

## **Minutes of the Town Council Meeting, 7.00pm on Tuesday 15th September 2020 via virtual Zoom meeting.**

**Due to a technical problem with Zoom, the meeting commenced at 7.40pm**

**Present:** Councillors, J Emmerson, (Chairman), Barnes, Brown, Dodds, Irwin, Kirby, Patterson, Rutland, Strike, Turnbull and Watson.

**In Attendance:** Mrs. J. McGeeney, Town Clerk and J Stevely.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the virtual September 2020 Meeting of Ingleby Barwick Town Council.

1. **Housekeeping:** The meeting was held using Zoom video technology in line with the changes to the regulation which came into force on 4th April 2020. The Local Authorities and Police and Crime Panels (Corona Virus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
2. **Notice of Meeting:** The Chairman noted the Notice of the Meeting had been published on the Town Council's website and on the notice board at the Ingleby Barwick Community Hall, Beckfields.
3. **Apologies for Absence:** None.
4. **Declaration of Interests:** Cllr Watson declared a personal/non-prejudicial interest in all items involving her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, also as an owner of a business at Sandgate shops. Cllr Strike declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, Chairman of the Ingleby Barwick Community Partnership and as an attendee of the Living Hope Church. Cllr Barnes declared a personal non prejudicial interest in all items involving Ingleby Healthcare.
5. **Public Participation:** None.
6. **Minutes of Town Council Meeting held on 18th February 2020 and the Special Town Council Minutes held on 28th July and 27th August 2020:** Proposed by Cllr Kirby and seconded by Cllr Rutland. RESOLVED that the minutes of the Town Council Meeting held on 18th February be accepted. Proposed by Cllr Kirby and seconded by Cllr Rutland. RESOLVED that the minutes of the Special Town Council Meetings held on 28th July and 27th August be accepted.
7. **Annual Meeting of the Town Council 2020:** The Town Clerk had previously informed Members of the results of a consultation email which had been sent to determine whether the Town Council should hold an Annual General Meeting for the Municipal Year 2020/21. It was unclear as to whether the consultation constituted a vote or not, it was the opinion of some Members that a vote had not been taken and therefore did not contradict Standing

Order 7. The Town Clerk was requested to gain clarification from the Regional Association of National Councils and report to Members.

8. **Ingleby Barwick Enforcement Service:-** The current Service Level Agreement excludes Tesco. It was felt this should be changed to incorporate Tesco on the Officers' regular routes within the area. It was AGREED this be on a trial basis for six months and reviewed after this time. Proposed by Cllr Rutland and seconded by Cllr Patterson.
9. **Clerk and Chairman's Report:**
- i) **Murder Mystery night update:** The first of the Town Council's events was a Murder Mystery night held on Saturday 14th March 2020. This was a great success with many positive comments and feedback. Overall the event resulted in a £20 loss due to people reserving tickets but not turning up on the night due to Covid-19.
  - ii) **British Heart Foundation – Letter of thanks update.** A letter of thanks had been received from the British Heart Foundation following the Town Council's donation of £200 in memory of former Town Councillor, Tom Bowman.
  - iii) **Corona Virus – Control Guidance –** The Town Clerk had written a document and circulated it to Town Councillors and users of the Rings Community Hub detailing measures to be undertaken to reduce the risk of spreading Corona Virus and protecting the Health and Safety of all concerned. The document was well received.
  - iv) **2020/21 Business Rates –** The Town Council had received a refund of 2019/20 Non Domestic Rates paid to date in the sum of £3,336.48 as the Council is eligible for Small Business Rates relief. The Council is therefore exempt from paying Non Domestic Rates.
  - v) **Re-opening of the Rings Community Hub –** Work was progressing to ensure the Rings Community Hub was Covid-safe to allow the re-opening to users on Monday 5th October 2020 subject to no further restrictions being imposed. The Town Council would continue to follow the Government's Guidelines and impose regulations as necessary. The Town Clerk would provide regular updates to Councillors.
  - vi) **Youth Workers –** As the Town Clerk and Administration Assistant had returned to the office it was felt that the Youth Workers should also return to progress the opening of the Youth Facility. The Town Clerk would hold an initial Zoom meeting with the Youth Workers and Youth Support workers to ascertain common practice amongst other sectors. Following this, a meeting of the Youth Committee would be held.
10. **Christmas Programme 2020:** Members were informed that the delivery of the festive lighting scheme would remain the responsibility of Stockton on Tees Borough Council, Community Services. This would include
- i) Installation and removal of artificial Christmas tree and associated lighting.
  - ii) Hire of steel fencing, including installation around the Christmas tree and removal.
  - iii) Weekly inspection of site and equipment.
  - iv) Storage of Christmas tree within SBC Council premises throughout the year.

Stockton on Tees Borough Council would resource and deliver this requirement. There had previously been discussions for a real tree to be resourced. However, due to Covid-19 works would be undertaken following last year's programme. Further discussions would take place in 2021.

11. **Wildflowers:** Councillor Watson provided an update from the 2020 sowing of the wildflower meadow which had resulted in a positive response from residents. Although the sowing had taken place later than usual due to Covid-19 the assistance from the Ingleby Barwick Community Litter Project in clearing the weed problem had led to a beautiful display this year. AGREED that a letter of thanks would be sent to the group thanking them for their help.
12. **Draft Cash Handling Policy:** A draft Cash Handling Policy had been written and referred to the Finance Committee for consideration. It was now presented to full Town Council for discussion and implementation to protect the Town Council and assure the public that their expectations of high standards of conduct are met. Proposed by Cllr Irwin and Seconded by Cllr Emmerson and AGREED the draft Cash Handling Policy be adopted.
13. **Borough Councillors' Reports:** A written report from the East Ward by the Borough Councillors was presented. Issues related to
- Paid-for bus spaces
  - Facemasks on school buses
  - Community Speedwatch
  - Overgrown bushes
  - Wildflower display on Ingleby Way
14. **Committee Minutes and Committee Update Reports:**
- (i) Events – 27<sup>th</sup> February 2020 -Proposed Cllr Strike Seconded Cllr Turnbull
  - (ii) Finance -2<sup>nd</sup> March 2020 – Proposed Cllr Irwin Seconded Cllr Rutland
  - (iii) Hub Maintenance – 3<sup>rd</sup> March 2020 Proposed Cllr Kirby Seconded Cllr Dodds
  - (iv) Town Maintenance – 3<sup>rd</sup> March 2020 Proposed Cllr Kirby Seconded Cllr Rutland
  - (v) Youth Committee – 16th March 2020 Proposed Cllr Patterson Seconded Cllr Emmerson
- Councillor Kirby provided an update from the Hub Maintenance Committee to indicate the snagging list on the Community Hub had been undertaken and remedial works were in the process of being carried out.
15. **Finance:** - Monthly Reports: The Clerk presented the financial transactions for the Town Council's Current Account from 1st February – 31st August 2020 and the financial transactions from the Hub Account from 1st February – 31st August 2020. It was RESOLVED that the Financial Reports be approved.
16. **Planning Applications:** Details of the Planning Applications up to week ending 30th August and Delegated Decisions up to week ending 30th August 2020 were presented.
17. **Matters of Concern to Councillors:** The Town Council had been notified of anti-social behaviour taking place at Shady Park. The Clerk had contacted Enforcement who were aware of the situation and had attended incidents there. Residents had been advised to contact Enforcement using the hotline number should further incidents occur.

18. **Date of next Council Meeting:** To be held at 7.00pm on Tuesday 20th October 2020 via Zoom.
19. **Public Participation Part 2:** None.
20. **Exclusion of the Press and Public during consideration of the following items(s) of business**  
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(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
21. **Onsite Building Trust** – update Discussions were held regarding the functions of Onsite Building Trust. It was felt the Town Council could undertake all remaining functions for the running of The Rings Community Hub. AGREED that the Service Level Agreement with Onsite Building Trust be terminated.
22. **Cleaning Contract – The Rings Community Hub:** Following the resignation of the cleaner provided by Onsite Building Trust the Town Council had been required to establish a cleaning contract for The Rings Community Hub. An advertisement for the work had been placed on the Ingleby Barwick noticeboard Facebook Page for expressions of interest. Four companies had requested further details and two companies had submitted quotations following a site visit. AGREED Stockton on Tees Borough Council's cleaning services be appointed.

The meeting closed at 9.30pm