

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 15th October 2019
held at The Rings Community Hub, The Rings, Ingleby Barwick**

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

In Attendance: 1 Enforcement Officer, D Metcalfe, Enforcement Services, three members of the public, I. Brown, Onsite Building Trust, Mrs. J. McGeeney, Town Clerk, J. Stevely, Admin Assistant .

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the October 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 Cllr R. Turnbull 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 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 , Chairman of the Ingleby Barwick Community Partnership and anything relating to the Myton Planning Application, Cllr S Barnes – declared a personal/non-prejudicial interest in any items that may have content relating to Ingleby Healthcare.
5. **Dispensations:** None requested.
6. **Public participation:** A resident from Copse Lane, Mr Hudson, submitted an objection to the Town Council regarding work on the footpath/cycle path near to his property. He felt that the Town Council were 'uncaring' as they had not consulted with residents on the proposed work. Mr Hudson was advised that the works involved were the responsibility of Stockton Borough Council and not the Town Council. Councillor Watson indicated that there was no legal requirement for the Borough Council to consult with residents for proposed work. Mr Hudson highlighted a traffic offence which had taken place involving a vehicle on the footpath/cyclepath at Lowfields shops. He was advised that any traffic offence should be reported to the Police and that there was CCTV in the area which could be utilised.
7. **Minutes of Town Council Meeting held on 17th September 2019:** there being no amendments requested, Cllr S A Watson proposed, Cllr Brown seconded and it was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.
8. **Matters Arising:**
 - i) **Acoustic panels** – following the last meeting of the Town Council held on 17th September 2019, the Clerk obtained three quotations for acoustic panels to be fitted to both the Ground and First Floor Halls. Details of the companies and prices were

submitted for members' information. **RESOLVED** that the lowest quote from John Atkinsons be accepted at a price of £9,498 plus VAT. This being the only Company that had visited the building to do a sound test.

- ii) **Wildflowers** – Members were advised that on Sat 12th October the Ingleby Barwick Community Litter Project assisted by volunteers along with some Town Councillors, collected 33 bags of thistle and weeds (Sow Thistle and Fat Hen). The area looked remarkably better as a result. On behalf of the Town Council Councillors thanked the Ingleby Barwick Community Litter Project for their help and hard work.
- iii) **Flag** – the Clerk reported that the Coat of Arms artwork on file was not of high enough resolution quality for the printing of the flag. Councillor Barnes indicated he may have a higher resolution file which he would bring to the office.

9. **Ingleby Barwick Enforcement Service Report:** Ingleby Barwick Enforcement Service Officer presented details of requests for services and incidents recorded during the period 1st April – 14th October 2019 for both East and West Wards. The total number of incidents recorded was 264 of which there was a 50% split for both Wards. Members were informed that there were two new Officers working on Ingleby who had undergone an extensive 12 week training period. The Officer highlighted parking around schools with people parking on grass verges and double yellow lines. It was felt that with increased Officers and training these issues could be dealt with.

The Officer informed Councillors that any drug related problem should be reported directly to the Police. Contact details for the Enforcement Service were to be provided to the Town Council to be displayed on public noticeboards and Town Council's website.

10. **Chairman's Report:** The Chairman advised Councillors that he would be attending a service (Festival of Remembrance 2019) held by the Royal British Legion in Stockton Baptist Tabernacle on Saturday 19th October following the Town Council's kind donation to their Poppy Appeal.
11. **The Rings Community Centre Update** – The Clerk informed the meeting that the majority of issues had been resolved. The shutter in the Town Council office remained broken. This and other minor defects were to be discussed at a meeting with Wharton Construction, Kinsler and Partners and the Architect on Thursday 24th October.
12. **Onsite Building Trust – Amendment to Service Level Agreement:** Ian Brown from Onsite Building Trust attended the meeting to highlight proposed changes to the Service Level Agreement between Onsite Building Trust and the Town Council. Currently the SLA did not include provision for Finance and Business Management i.e invoicing users and associated enquiries. The cost of this work had been calculated at an additional £330 per month. Members requested that the Clerk consult Onsite and the Beckfields Community Hall regarding the amount of work required to undertake this role in house.
13. **Draft CCTV Policy:** Councillor Dodds had produced a draft CCTV Policy for the Town Council for the purpose of protecting the building and Town Council assets, promoting the health and safety of staff, users and visitors. The Policy detailed the number of fixed cameras, data protection, access and responsibilities. The Town Council welcomed the Policy and thanked Councillor Dodds for his input. **RESOLVED** that the Policy be adopted.

14. **Draft Co-option Policy:** A draft Town Council Co-option Policy had been submitted for members' information. A vote was taken as to whether the Press and public should be excluded from the meeting when considering Co-Optees. The vote was 7 for and 4 against and therefore carried that the Press and public will be excluded from the meeting. A further vote as to whether Co-Optees should be informed of the outcome at the meeting – the vote was 4 for and 6 against and 1 abstinence. It was carried that Co-Optees would be advised by correspondence following the meeting. In respect of the Co-Option meeting it was felt that further information was required which would be presented to the next meeting of the Town Council.
15. **Social Media:** Councillor Smith reported that any Facebook page would need to be linked to an existing Facebook account, multiple persons could act as administrators. However, the onus of the content would ultimately lie with the Town Clerk, on behalf of the Town Council, to police the page. An alternative option would be to provide a leaflet/poster in PDF form which can then be circulated on social media sites and Town Council's website. A vote took place as to whether Councillors would want the PDF option or a Town Council Facebook page. The vote was 10 for PDF option and 1 for Facebook page. **RESOLVED** to adopt PDF option.
16. **DBS checks for Town Councillors – Update:** Members were advised that the Town Clerk will apply on their behalf and would need them to provide relevant documentation. **RESOLVED** that the Town Clerk email Councillors with details of approved forms of identity.
17. **Grants & Donations:** A request for a donation of £148.50 had been submitted from 4th Ingleby Barwick Rainbows to purchase a flag for parades. It was **RESOLVED** that the full amount be granted from the Seamer Windfarm Community Fund.
18. **Ingleby Barwick Fun Run -** An email had been received from a local resident requesting support from the Town Council for an annual Fun Run. The resident organises the annual Yarm Fun Run and would like to see a similar event for the Ingleby Barwick community. **RESOLVED** that the resident be invited to a meeting of the Events Committee to discuss and take this further.
19. **Allotments:** **RESOLVED** that this item be deferred to the next meeting of the Town Council.
20. **Clerk's Report:**
 - i) **BT** – Members were advised that the phone line was now installed. The Broadband connection had been established however, to improve the speed it was advised that a fibre connection was required. Details of costs waived by BT for the inconvenience the Town Council had endured were highlighted.
 - ii) **Youth equipment** – The large TV had been installed in the First Floor Hall, gaming machines had also been set up by Onsite Building Trust.
 - iii) **Damaged bench Gray's Court/Ingleby Way** - The Clerk was awaiting costs regarding the repair and installation of the damaged bench from Stockton Borough Council. The Town Council would be notified of these costs when received to make a decision.
21. **Borough Councillors' Reports:** Councillors Watson and Strike reported that Stockton Borough Council's Managing Director had undertaken a tour of Ingleby Barwick including a visit to the Hub. Other issues within their Ward included car parking at schools, highway works at Copse Lane and repairs to the car park at the Teal Arms.

It was suggested that in future that the Borough councillors' reports would be presented as written reports and circulated in advance. This was **AGREED**.

22. **Town Council Committees:** – The composition of Town Council committees would be brought to a future meeting of the Town Council prior to the Annual Meeting.
23. **CCTV at entrance to the Town:** - This item was deferred until the next Town Council meeting to be held on 19th November 2019.
24. **Finance Committee – Terms of Reference:** The Terms of Reference for the Finance Committee had been drafted by Cllr Irwin. It was **RESOLVED** that these be approved without amendment.
25. **Personnel Committee – 20th September 2019 Minutes:** Proposed by Cllr Watson and seconded by Cllr Rutland that the minutes of the meeting of the Personnel Committee held on 20th September be **AGREED**.
26. **Hub Maintenance Committee – 1st October 2019 – Minutes:** Proposed by Cllr Kirby and seconded by Cllr Rutland that the minutes of the meeting of the Hub Maintenance Committee held on 1st October be **AGREED**.
27. **Town Maintenance Committee – 24th September 2019 Minutes:** Proposed by Cllr Kirby and seconded by Cllr Watson that the minutes of the meeting of the Town Maintenance Committee held on 24th Sept be **AGREED**.
28. **Youth Committee – 16th September and 3rd October 2019 Minutes:** Proposed by Cllr Emmerson and seconded by Cllr Irwin that the minutes of 16th September and 3rd October be **AGREED**.
29. **Finance – Monthly reports:** The Clerk tabled the financial transactions for the Council's current account from 1st – 31st August 2019 and the financial transactions from the Hub account from 22nd July to 31st August 2019. It was **RESOLVED** that the financial reports be **APPROVED**.
30. **Correspondence:** Noted.

At this point in the chairman highlighted that the meeting would be unlikely to finish within the two hour agreed timescale. The views of the Council as to whether to continue were sought. AGREED that the meeting continue.

31. **Planning Applications:** Details of Planning Applications and delegated decisions up to week ending 15th September were tabled. In respect of the planning application regarding Myton House Farm, Cllrs Strike and Watson left the meeting as this item would be considered by the Borough Council's Planning Committee and they would be making representation as Ward Councillors. A vote was taken as to whether the Town Council would be making representation regarding the Myton House Farm application. The vote was 2 for, 2 against and 4 abstained, therefore no action would be taken. Following the vote Councillors Strike and Watson returned to the meeting.
32. **Blair Ave, Ingleby Barwick – Proposed 'No Waiting at Anytime' Restrictions and Raised Plateau:** Details of a Planning Application proposing a 'no waiting at anytime' restriction and

raised plateau had previously been circulated. Comments to the Borough Council were requested to be with the Borough Council by 17th October.

- 33. Matters of concern to Councillors:** None
- 34. Date of next Town Council Meeting:** The next meeting of the Town Council would be held at 7.00pm on Tuesday 19th November at the Rings Community Hub.
- 35. Exclusion of Press and Public:** Cllr Emmerson thanked the members of the public for attending and requested they leave the meeting before matters of a confidential nature were discussed. All other than the Town Council left the meeting.
- 36. Staffing Matters:**
- i) – Youth Worker Update – the Town Council were informed that the start date of the Youth Worker was delayed due to personal reasons. Further updates would be provided.
 - ii) - Town Clerk Excess Hours – Cllr Emmerson reported on the amount of excess hours the Town Clerk had undertaken since her role began. It was **AGREED** that excess hours would be paid.

The Chairman thanked everyone for their participation.

Meeting closed at 9.20pm