

INGLEBY BARWICK TOWN COUNCIL

MINUTES of the ORDINARY MEETING held at 7.00pm on WEDNESDAY 14th NOVEMBER 2018 at INGLEBY BARWICK COMMUNITY HALL

PRESENT: Deputy Mayor Cllr. J. Emmerson, (in the Chair) Cllrs Kenyon, J. Kirby, M. Patterson, J. Rutland, T. Strike, S. A. Watson

IN ATTENDANCE: Acting Town Clerk M. West, Admin Assistant J. Stevely

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 notice/agenda for the meeting had been published on the IBTC website and placed on noticeboards in the town.
3. **APOLOGIES FOR ABSENCE:** Cllrs. S. Barnes P. English - accepted.
4. **DECLARATIONS OF INTEREST:** Cllr SA Watson declared personal/non-prejudicial interests in all items involving her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor.
5. **DISPENSATIONS:** Cllr Bowman.
6. **PUBLIC PARTICIPATION:** No residents present.
- 7a. **MINUTES OF THE ORDINARY MEETING held on 17th October 2018:** The draft minutes were considered, and the following amendments proposed by Cllr Watson: Item 6: Change 'It was noted that the Rings is owned by Persimmon Homes (the developer) to 'It was noted that the roads on the Rings are owned by Persimmon Homes'. Item 14: Remove sentence referring to placement near TESCO. Item 19: Change 'Cllr Kenyon' to 'Cllr Kirby'. With these amendments it was **RESOLVED** that they be agreed as a true and accurate record of the meeting. The Chairman of the meeting then signed the minutes.
- 7b. **MINUTES OF THE EXTRAORDINARY MEETING held on 25th October 2018:** The draft minutes were considered, and it was **RESOLVED** that they be agreed as a true and accurate record of the meeting.
8. **MATTERS ARISING FROM THE MINUTES:**
 - a. **The broken bench between Grey's Court and Ingleby Way underpasses** - the clerk reported that the bench had been removed for H & S reasons and is being stored by the Borough Council until such time as they can either find a replacement bench end, or a new one can be purchased. As this is an old bench the latter option may not be possible.
 - b. **Parish Boundaries** - Cllr Patterson not present.
 - c. **Beckfields Bus Shelter and Litter bin** - Cllr Watson reported that the Perspex had now been replaced in the bus shelter and that the Borough Council planned to move a litter bin from further up the road to the bus stop very soon. Councillors expressed concern that this bin may not be in good condition.
9. **ENFORCEMENT:** No officers present. Councillors expressed concern that, although paying the Borough Council £50,000 per annum, the Enforcement Team had not attended two consecutive meetings and thus they were not abreast of the situation regarding anti-social behaviour. It was **RESOLVED** that the Clerk contact the team and request a written report be submitted to each Ordinary Meeting of the Town Council, irrespective of whether officers were in attendance. **Action:** Clerk to contact the Enforcement Team to request regular written reports.
10. **ROMANO PARK ENFORCEMENT:** Cllr Strike reported several instances of serious anti-social behaviour in Romano Park being put on Facebook, including fireworks being thrown at a child, and another child being

assaulted, which was reported to the police, however, neither incident was recorded on the CCTV camera as this was not working at the time. He asked if it would be worth having a Park Attendant rather than just the generic Enforcement service? Other Councillors felt this would not be viable. Cllr Rutland informed that the Police Commissioner had just been given a grant of £546,240 to prevent Youth Offending, and perhaps we should be asking him to consider reinstating the dedicated CPSO team that was once present in Ingleby Barwick. All considered this a good suggestion.

It was **RESOLVED** that the Clerk should contact the Police Commissioner to request the reinstatement of a dedicated CPSO Team. It was further **RESOLVED** that the Enforcement service be asked to patrol Romano Park every day for an hour at the close of the school day.

The Clerk was requested to send the Enforcement team a reminder of the meeting when the agenda was circulated each month. **Action:** Clerk to contact the Police Commissioner and the Enforcement service as agreed.

11. CHAIRMAN'S REPORT: The Chairman being absent there was no report.

12. PERSONNEL COMMITTEE REPORT: Cllr Emmerson reported that most of the meeting had been taken up in dealing with confidential staff matters. Draft Minutes were tabled. Cllr Emmerson stated that a response had been received from the Clerk that day, and the Welfare visit would now take place next week.

Action: Personnel Committee to agree date/time for the welfare meeting with Clerk, and to agree the content of that meeting.

13. THE RINGS COMMUNITY CENTRE WORKING GROUP REPORT: Cllr Kirby reported that:

a. the Draft Service Level Agreement had now been received from OnSite; the original draft had previously been perused by the Council's solicitors and OnSite had now agreed the proposed amendments. Cllr Kirby talked through the agreement section by section, inviting comment/questions.

Cllr Emmerson sought clarification on the lettings policy - Cllr Kirby stated that IBTC would identify their priorities as stated in the agreement. Cllr Strike proposed that a Special Meeting be held to discuss usage of the new Community Centre, as he wished to ensure a good balance between block bookings and one-off bookings; he felt a group should be set up to deal with this. Cllr Kirby reminded him that the Borough Council had already set a limit on any let of a maximum of 6 months and referred him to the minutes of 13 December 2017, when the new Community Centre Steering Group had been set up; the Terms of Reference were clear, that the Steering Group could only make recommendations to the Town Council and only the full Town Council could make decisions. It was also a condition of let, agreed at the Business Planning stage for the new centre, that no group can transfer from Beckfields Community Hall to the Rings Community Centre. All **agreed** that a special meeting, devoted to The Rings Community Centre issues only, would be beneficial, nearer the time of expected completion. In the meantime, the Clerk was requested to contact all those who had expressed an interest in hiring rooms at the new centre, to confirm their on-going interest, and their exact requirements.

It was noted that the Council would need to budget for Health & Safety items at the January Budget meeting.

Cllr Watson asked if the Town Council was restricted to using the Borough Council's Waste Disposal service or whether a private company could be used to provide this? The Clerk was requested to investigate options.

Cllr Strike noted that the Stockton Borough Council's 'Community Switch' scheme was proving very successful in saving households money, and he complimented them for the initiative. He proposed that the Town Council should register, when the time came for deciding on power suppliers, for the commercial version of the scheme.

Cllr Kirby noted that the Council will need to ensure that building liability insurance was added to the Council's Insurance Policy to cover the new building.

There being no further questions, Cllr Watson proposed the acceptance of the Service Level Agreement with OnSite, seconded by Cllr Rutland. There was unanimous support for the proposal.

It was therefore **RESOLVED** that Ingleby Barwick Town Council enter into a Service Level Agreement with OnSite, for the day-to-day management of The Rings Community Centre, as per the document discussed, and that this legal contract should be signed by the Mayor and Town Clerk.

b. Building Update - Cllr Kirby informed that the Town Council would have to apply for a broadband service to the new building, with two lines - one for the Council Office and the other for the users of the Centre. She had been informed that the transfer of the current telephone could take three to four weeks and suggested a phased move of the Council's Office into the new building.

The Clerk recommended a professional removals company be employed to undertake the moving of the office furniture and equipment as they would have the necessary insurance cover to mitigate any accidental damage.

Cllr Kirby further reported that colour schemes were to be decided by the Town Council, that bricklaying had started the previous week and that the next Site meeting would take place on 29th November. Cllr Kirby was thanked for her report.

Actions: The Clerk to contact all those who had, to date, expressed an interest in hiring the new facility, to investigate alternative suppliers of waste removal service and to ensure that the building's health & safety equipment was included in the budget for 2019/20.

14. FINANCE: (i) Financial Reports: The Clerk presented the Financial Transactions report and the Actual against Budget report for October 2018. There being no issues, it was **RESOLVED** to accept the two reports.

(ii) Banking Arrangements: The Acting Clerk noted the on-going issues with the bank and reported that having now spoken to someone in the business banking department at Barclays Head Office, who had apologised for all the difficulties and clarified that two cheque signatories were required to contact the bank to initiate on-line banking as she, not being a signatory, was not allowed by the bank to do this, nor to change the name on the accounts. She had been informed by the bank that Cllr Watson had now been added to the mandate as a signatory, although no written confirmation of this had yet been received. Cllrs Rutland and Watson **agreed** to undertake this the next day. The Clerk recognised Councillors' desire to change to another bank, given the difficulties experienced with Barclays, however, before so doing, she reminded them of the insurance guarantee on bank accounts, and noted that two of the Council's accounts were well in excess of this limit, and therefore at risk. She further requested that Councillors consider the option of putting at least some of their funds into an institution that would use their money to benefit the community, whilst still giving them a good return, known as social banking. Such institutions included for example, the Co-op Bank, the Unity Trust Bank, Credit Unions and some Building Societies. She proposed to send them all a copy of an excellent report, 'A Local Authority Guide to Banking for Social Good', which explained the concept and clearly identified what should be considered before taking this step. Councillors thanked the Clerk for bringing this to their attention and agreed to read the report before making any decision on future banking arrangements. **Actions:** Cllrs Rutland and Watson to contact the bank and arrange on-line banking for the Town Council and the change of name on accounts to Town rather than Parish Council; the Clerk to circulate copies of the LA Guide to Banking for Social Good.

15. PURCHASE OF PROMOTIONAL PENS: The Clerk informed that an offer for promotional pens for the Town Council had been received and requested Councillors' views on this offer. It was unanimously agreed that this was not a good use of public monies. It was **RESOLVED** not to purchase promotional pens.

16: TELEPHONE SYSTEM: The Clerk informed that Admin Assistant, Jackie Stevely, had undertaken some research into the options available and had produced a short report on her findings which was tabled. Ms Stevely elaborated on her report and her recommendation: 'to stay with EE as the provider but to switch to a Business Account'. She noted that EE would move the contract to the new office in 2019 at no extra cost to the Council.

It was unanimously **agreed** to accept this recommendation. It was therefore **RESOLVED** to immediately change to a business Account with EE. **Action:** Clerk and Admin Assistant to implement.

- 17. PHOTOCOPIER/PRINTER:** The Clerk tabled a comparison report on several suppliers of printers, the options offered against clearly identified criteria, and the approximate annual costs of each. Options included both desk top and freestanding models, leasing and outright purchase. The report identified the annual cost of leasing for each model and cost per sheet for both mono and colour printing. She recommended that before making a final decision, she request from the suppliers the names of local firms using the preferred models and obtained their views. This was agreed as a sensible approach and it was agreed that the Pitney Bowes and Document Solutions models should be further investigated. **Action:** Clerk to investigate the models identified.
- 18. BOROUGH COUNCILLORS' REPORT:** Cllr Watson reported that a bin on Broomhill Avenue was being replaced and the bin at the Beckfields was being relocated, funded from East Ward Councillors' Community budget.
- 19. CCTV:** The Clerk reported that Stockton Borough Council was now in process of purchasing and installing the CCTV cameras requested. Cllr Strike suggested that Marc Stephenson, Operations Manager be invited to a meeting to give an update, and to hear directly from Councillors any concerns they had about the cameras, such as the direction they were pointed towards. All felt this to be an excellent suggestion and it was **RESOLVED** that they be so invited to the December meeting of the Council if available. **Action:** Clerk to invite Marc Stephenson to attend the December meeting if possible, and if not, then the January meeting.
- 20. CORRESPONDENCE:** A report of correspondence received was tabled. No actions required.
- 21. CHRISTMAS PERIOD CLOSURE OF TOWN COUNCIL OFFICE:** The Clerk requested that Councillors consider whether the Council office should be formally closed over the festive season, noting that not much happened that required an active presence during this time. If still acting as Town Clerk at the time, she informed that she would be out of the country with her family from 20th December until 4th January, an arrangement made before she took on the role. The Admin Assistant would also be away from the 22nd of December until January but would work flexible hours during December/January to make up for any hours lost, in order not to have to use her annual leave allowance. It was **RESOLVED** that the Town Council office be closed from 20th December until 7th January. Cllr Kirby requested that a notice be put up informing the public of the dates of closure. **Action:** Clerk to put up a notice of office closure for the Festive Season at the office and also on the website.
- 22. PLANNING APPLICATIONS:** All applications had been circulated to Councillors in advance of the meeting. There were no objections made. Cllr Strike noted that he had raised a personal objection to the siting of the new Lidl store, not in his capacity as a Councillor. The Revised SBC Local Plan Recommendations raised no concerns.
- 23. CLERK'S REPORT:** The Clerk spoke briefly to her written report, noting:
 - a Freedom of Information request regarding the Council's purchase of Christmas Trees had been responded to, with the response having been circulated to all Councillors in advance for approval.
 - The free Defibrillator training sessions had now been completed with 4 residents attending the first, along with the Council's two staff, the second cancelled due to lack of support and the third attended by 4 people as well as the Clerk, 4 others having cancelled on the morning of the event.
 - The Town Council's survey was currently being distributed around all households in Ingleby Barwick and was also on the website; collection boxes would be placed tomorrow, as agreed, in four venues around the town and the Survey Monkey version was now live.
 - Rooms have been booked for the Council's Ordinary Meetings up to and including March 2019 at the Beckfields Community Hall, and at Ingleby Manor Free School for the Budget Meeting on Monday 28th January 2019.
 - The GDPR clean up of the office computer system, removing all unnecessary personal data, was almost complete, but she needed advice on what, other than current information, needed to be retained as a considerable amount was quite old information and not necessarily relevant today. Cllr Kirby offered to help with this.
 - The office safe refused to open on Monday, and the over-ride key could not be found. This was causing considerable difficulties as all Personnel information as well as petty cash, the Debit Card etc, were now

inaccessible. The Admin Assistant had contacted the makers, who had given the name of a local retailer who was willing to provide two new keys at a cost of £30.00. After a brief discussion as to why the key to the safe was not available, it was **RESOLVED** to pay the retailer to provide new keys to the safe.

Action: Clerk to contact the retailer to obtain the new keys.

- 24. DATES OF FUTURE MEETINGS:** It was noted that the dates of the meetings of the Town Council up to and including March 2019 had been agreed at the October meeting. The next Ordinary Meeting of the Town Council will take place at 7.00pm on Wednesday 5th December. The Clerk reminded Councillors that she was not able to attend this meeting, however the Admin Assistant would be in attendance. Cllr Kirby informed that she had agreed to take the minutes at the December meeting.
- 25. EXCLUSION OF PRESS AND PUBLIC:** The Chairman noted that no members of press or public were present.
- 26. STAFFING MATTERS:** The Clerk informed of issues relating to employment costs and payments, which had now been resolved. All future payments would be dealt with directly by Mayberry HR Consultants and a monthly Direct Debit had been set up to reimburse them for these payments.

There being no other matters for consideration, the Vice-Chairman thanked everyone for attending.

Meeting closed at 8.48 pm.