

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 17th September 2019
held at The Rings Community Hub, The Rings, Ingleby Barwick**

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

In Attendance: 1 Enforcement Officer, Mrs. J. McGeeney, Town Clerk, J. Stevely, Admin Assistant.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the September 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 Cllrs P. Dodds, J. Kirby and S. Smith.
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 Barnes – relating to any items that may have content relating to Ingleby Healthcare.
5. **Dispensations:** None requested.
6. **Public participation:** No members of the public were in attendance at the meeting.
7. **Minutes of Town Council Meeting held on 16th July 2019 and the special meetings of the Town Council held on 9th August and 3rd September 2019:** there being no amendments requested, Cllr Rutland proposed, Cllr Watson seconded and it was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.

8. Matters Arising:

- (i) **Hub Opening Ceremony** – The Clerk provided details of the budget used for the opening ceremony of the Hub which was set at £750. The total spent was £374.71.
- (ii) **Acoustic panels** – At the last meeting of the Town Council it was reported that acoustics in both the ground and first floor halls was not good. Kinsler had been contacted for advice, it was noted that the building had been constructed as per specification, the lack of soft furnishings could contribute to the noise problems. It was suggested that acoustic panels to both the walls and ceilings could help. It had previously been suggested that Maltby Parish Council be contacted as they had a similar problem. Their hall is a lot smaller and it was envisaged that manufacturer made screens would not be suitable for the size of our halls. A company had provided a sound survey and has reported the outcome with costings. A further company was requested to provide a quote using these results – details of both quotes were provided. The Clerk was requested to obtain a third quote as a comparison. Councillor Strike indicated that the Baptist Tabernacle church in Stockton had had similar issues and suggested the Clerk contact them to see how they had dealt with their problem. It was **RESOLVED** that a third quote be requested and reported to the next meeting of the Town Council.

9. Ingleby Barwick Enforcement Service report: The officer present identified that fires had become a recurring problem recently. Removal notices had been issued for cars parking on grass verges – this was ongoing. Cllr Strike highlighted a fire in the underpass near the Myton public house.

10. Chairman’s report: The chairman stated that he had nothing to report.

11. Amendments to Standing Orders: The Clerk highlighted the following amendments to Standing Orders:

STANDING ORDER 3 – MEETINGS GENERALLY

Add the following:

m. The quorum for meetings of the Town Council shall be one third of the membership or 3, whichever is the greater.

STANDING ORDER 4 – COMMITTEES AND SUB-COMMITTEES

Amend the following:

d. viii Shall determine the place, notice requirements and quorum for a meeting of a Committee and sub-committee which shall be a; third of the membership of 2 whichever is the greater.

STANDING ORDER 5 – ORDINARY COUNCIL MEETINGS

Amend the following:

- e. The Town Council will hold its three statutory ordinary meetings on the third Tuesday (unless an alternative Tuesday is agreed) in the months of September, December and March.
- f. Additional town Council meetings shall be held on the third Tuesday (unless an alternative Tuesday is agreed) in the remaining months except in August when no meeting shall take place.

STANDING ORDER 8 – VOTING ON APPOINTMENTS

Add the following:-

“Members shall vote by a show of hands”.

Members gave consideration to the use of Secret Ballots in respect of co-opting members to the Town Council. It was felt that the use of Secret Ballots for voting in respect of voting generally on Town Council decisions would take longer. In respect of co-option the Clerk was requested to provide a policy document and present it to the next meeting of the Town Council.

- 12. **The Rings Community Hub – update:** The Clerk provided an update on outstanding items from Wharton Construction. This included perspex panels below hand-dryers, mirrors in all toilets and grass cutting which had been resolved. Other minor maintenance issues including the shutter in the Town Council Office, the handrail outside the main entrance and cracks in the Main Hall had been reported to Wharton Construction.
- 13. **Onsite Building Trust – update:** Onsite had provided a graph detailing projected annual footfall. A pie chart detailing projected annual income for the Hub by user group was also submitted. Onsite had developed a Facebook page for The Hub to promote classes, events with their contact details. It was highlighted that a maintenance budget would be needed after the first year. It was felt that a timetable showing hourly slots would be preferable to one showing a general timetable of morning and afternoon and evening.
- 14. **Coffee machines:** Councillors Patterson and Turnbull highlighted there was lots of information on coffee machines. Market research should be undertaken with user groups to identify a product fit for use. This to referred to the Hub Maintenance committee with Cllr Patterson invited to attend the meeting.
- 15. **Draft CCTV policy:** Cllr Dodds had provided a draft CCTV policy however, as he was unable to attend the Town Council meeting it was resolved to refer this to the next meeting of the Town Council.
- 16. **Social Media policy:** Cllr Smith was to provide members information about the use of social medial, however as he was unable to attend the Town Council meeting it was resolved to refer this to the next meeting of the Town Council.

- 17. Wildflowers:** Cllr Watson highlighted issues on this year's wildflowers. The flowers this year had initially not taken and further seeds sown but were overcome by Sow Thistle. Options available to the Town Council could be:
- (i) Grass the area over and find an alternative location
 - (ii) Attempt to remove the thistle from the existing area

It was **RESOLVED** that the Town Maintenance Committee look at the issues to potentially remove the thistle in the first instance.

- 18. Flag:** The Yorkshire flag had been flying since the opening of the building. It had been suggested that the union flag be flown as an alternative. However, the Clerk indicated that this potentially could have too many restrictions. After a vote it was **RESOLVED** that the Town Council flag be flown with the exception of Yorkshire Day (1st August) and North Riding Day (22nd August) when the Yorkshire flag would be flown.
- 19. Council Newsletter:** Councillors were given a copy of the Town Council newsletter which was due to be delivered to homes the following day. This was well received. Details of final costs were submitted of £735 for the design and print and £340 for the distribution thereby coming in under the agreed budget of £1,500. Councillors were informed about the small article which appeared in the last edition of Stockton-on-Tees News regarding the Rings Community Hub.
- 20. Festive Programme 2019:** Members were informed that the delivery of festive lighting schemes will remain the responsibility of Stockton on Tees Borough Council, Community Services.

This would include:

- (i) Installation 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 with SBC premises throughout the year

Consideration to allocating future funding for the replacement of festive lighting and other equipment as and when they come to the end of their life span and further alternatives will be referred to the Town Maintenance Committee for investigation.

- 21. DBS Checks for Town Councillors:** It was identified that as the Town Council would be operating a youth facility that all town councillors undertake enhanced DBS checks this would also include town council staff. It was **RESOLVED** that the Clerk investigate whether town councillors are classed as volunteers or if the checks need to be paid for.

22. Clerk's report:

- (i) BT – The Clerk highlighted ongoing problems with the installation of the BT phone line and Broadband. The external box had been fitted and an installation date of Thursday 22th September had been identified.
- (ii) Banking – The Clerk identified further problems with Barclays Bank whereby money had been transferred by Barclays internally which has not been pre-authorised by the Town Council. This caused the Town Council's accounts to become overdrawn. It was felt that given previous problems, alternative banking arrangements would be looked into. It was suggested that a finance committee be established – the members of which would be the council's current six banking signatories. This would be presented at the meeting of the next Town Council.
- (iii) Youth equipment – The electrical gaming equipment, TVs , laptop, printer, pool table and gaming chairs have been purchased and now awaiting installation. It was suggested they be security marked with 'smart water'.

23. Borough Councillors reports – Councillor Watson identified that the police were currently in the area targeting speeding. Cllr Strike had received complaints regarding potholes in the car park at the Teal Arms. As this was private land works would be completed as necessary by the brewery.

24. Personnel Appeals Committee – Terms of Reference – The terms of reference for the Personnel Committee were submitted and it was **RESOLVED** that councillor Emmerson be appointed chairman and Cllrs Irwin and Strike would join this committee.

25. Personnel Committee – 12th September 2019 – Proposed by Cllr Turnbull and seconded by Cllr Patterson that the minutes of the Personnel Committee held on 12th Sept 2019 be approved.

26. Hub Maintenance Committee 3rd September 2019 – Proposed by Cllr Turnbull and seconded by Cllr Rutland that the minutes of the Hub Maintenance Committee held on 3rd September 2019 be approved.

27. Youth Committee – 5th September 2019 – With the addition of the word 'incoming' before Youth Worker on the list of officers in attendance being inserted. Proposed by Cllr Emmerson and seconded by Cllr Irwin. The minutes of the Youth Committee held on 5th September 2019 be approved.

28. Finance – monthly reports - The Clerk tabled the financial transactions from 1st – 31st July 2019. It was **RESOLVED** that the financial reports be accepted.

29. Correspondence – noted.

30. Planning applications – The Clerk circulated details of a planning application in respect of Unit 7 Sandgate Park shopping centre for the change of use from retail to fish and chip shop. No objections were raised.

Details of planning applications and delegated decisions up to week ending 8th September were tabled.

31. Matters of concerns to councillors – none.

32. Date of future meeting – Town Council meeting to be held at 7.00pm Tuesday 15th October at the Rings Community Hub.

The Chairman thanked everyone for their participation.

Meeting closed at 8.55pm