

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 18TH OCTOBER 2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY PAULA M. HALL
TOWN CLERK

102.17-18 CODE OF CONDUCT.

Declaration of Interests

Cllr Stefan Barnes declared an interest in any matters which may arise in respect of his employment with Ingleby Healthcare.

Cllr Ross Patterson declared a personal/non-prejudicial interest in all items involving his role as an SBC Ward Councillor, IB West.

Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as an SBC Ward Councillor, IB East.

Cllr Sally Ann Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

No further interests were declared.

To consider any requests for dispensations

No requests for dispensations had been received.

103.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 13TH SEPTEMBER 2017.

The Minutes of the Ordinary Meeting held on 13th September 2017 were considered.

IT WAS RESOLVED that the Minutes be agreed and approved as a true and accurate record; the Chairman signed the minutes of the meeting accordingly.

104.17-18 PUBLIC PARTICIPATION.

The following matter was raised:

Barwick Way/Greys Court Pedestrian Underpass – Anti Social Behaviour (ASB)

Concerns were raised in respect of the incidence of ASB in the vicinity of the Barwick Way/Greys Court pedestrian underpass.

Reference was made to the overgrown bushes at the location, which Marc Stephenson from SBC agreed to deal with.

The possible provision of CCTV was also referred to.

It was agreed that at the Chairman's discretion, the resident be given an opportunity to raise any comments and input to discussions during consideration of agenda item no. 8 CCTV Provision, Ingleby Barwick.

105.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited the representatives from the Enforcement Service to address the meeting.

Chairman.....
Wednesday 15th November 2017

Helen Dobson introduced herself and her colleague John Skerritt.

Helen gave a verbal overview of the period between 1st July and 30th September 2017.

In total, there have been 205 service requests made to the Enforcement Service for Ingleby Barwick. 177 of those, which is around 86%, were publicly generated and 11% had been generated by the Enforcement Officers themselves. 20% of the publicly generated calls have been made by an anonymous caller. The remaining 3% were split between Councillors, Police and businesses.

144 requests relate to ASB/alcohol and noise issues.

20 requests made were in relation to littering e.g. litter on the highway, fly posting and fly tipping.

Officers dealt with 38 requests relating to vehicle issues, those of which were untaxed vehicles, dangerous or obstructing and grass verge parking.

Core times for reports are between 1800-2100, with 104 received Monday to Sunday. Saturday and Tuesday being the days when most requests for service have been received.

Helen was thanked for the information provided, a copy of which is held on the Town Council file.

A general discussion took place and various comments were raised.

Reference was made to the bus shelter and seat located on Beckfields Avenue adjacent to the Community Hall. Concerns had recently been raised by Enforcement at the Community Hall Management Committee meetings.

It was noted that repeated damage is being caused to the bus shelter and there are regularly problems with accumulation of litter. Reference was made to the location being used as a meeting point/congregation area for the youths.

The information which Cllr Sally Ann Watson had received from SBC was referred to.

A lengthy discussion took place.

Reference was made to the proposals put forward by SBC for the bins in the area. Various suggestions were discussed and views expressed regarding the bench, bus shelter, teen shelter provision and the area in general.

It was agreed that the matter be considered by the relevant SBC officers in conjunction with IB East Ward Councillors.

106.17-18 CCTV PROVISION, INGLEBY BARWICK

The Chairman invited Marc Stephenson, CFYA Operations Manager SBC to address the meeting.

Marc provided a brief overview of the changes in roles and responsibilities, since the restructure had taken place.

He then went on to provide feedback on the Study requested by the Town Council in April 2017.

It was noted that any comments from this meeting would also be taken into account before the final document was produced for dissemination.

Marc provided a detailed outline on the Statistical Analysis which had been undertaken in order to compile the report.

It was noted that SBC, the Police and Fire Brigade had all input to this process. Reference was made to the Information Commissioners Office.

Marc advised that a scheme of four new camera locations is recommended, the locations being as follows:

- Location 1 - Myton Road junction with Myton Way, Ingleby Way and Blair Avenue – mounted on an existing 15 ft column on the roundabout
- Location 2 - Greys Court, cycle path to the rear of and leading to Romano Park – a new column with associated works would be required–land ownership is being investigated
- Location 3 - Beckfields Shopping parade, Beckfields Avenue junction with Thorington Gardens – renewal of the existing camera
- Location 4 - Lowfields Avenue, junction with Greenside – a new camera with associated works would be required

A lengthy discussion took place, with various comments and views expressed.

Reference was made to the proposed camera at Greys Court. The resident in attendance, with the Chairman's approval, input to discussions and expressed his support for a camera at the location.

It was suggested that consideration be given to a CCTV camera being provided at Barwick Way/Greys Court pedestrian underpass at the earliest convenience. It was agreed that this be followed up by SBC officers in conjunction with IB East Ward Councillors.

Reference was made to the Tesco site and Cllr Ted Strike provided feedback from his recent visit.

The specification and capabilities of the cameras were discussed.

It was agreed that the Town Council hold a separate meeting to consider the CCTV Report.

IT WAS RESOLVED that a Special Meeting of the Town Council take place on Wednesday 8th November 2017. The Town Clerk to arrange accordingly.

Chairman.....
Wednesday 15th November 2017

The Chairman thanked Marc Stephenson and the representatives from Enforcement for their attendance and they left the meeting at this point.

107.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Appointment document for the Engineer

The Town Council's solicitor is in contact with the structural engineer and is progressing the Appointment particulars. Further information is awaited.

(b) Site Investigation

The site investigation was undertaken on 21st August 2017.

The Report on findings has been received from Geoinvestigate, a copy of which was provided to Councillors. Kinslers have confirmed that there are no major concerns although some tweaking of the specifications was required.

The Town Council also received the invoice from Geoinvestigate for the sum of £ 1,800 + VAT (as agreed at Town Council on 14 June 2017). Payment has been made accordingly.

IT WAS RESOLVED that the Town Council accepts the information in respect of the site investigation and approves the payment already made to Geoinvestigate for the sum of £ 2,160.00.

(c) Land Transfer/Covenants/Heads of Terms for Lease

The following update was provided.

It was noted that on 21 June 2017, SBC Cabinet received an Asset Review Report, a copy of which had been provided to Councillors, and accepted the recommendation detailed below:

'Approval for the transfer of land from Persimmon to SBC and grant a subsequent lease to Ingleby Barwick Town Council, for the provision of a community centre, be delegated to the Director of Economic Growth & Development Services in consultation with the Director of Finance and Business Services and the Cabinet Member for Regeneration and Housing.'

The Cabinet Decision Record number is D170054. A Delegated Decision Record is currently being signed off, as per the recommendation approval, a copy of which will be provided to the Town Council.

The Town Council's solicitor is in contact with both Persimmon Homes and SBC in respect of the covenants on the land. Information and details are being sought in respect of the obligations within the section 106 agreement.

It is noted that in terms of the main title covenant from 2006 the solicitor is progressing the deed of covenant required and a draft deed of covenant has been requested from the relevant party.

SBC have advised that they are proposing to use an Agreement for Lease / Lease with inbuilt provisions within the actual lease in respect of the works.

SBC are currently drafting the above documents which will be forwarded to the Town Council's solicitor for consideration.

(d) VAT Registration

It was noted that registering for VAT is still pending.

(e) Management of the Community Centre

As agreed at the Town Council meeting on 13th September 2017, arrangements have been made for Councillors to meet with Onsite Building Trust (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.

The date/time/venue for the meeting has therefore been set as Wednesday 25th October 2017 at The Elmwood Community Centre, commencing at 6.30 p.m.

It was noted that Cllrs Stefan Barnes, Tom Bowman, James Emmerson, Ann Kenyon, Megan Patterson and Ted Strike would be attending, as well as the Town Clerk and Jean Kirby (Working Group).

(f) Youth Café Facility Element matters to progress

The Working Group met on 26th September 2017 to discuss the Youth Café facility element of the project.

Contact has been made with several organisations including SBC Youth Direction, Corner House Youth Project, Five Lamps and Youth Focus NE (provide support and training). Contact has also been made with individuals from a youth leader/service background including a representative from OBT.

A further meeting of the Working Group is scheduled to take place on Tuesday 7th November 2017. Invitations to attend have been extended to several of the contacts above.

It is suggested by the Working Group that undertaking a survey of the young people at this stage would be useful.

The information required from the survey was discussed and the draft survey which had been prepared by Cllr Megan Patterson was considered by the Town Council.

It was suggested that the free version of Survey Monkey could be used for the exercise. The information could also be distributed to local secondary schools, youth groups etc.

IT WAS RESOLVED that the Town Council agrees for the survey to be undertaken using Survey Monkey. The survey to be created by Cllr Megan Patterson.

(g) Update article for publication

IT WAS RESOLVED that an update article be included in the next Town Council Newsletter.

108.17-18 RESOLUTION TO EXCLUDE THE PUBLIC

IT WAS RESOLVED that 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.

109.17-18 PROPOSED COMMUNITY CENTRE.

The Town Council considered the information provided by Kinsler Partners LLP, which was laid before the Town Council for consideration.

IT WAS RESOLVED that the Town Council agrees to accept the recommendation put forward by Kinsler Partners LLP, as detailed in their letter dated 18th October 2017. The acceptance being conditional and subject to completion of the land transfer and all the associated legal paperwork being in place, in order to progress the project.

110.17-18 AGENDA ITEM NO. 12 COMPUTER SYSTEM.

(a) Anti-virus Software

The Clerk referred to the correspondence received from Cornerstone BS advising that the Town Council's anti-virus software is due to expire. The renewal costs for this are as follows:

1 year renewal	-	£ 95
2 years renewal	-	£145
3 years renewal	-	£190

IT WAS RESOLVED that the Town Council agrees to renew the anti-virus software for 3 years at the sum of £190 + VAT. The Clerk to arrange for renewal and payment accordingly.

(b) Offsite Backup

The Clerk referred to the correspondence from Cornerstone BS regarding the offsite backup of Town Council data.

The Town Council considered the information provided.

IT WAS RESOLVED that the Town Council agrees to cease backing up the PC and only back up the data, as suggested by Cornerstone BS. This will bring the monthly charge back down to £10 per month plus VAT.

111.17-18 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
26/09/17	102276	Geoinvestigate	Site Investigation	£ 2,160.00
04/10/17	102277	Document Solutions	Printing Costs	£ 31.68
04/10/17	102278	Cornerstone BS	IT Support Nov 2017	£ 60.00

Direct debit payment October:

Date	To whom	Purpose	Amount
11/10/17	EE	Telephone & Broadband	£ 39.97

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

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
18/10/17	102279	CPC Computing	Website Sept 2017	£ 20.00
18/10/17	102280	Gossip Magazine	Advert - Bake Off 2017	£ 300.00
18/10/17	102281	HMRC (Paid at Post Office)	Clerk NI & Tax and Emp. NI Contributions October 2017	
18/10/17	102282	Cornerstone BS	Office 365	£ 18.72 Invoice awaited
18/10/17	102283	IBCH	Use of Hall 18.10.17	£ 15.00 Invoice awaited

Chairman.....
Wednesday 15th November 2017

Standing Orders October:

Date	To whom	Purpose	Amount
30/10/17	Town Clerk	Remuneration October 2017	
30/10/17	Admin Assist	Remuneration October 2017	
30/10/17	Robinsons	Rent due 05/11	£ 291.67
30/10/17	Teesside PF	Employer/Clerk Contribution Oct 2017	

Direct debit payment November:

Date	To whom	Purpose	Amount
13/11/17	Siemens	Lease of Photocopier	£ 122.96

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

(c) Debit Card

The Town Council considered initiating the use of a debit card on the main bank account.

The Town Council's Financial Regulations were referred to and the specific regulations regarding 'Debit Card Transactions' were discussed.

Reference was made to use of the card being restricted to the Clerk/RFO, however consideration was also given to the Chairman being the named second cardholder, should the need arise.

A general discussion took place.

IT WAS RESOLVED that the Town Council agrees to request Barclays issue a debit card for use on the main community account which will be specifically restricted to the Clerk/RFO. It will also be restricted to a single transaction maximum value of £500 unless authorised by Town Council before any order is placed. The Chairman to be the named second cardholder, should this need to be authorised, by Town Council in the future.

IT WAS RESOLVED that the Town Council's Financial Regulations in respect of 'Debit Card Transactions' be adhered to accordingly.

(d) Payment to HMRC for PAYE

HMRC has advised that from 15th December 2017, the Town Council will no longer be able to make payments to HMRC at the Post Office. An alternative method of payment is therefore required.

IT WAS RESOLVED that the Town Council agrees for the payment to HMRC be made by Standing Order. The Clerk to make the appropriate arrangement.

Chairman.....
Wednesday 15th November 2017

(e) Seamer Wind Farm Community Fund

A copy of the Receipts and Payments schedule to date, had been circulated to Councillors for their information.

It was noted that Cllrs Stefan Barnes, Philip English and the Town Clerk are due to meet with representatives from Ventient Energy (previously Infinis) on Wednesday 25th October 2017.

A report back will be provided to Town Council in due course.

112.17-18 MATTERS ARISING AND UPDATES.

84.17-18 Bench/Bus Shelter on Beckfields Avenue

This matter had been discussed earlier in the meeting.

113.17-18 CONSULTATION ON THE STOCKTON-ON-TEES LOCAL PLAN PUBLICATION DRAFT.

IT WAS RESOLVED that Councillors submit their own individual comments.

114.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

The Clerk reported receipt of correspondence from SBC advising that, Stockton as the principal authority currently have no plans to review the boundary. A link was provided to DCLG's Guidance on Community Governance Reviews for the Town Council's information.

It was noted that as the principal authority currently has no plans to review the boundary, a review would be initiated by means of a 'community governance petition'. For a petition to be valid it must meet certain conditions. The first being that the petition must be signed by the requisite number of local electors.

SBC have advised that the current electorate for the parish of Ingleby Barwick is 16,107. The petition would therefore require 1,208 signatures (7.5% of the electorate of the parish). The electorate may increase however when SBC publish the register in December following the Annual Canvass.

It was agreed that this matter be given further consideration at the Town Council meeting in November 2017.

Reference was made to the additional number of houses which would be generated by the developments at Little Maltby Farm and Thornaby Road. Cllr Sally Ann Watson, as a Ward Councillor for IB East, agreed to ascertain further information on the housing numbers from SBC.

115.17-18 WELCOME SIGN, QUEEN ELIZABETH WAY.

Cllr Ross Patterson provided a brief update on the proposals for the sign.

Reference was made to use of the Town Council's Coat of Arms on the sign.

It was also suggested that the wording be Ingleby Barwick 'on-Tees'.

A general discussion took place and the two existing signs on Ingleby Way and Barwick Way were also referred to.

Further information on the proposals is awaited from SBC

116.17-18 REMEMBRANCE SUNDAY 12TH NOVEMBER 2017.

The Remembrance Sunday Service will be held at St. Francis of Assisi Church, Barwick Way, Ingleby Barwick, on Sunday 12th November 2017 at 10 a.m. The service will be followed by a walk to the War Memorial (sited adjacent to the main entrance into Romano Park) for a short service and the laying of wreaths at 11 a.m.

IT WAS RESOLVED that the Town Council make arrangements with SBC for erection of the flagpole. The Clerk to liaise with Revd. Clay Roundtree regarding the flag.

IT WAS RESOLVED that the Town Council agrees to purchase a wreath. The Clerk to arrange accordingly.

IT WAS RESOLVED that the wreaths, once laid, be mounted on the railings and remain in place until such time as they are required to be removed for ceremonial purposes.

117.17-18 GENERAL DATA PROTECTION REGULATIONS (GDPR), TRAINING SESSION ON 1ST NOVEMBER 2017.

Reference was made to the correspondence received from CDALC, advising the Town Council of the changes in the GDPR which come into effect from 25th May 2018. The Regulations will have an impact on every Parish Council and Parish Meeting. Parish Councils must designate a Data Protection Officer which is not required under the existing arrangements. The County Training Partnership is organising training for clerks and interested councillors.

There are two training sessions being held on Wednesday 1st November 2017 at Spennymoor Town Hall. The cost of the training session is £30.00 per attendee for Councils with a budget above £ 100,000.

At present, Cllrs Stefan Barnes and Tom Bowman have expressed an interest in attending the evening session, accompanied by the Town Clerk and Administration Assistant.

IT WAS RESOLVED that the Town Council agrees to incur the cost for 4 delegates to attend the training session at the sum of £ 120.00.

118.17-18 DEFIBRILLATOR AT COMMUNITY HALL.

(a) Risk Assessment/Methodology Statement/Guardianship

It was agreed that the methodology statement be reported to Town Council for approval at the meeting in November 2017.

It was noted that the position of Guardian of the defibrillator was now vacant.

Consideration was given to the appointment of a Guardian and a substitute Guardian.

IT WAS RESOLVED that Cllr Ted Strike be appointed Guardian and Cllr Jenny Rutland be appointed substitute Guardian of the defibrillator.

(b) Awareness Training

To date preferences have been received for training sessions to be held on a Monday evening and Wednesday daytime.

It was agreed that this matter be considered at the meeting in November 2017 to allow time for further responses to be received.

119.17-18 BAKE OFF COMPETITION 2017.

A brief update was provided on arrangements and costings to date.

- An advert has been placed in the October edition of Gossip advertising the competition. The cost of the advert is **£ 250 + VAT**
- The Community Hall booking has been confirmed and paid, the cost of which was **£ 67.50**
- A quotation has been received for the printing of 5,000 leaflets which totals **£ 75.20**
- The insurance company have been informed and a Risk Assessment has been prepared.
- Entry forms and Stallholder Booking forms (incl. T&C) have been prepared.
- The Judges have been agreed and finalised
- The Pudsey Bear costume is being provided by Asda
- Children's entertainment - Arrangements in progress
- Demonstration - Tilly's Creative Cupcakes
- Stalls & tombola - Arrangements in progress
- Second Hand Book Stall - being considered
- Refreshments, room décor, sweet jar, raffle tickets etc. - Donations/purchased - any expenditure required will be reasonable and appropriate
- Prizes Adults - Ideas being progressed
4 x 1st prizes@ £20 = **£ 80** max
- Prizes Junior - Ideas being progressed
4 x 1st prizes@ £20 = **£ 80** max

- Rosettes - Purchased from G. Prudoe & Co. Ltd - Invoice awaited
- First Aider - Agreed

IT WAS RESOLVED that the update be noted and accepted.

IT WAS RESOLVED that the Town Council agrees with the costs incurred to date. Payments, if not already made, to be paid accordingly.

Any additional expenditure will be reported to the Town Council in due course.

120.17-18 TOWN COUNCIL NEWSLETTER.

A brief update was provided by the Working Group.

It was suggested that the possible publication date be January 2018.

In respect of content the following suggestions were tabled for consideration:

- **Function/Councillors/Town Council Meetings/Activities & Projects/List of Members** – to remain the same with any amendments required
- **Achievements**
- **Town Council contact details** – to remain the same
- **Proposed Community Centre** - update
- **Enforcement/CCTV/Crime Prevention** - update
- **Bake Off** - feedback
- **Defibrillator** – continue to raise awareness of

It was agreed that this matter be given further consideration at the Town Council meeting in November 2017.

121.17-18 PLANNING APPLICATIONS:

(a) List of applications registered with SBC in September 2017

The list of planning applications registered with SBC in September 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 September 2017

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

122.17-18 CLERKS REPORT.

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

123.17-18 CORRESPONDENCE.

The list of correspondence was referred to and the following were noted:

29.9.17 Correspondence from Resident - Concerns re Greys Court/Barwick Way Underpass

It was noted that this matter was discussed earlier in the meeting.

2.10.17 Correspondence from Resident – Update requested on the Proposed Leisure Centre/Swimming Pool

The Town Council has contacted SBC to ascertain an update on the Leisure Centre project and the information is awaited.

6.10.17 Email providing a Link to a ‘Petition for a Skate Park in Ingleby Barwick’

Receipt was noted of a link to an online petition which is being sent to SBC requesting a Skate Park be built in Ingleby Barwick.

10.10.17 Correspondence from Hardwick in Partnership – Cleveland Local Councils Association (CLCA) meeting Wednesday 15th November 2017

Receipt of notification that the next meeting of CLCA will take place at 7pm on Wednesday 15th November 2017 at the offices of Billingham Town Council. It was noted that the meeting clashes with the Town Council’s November meeting.

12.10.17 Letter from Great North Air Ambulance - Funding request

Receipt of letter from Great North Air Ambulance asking if the Town Council will consider donating to their charity.

To be considered at the Town Council meeting in November 2017.

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.

124.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL – Wednesday 15th November 2017 at Ingleby Barwick Community Hall, commencing at 7 pm.

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