

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 19th November 2019
held at The Rings Community Hub, The Rings, Ingleby Barwick**

Present: Councillors J Emmerson (Chairman), H Brown, J Irwin, J Kirby, M Patterson, J Rutland, T Strike, S A Watson.

In Attendance: 2 Enforcement Officers, 3 Members of the Public, Gazette Reporter, J. McGeeney, Town Clerk, J. Stevely, Admin Assistant.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the November 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 boards at the Ingleby Barwick Community Hall, Beckfields and the Rings Community Hub, The Rings.
3. **Apologies:** Apologies for absence were received from Cllrs S Barnes, P Dodds, S Smith, R Turnbull.
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.
5. **Public participation:** None
6. **Minutes of Town Council Meeting held on 15th October 2019:** there being no amendments requested, Cllr Kirby proposed, Cllr Rutland seconded and it was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.
7. **Ingleby Barwick Enforcement Service Report:** The officers present detailed requests for services and incidents recorded during the period 1st April – 17th November 2019 for both the East and West Wards. The total number of incidents recorded was 338 of which 48% (163 calls) occurred in Ingleby Barwick East and 52% (175 calls) occurred in Ingleby Barwick West. The majority of the calls received during the reporting period related to vehicle issues (45%) and Anti Social Behaviour (33%) other calls related to issues regarding Noise/Animals and Littering/Rubbish.

Kelly Spink introduced herself as the new Officer for Ingleby Barwick. Kelly had recently undertaken training within the Enforcement Academy gaining a qualification in Car Parking which would enable her to issue parking tickets, which would include Sandgate Shops.

Councillor Strike reported that drug use was still an issue, and requested that officers continue to drive around the estate to act as a deterrent.

8. **Clerk and Chairmans Report:**

- (i) **Acoustic Panels Update** – The Clerk reported that following the last meeting of the Town Council, in which agreement was main for the purchase and fitting of Acoustic Panels to the Ground Floor and First Floor Halls, the Panels had been Ordered and were due to be fitted week commencing 25th November at a time to be agreed to avoid disruption to Hub Users.
- (ii) **Flag Update** – The Ingleby Barwick Town Council Coat of Arms Flag had been ordered, delivery was expected 25th November. The Town Council Flag would be flown throughout the year with the exception of Yorkshire Day (1st August) and North Riding Day (22nd August) when the Yorkshire flag would be flown.
- (iii) **Draft Co-Option Policy** – At the request of the Clerk this item was deferred to the next meeting of the Town Council.
- (iv) **Allotments** – Discussion of this item was referred to the Town Maintenance Committee.
- (v) **BT – Update on Fibre Broadband Connection** – Superfast Fibre Broadband had been installed into the Hub on 12th November. A second line would need to be installed to enable Wifi to be offered to users as the current Wifi was limited to 13 guest users. Further costings would be sought from BT.
- (vi) **Damaged Bench Greys Court/Ingleby Way – Update** – Detailed costings for the restoration and installation of the damaged bench had been provided by Stockton-On-Tees Borough Council in the sum of £435.27 plus VAT. **RESOLVED** that the Clerk request the repair works be undertaken.

The Chairman reported that in a way to streamline Agendas, discussions had taken place with the Vice-Chairman and the Clerk. The Town Councils Committees would be utilised more for discussion prior to Items being brought before full Council.

The Chairman, together with Councillor Patterson had attended the 4th Ingleby Barwick Brownies to present a question and answer session as part of Parliament Week.

- 9. **DBS Checks for Town Councillors** – The Clerk provided an update on DBS Checks for Town Councillors. At present 2 Councillors and the Town Clerk had undertaken the required checks. The Clerk reminded members that they would be required to validate their identity prior to coming into the office to complete the Application on-line.
- 10. **Borough Councillors Reports** – Members received a report from East Ward Borough Councillors which highlighted the following:-

Beckfields Traffic Calming – this was underway and was expected to be completed within the next 2-3 weeks. Correspondence regarding temporary road closures and diversions had been received. Concerns had been expressed regarding buses.

Parking on Grass Verges – numerous complaints had been received regarding damage to grass verges at Whinstone School due to cars parking on them at school drop off and pick up times. A site meeting had been arranged between Councillors and Officers to discuss possible solutions.

Harebell Close Footpath Resurfacing Scheme – Councillors had been informed that the Resurfacing Scheme at Harebell Close had been selected for Highway Maintenance. It had been programmed to commence within four weeks of 1st November and take approximately 6 weeks to complete. The work would involve repairing and resurfacing the existing footway and the renewal of some vehicle crossing points.

Fly Tipping of Garden Waste – Residents had reported fly tipping of garden waste in the woods off Thornwood Avenue. Enforcement Officers have been made aware of the situation but in order to ensure any form of prosecution evidence of the perpetrator was required.

Members noted that there was no update from the West Ward Borough Councillors. The Clerk was requested to write to the Councillors reminding them to submit a written update report 1 week prior to Town Council Meetings.

11. **CCTV at Entrances to the Town** - Councillor Strike reported that there was no longer number plate recognition at the entrances to Cowpen Bewley. Members felt that there were still issues which needed addressing regarding the cost, maintenance, evidence and comparison of similar areas. It was felt that the Town Maintenance Committee should discuss in a lot more detail prior to the item coming to Town Council for a decision. **RESOLVED** that the Town Maintenance committee discuss the item at their next meeting scheduled for 26th November 2019.

12. **Committee Minutes:** Copies of the following minutes had been previously circulated to Members:-

- (i) Personnel Committee – 14th and 24th October 2019 – Proposed by Councillor Watson and Seconded by Councillor Rutland that the minutes of the meetings of the Personnel Committee held on 14th and 24th October be **AGREED**.
- (ii) Events – 17th October and 14th November 2019 – Proposed by Councillor Strike and Seconded by Councillor Patterson that the minutes of the meetings of the Events Committee held on 17th October and 14th November 2019 be **AGREED**.

It had been requested that the Town Council consider making a donation toward the costs of the medals for participants. **AGREED** that a donation of £500 be given in respect of the 2020 Fun Run.

- (iii) Youth Committee – 29th October 2019 – Proposed by Councillor Patterson and Seconded by Councillor Emmerson that the minutes of the Youth Committee held on 29th October 2019 be **AGREED**.
- (iv) Town Maintenance – 22nd October 2019 – Proposed by Councillor Kirby and Seconded by Councillor Emmerson that the minutes of the Town Maintenance Committee held on 22nd October 2019 be **AGREED**.
- (v) Hub Maintenance – 5th November 2019 – Proposed by Councillor Kirby and Seconded by Councillor Rutland that the minutes of the Hub Maintenance Committee be **AGREED**.

Councillor Kirby had reported that the issue regarding additional lighting had been reported to Kinsler for action.

13. **Finance:** Members were presented with the following:-

- (i) Monthly Reports - Details of the financial transactions for the Town Councils Current Account for the period 1st – 30th September 2019 and for the Hub Account for the same period were presented. **RESOLVED** that the financial report be **APPROVED**.
- (ii) Annual Return 2018/19 – The Clerk reported that Mazzars had completed the external audit of the Town Councils accounts for the financial year 2018/19. Within the External Auditor Report and Certificate it was noted that the Council had not met the requirements of the 2015 Regulations to provide electors with a period of 30 working days, including the first 10 working days of July to inspect the accounts – this was not available until 11th July. This was due to the fact that the Town Council had no access to any networked documents – Mazzars had been notified well in advance of this date and advised accordingly.

The Finance Committee would look into the cost of External Auditor fees.

RESOLVED that the Annual Return 2018/19 be accepted.

- 14. **Planning Applications:** Details of Planning Applications and Delegated Decisions up to 3rd November 2019 had been circulated to Members prior to the meeting.
- 15. **Matters of Concern to Councillors:** Councillor Watson had reported that she and Councillors Irwin and Rutland had attended the Chairmanship Training on 22nd October 2019 provided by County Durham and Cleveland County Training Partnership. One of the outcomes of the course was to feedback to the Council. Details of the course would be available to any Members who would be interested Chairing Skills.
- 16. **Date of Next Council Meeting:** The next meeting of the Town Council would be held at 7.00pm on Tuesday 17th December 2019 at the Tings Community Hub.

The Chairman thanked everyone for their participation.

Meeting closed at 7.45pm