

Minutes of the Town Council Meeting, 7.00pm on Tuesday 17th November 2020 via Zoom.

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. Also in attendance Ward Councillor Faulks, Ward Councillor A Watson, one member of the public and A Metcalfe (Gazette Reporter).

The Chairman, Cllr James Emmerson, opened the meeting and welcomed all present to the virtual November 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 (Coronavirus) (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 Fix-It DIY. 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. Cllr Turnbull declared a personal/non-prejudicial interest in relation to anything related to Ingleby Barwick Community Partnership. Cllrs Emmerson and Patterson declared a personal interest in Item 12 Sandgate shops update.
5. **Public Participation Part One:** None.
6. **Minutes of Town Council Meeting held on 20th October 2020.** Proposed by Cllr Barnes and seconded by Cllr Kirby. RESOLVED that the minutes of the Town Council Meeting held on 20th October be approved.
7. **Clerk and Chairman's Report**
 - i) Reopening of the Rings Community Hub post lockdown – it was reported that following of the re-opening of the Rings Community Hub enquiries had been received from Community Learning to conduct classes in the New Year which would include cake decorating, china painting and more. Unfortunately, the Hub was required to close from 5th November until 2nd December at the earliest due to Government requirements (Covid 19). The re-opening would be dependent upon any local restrictions and financial viability.

- ii) Remembrance Sunday – 8th November 2020 – An online Act of Remembrance Service had taken place. Photographs from Town Councillors and staff had been sent for inclusion in the montage.
 - iii) Solar Panels – The Rings Community Hub – It had become evident that the Town Council was not receiving any benefit from the solar panels. An update from Wharton Construction regarding the installation of the correct meter(s) had been requested. Further updates will be provided in due course.
8. **Freedom of Information Request.** An FOI request had been received from Tees Media requesting minutes of the Town Council and its Committees for this year. The Clerk responded to the request in the required timescale of 20 working days.
 9. **Scheme of Delegation** – Cllr Patterson had highlighted that the current Scheme of Delegation framework needed updating. It was also identified that there was a need to review the Town Council’s Policies and Procedures. It was AGREED a Policy Committee be established to include the current chairmen of Town Council’s Committees with a view to other Members joining for the review of specific policies. The Terms of Reference would be determined at the next Town Council meeting.
 10. **Wildflowers Update** - Cllr Watson updated the meeting on the work of the Ingleby Barwick Community Litter Project for this year’s Wildflower display on Ingleby Way. It was AGREED a letter of thanks be sent to them thanking them for their hard work.
 11. **Facebook Protocol** - AGREED that a Special Meeting of the Town Council be held to investigate a protocol which Town Councillors should adopt when using social media.
 12. **Sandgate Shops** - Following the meeting of Town Council held on 20th October 2020 the email chain between Ward Councillor Patterson and Jeremy Currell from Sanderson Wetherall had been circulated.

Cllrs Emmerson and Patterson left the meeting due to a personal interest. Cllr Watson took the Chair.

The issue of car parking had been raised by Cllr Watson following the letter she had received from Sanderson Wetherall. It was highlighted that this issue had been raised in her position as Town Councillor and not as a tenant of the shops.

Members questioned why correspondence from Ward Councillor Patterson had been classified as ‘Official’ which would give the impression of authority or individual permission for the tenants of Sandgate shops to park their vehicles in the Community Hub car park.

It was felt that Cllr Patterson should be given the right of reply and that a Special Meeting be held to enable this. It was PROPOSED by Cllr Turnbull and SECONDED by Cllr Dodds and AGREED that a Special Meeting of the Town Council be held to consider the matter. The Town Clerk would write to Ward Councillor Patterson expressing the Town Council’s concerns and inviting him to attend or make representation to explain his course of action.

Cllr Emmerson returned to the meeting and took the Chair.

13. Borough Councillors' Reports – A written report from both East and West Ward Borough Councillors was presented. Issues related to:-

- Anti-social behaviour and crime
- Overgrown bushes on both wards
- Road sign – Priorwood Gardens
- Wildflower display on Ingleby Way
- Dog waste bin Chartwell Close
- New footpath Blair Avenue
- Land to the rear of All Saints School and Romano Park

14. Committee Minutes and Committee Update Reports –

i) Personnel Committee 3rd, 9th and 13th November 2020 PROPOSED by Cllr Watson and SECONDED by Cllr Rutland

Cllr Watson provided an update on the Personnel Committee which would be subject to further discussion in item 21, Staffing Matters.

15. Finance – Monthly reports – The Clerk presented the financial transactions for the Town Council's Current Account from 1st October to 31st October 2020 and the financial transactions from the Hub Account from 1st October to 31st October 2020. It was RESOLVED that the financial reports be APPROVED.

16. Planning Applications – Details of the Planning Applications up to week ending 25th October and Delegated Decisions up to week ending 25th October 2020 were presented.

17. Matters of Concern to Councillors – It had been noted that there had been a rise in anti-social behaviour and crime in Ingleby Barwick. Details of which had been posted on social media. It was suggested that a Special Meeting be held to discuss the possibility of sending a leaflet to all residents highlighting the importance of reporting incidents of crime and anti-social behaviour. AGREED that a Special Meeting be held to discuss.

Cllr Kirby identified an area of land adjacent to the Community Hub which had been neglected. Contact with the owner of the land had resulted that the Town Council could maintain the piece of land. Details of works to be carried out to be discussed at a future meeting.

18. Date of next Town Council Meeting – To be held on 15th December 2020 via Zoom.

19. Public Participation Part Two – Ward Councillor Faulks highlighted that in addition to tenants from Sandgate shops, the car park at the Community Hub had also been used by residents.

He also commented that in respect of anti-social behaviour there had been a significant decrease in the number of Police Officers. His comments were noted.

20. Exclusion of the Press and Public during consideration of the following items 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 item(s) of

business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

21. Staffing Matters –

- i) Youth Workers. Following the last meeting a Zoom meeting between the Chair of Personnel Committee, Chair of Youth Committee and the Town Clerk had taken place with Youth Workers and Youth Support Workers who were notified that their contracts be terminated. A letter would be sent to the staff concerned notifying them of their end date.
- ii) Town Clerk – Changes to Job Description and Contact - the Personnel Committee had met to determine a revision in the Job Description of the Town Clerk to incorporate the management of the Rings Community Hub and also to increase her hours from 30 to 37

The Town Clerk, Cllrs Emmerson, Irwin and Strike left the meeting – Cllr Watson in the Chair.

Cllr Watson discussed hours of work and highlighted the Town Clerk's Job Description as a 'working document'. It was acknowledged that the Town Clerk's role had significantly changed. It was AGREED that the Town Clerk's hours be increased from 30 to 37 consisting of three office-based days and seven hours to be worked on a flexible basis from home. These would be effective from 1st December 2020. Personnel Committee PROPOSED these hours and SECONDED by Cllr Dodds.

The Personnel Committee had been provided with the Local Government Salary scales with the Town Clerk's salary paid pro rata currently on Scale 20. In view of the increased workload in relation to the management of the Rings Community Hub It was proposed to increase the Town Clerk's salary to Point 24 with a view to reviewing this in six months. The new salary would be backdated until 1st November. PROPOSED by Cllr Turnbull and SECONDED by Cllr Kirby and AGREED that the increase in Hours and Salary of the Town Clerk be approved as detailed.

The Town Clerk and Cllr Emmerson returned to the meeting. Cllr Emmerson took the Chair, thanked everyone for their participation and closed the Meeting.

The meeting finished at 9.50pm.