi Church.

IT WAS RESOLVED that arrangements be finalised accordingly.

NHS - Consultation about Respite Opportunities for People with Learning Disabilities and Complex Needs and/or Autism

Receipt of correspondence advising that NHS South Tees Clinical Commissioning Group (CCG) and NHS Hartlepool and Stockton-On-Tees CCG are launching a formal public consultation on proposed changes to respite services for people with learning disability, complex needs and/or autism.

The consultation will run for 10 weeks, from Monday 4 September to Friday 10 November 2017. Information was provided to give a full overview of the consultation.

A general discussion took place and the information was noted.

- 96.17-18** **DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL – Wednesday 18th October 2017 at Ingleby Barwick Community Hall, 7 pm.**
- 97.17-18** **EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF ITEM 21** - 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

98.17-18 STAFFING MATTERS.

Administration Assistant.

The Town Council considered the information provided.

IT WAS RESOLVED that following completion of the 6-month probation period the Town Council confirms the ongoing employment of the Administration Assistant. The terms and conditions of employment set out in the original contract will continue to apply.

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