

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 13TH DECEMBER
2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL
held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick
on
Wednesday 13th December 2017 at 7.00pm**

- PRESENT:** **Chairman/Town Mayor:** Councillor Stefan Barnes

 Vice Chairman/Deputy Town Mayor: Councillor James Emmerson

 Councillors: Philip English, Ann Kenyon, Jean Kirby (from minute no. 163.17-18), Megan Patterson, Ross Patterson, Jenny Rutland, Ted Strike and Sally Ann Watson
- OFFICER:** Paula M. Hall, Town Clerk/Responsible Financial Officer – Minute taker
- IN ATTENDANCE:** Helen Dobson IB Enforcement Service
 John Skerritt IB Enforcement Service

No members of the public were present at the meeting.

The Chairman, Cllr Stefan Barnes opened the meeting and welcomed all present to the December 2017 Ordinary Meeting of Ingleby Barwick Town Council.

- 159.17-18 HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.
- 160.17-18 NOTICE OF MEETING.**

The notice of the meeting was taken as read.
- 161.17-18 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Town Councillors Tom Bowman and Cheryl Thomas.
- 162.17-18 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 a Stockton-on-Tees Borough Council (SBC) Ward Councillor, IB West.

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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.

To consider any requests for dispensations

No requests for dispensations had been received.

163.17-18 MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 8TH NOVEMBER 2017.

The Minutes of the Special Meeting held on 8th November 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.

164.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 15TH NOVEMBER 2017.

The Minutes of the Ordinary Meeting held on 15th November 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.

165.17-18 PRESENTATION.

This matter was deferred.

166.17-18 PUBLIC PARTICIPATION.

No matters were raised.

167.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

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

John Skerritt introduced himself and his colleague Helen Dobson.

John provided a brief overview of issues which had been or were continuing to be dealt with.

The statistics for October to December 2017 were referred to.

It was noted that in the last 3 months, there had been a total number of 87 incidents reported, the majority of which were related to anti-social behavior issues (64%) and vehicle issues (22%). The remainder included littering/rubbish/graffiti, noise/animal issues, alcohol/tobacco issues, crime issues and tasking/patrol/other.

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Reference was made to the importance of members of the public contacting the enforcement service direct, to enable incidents to be promptly logged.

A general discussion took place and various comments were raised.

Reference was made to two specific matters which were being dealt with in the East Ward. It was noted that investigations are ongoing with the view to taking appropriate action.

The Chairman thanked the Enforcement officers for their attendance and the information provided. The officers left the meeting at this point.

168.17-18 CO-OPTION TO FILL THE VACANT SEAT ON THE TOWN COUNCIL, INGLEBY BARWICK WEST WARD.

The Clerk advised that one expression of interest had been received in respect of the vacancy.

The statement provided by Jean Kirby had been circulated to Councillors prior to the meeting.

The Town Council considered the information provided.

The co-option of Jean Kirby to fill the vacancy was put to the vote. The vote was unanimous.

IT WAS RESOLVED that Jean Kirby be co-opted onto Ingleby Barwick Town Council to fill the vacant seat in IB West Ward.

Councillor Jean Kirby signed her Declaration of Acceptance of Office and took her seat on Ingleby Barwick Town Council.

The Chairman took the opportunity to welcome Councillor Kirby to the Town Council.

169.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Appointment of a Project Steering Group with Terms of Reference

IT WAS RESOLVED that this matter be deferred and considered at a later date, should it be required.

It was noted that the existing 'Proposed Community Centre Working Group' consists of Cllrs Stefan Barnes, James Emmerson, Jean Kirby, Megan Patterson and the Town Clerk.

(b) Appointment document for the Engineer

As previously advised, the Town Council's solicitor is continuing to progress the matter and is in contact with the structural engineer. A draft appointment document has been sent to the Engineer and feedback is awaited.

(c) Land transfer/Agreements

It was noted that the following documents are now with the Town Council's solicitor:

- **Agreement for Lease**
- **Lease of Whole**
- **Funding Agreement**
- **Lease Plan**

Cllrs Stefan Barnes, Jean Kirby and the Town Clerk had met with the Town Council's solicitor on Tuesday 12th December 2017 to review the documents.

A brief overview of the discussions was provided.

The Agreement for Lease was referred to with regard to pre-condition points 2.3 - 2.6 in the document. The points refer to the following matters:

- 2.3 Evidence of Funding
- 2.4 Restrictive Covenants
- 2.5 S106 Agreement
- 2.6 Freehold transfer of the Property and completion of the Lease

Reference was also made to the Lease and Funding Agreement documents.

A general discussion took place and various comments were raised.

The Town Council considered the Lease Plan.

IT WAS RESOLVED that the Town Council agrees that the area highlighted in red on the plan, accords with the land area that will be comprised within the lease.

(d) VAT registration

Notification has been received from HM Revenue & Customs (HMRC) that the Town Council is registered for VAT with effect from 1st November 2017.

(e) Onsite Building Trust (OBT)

The brief, which had been prepared to outline the activities and services which the Town Council would require, was considered.

Cllr Jean Kirby provided an overview of the brief. It was noted that additional specific requirements may be needed in relation to the lift, solar panels and underfloor heating.

The costing information in the Business Plan was referred to.

A general discussion took place and various comments were raised.

IT WAS RESOLVED that the Town Clerk be given delegated authority to liaise with Onsite Building Trust in respect of obtaining the relevant costing information for the property and management activities required. This to be undertaken in conjunction with Cllrs Stefan Barnes and Jean Kirby. The information to be brought back to the Town Council for consideration in due course.

(f) Youth facility element

It was noted that the survey is currently live on Survey Monkey.

The results to date, which had been retrieved from the account, had been circulated to Councillors for their information.

A general discussion took place and various comments were raised.

It was agreed that the survey remain live.

The possibility of progressing funding opportunities was referred to and reference was made to the criteria to be met, in order to be eligible to apply.

A brief overview and general feedback was provided from the visit to Stillington Youth Club.

170.17-18 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 had already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
22/11/17	102302	House of Chocolate	Bake Off Prizes	£ 20.00
22/11/17	102303	Great North Air Ambulance	Donation	£ 200.00
22/11/17	102304	SBC Mayor's Charities	Donation	£ 55.00
27/11/17	102305	Robinsons	Office Service Charges	£ 83.62
29/11/17	102306	Cornerstone BS	Offsite Backup	£ 12.00

Direct debit payment December:

Date	To whom	Purpose	Amount
11/12/17	EE	Telephone & Broadband	£ 39.96

Petty Cash Payments November & December:

Date	To whom	Purpose	Amount
10/11/17	Post Office	1st class stamps x 10 agendas	£ 14.30
17/11/17	Hobbycraft	Bake Off 2017 - Prizes etc	£ 79.00
17/11/17	Asda Living	Bake Off 2017 – Prizes etc	£ 10.30
22/11/17	Tesco	1 pack (6 x 1st class stamps)	£ 3.90
05/12/17	One Stop	8 packs (6 x 1st class stamps)	£ 31.20

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

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
16/11/17	102299	Holder Print Ltd	Bake Off 2017 - leaflets & artwork Adjustment	£ 90.00
13/12/17	102307	Document Solutions	Cost of Copies	£ 73.74
13/12/17	102308	Cornerstone BS	IT Support	£ 60.00
13/12/17	102309	CPC Computing	Website Nov 17	£ 20.00
13/12/17	102310	Cornerstone BS	Office 365	£ 18.72
13/12/17	102311	IBCH	Use of Hall 13.12.17	£ 15.00
13/12/17	102312	SLCC	Membership 2018	£ 233.00

Standing Orders December:

Date	To whom	Purpose	Amount
28/12/17	Town Clerk	Remuneration December 2017	
28/12/17	Admin Assist	Remuneration December 2017	
28/12/17	HMRC	Employer NI/Clerk Tax & NI Dec 2017	
28/12/17	Teesside PF	Employer/Clerk Contribution Dec 2017	
28/12/17	Robinsons	Rent due 05/01/18	£ 291.67

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

IT WAS RESOLVED that the Town Council agrees payment of £ 25.00 for the face painting service provided at the Bake-Off competition 2017.

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(c) Debit Card

An update was provided on the matter.

IT WAS RESOLVED that the information be noted and accepted.

171.17-18 MATTERS ARISING AND UPDATES.**Minute No. 153.17-18 Bake Off Competition 2017**

Feedback was provided on the event.

It was noted that £ 271.18 had been raised for Children in Need.

A general discussion took place and various comments were raised.

The timing of the competition was referred to. It was agreed that this would need further consideration prior to finalising arrangements for the 2018 competition.

The costings for the 2017 competition were considered.

The overall expenditure was outlined as follows:

Hall hire	£ 67.50
Advert	£ 250.00 + VAT
Rosettes	£ 65.70 + VAT
Poster	£ 25.00 + VAT
Leaflets	£ 90.00
Prizes	£ 65.83 + VAT (Hobbycraft)
Sweets/crayons etc	£ 8.58 + VAT (Asda Living)
Prizes	£ 20.00 (House of Chocolate)
Face Painting	£ 25.00
	=====
Total Spend	£ 617.61 + VAT (refundable)

IT WAS RESOLVED that the Town Council notes and accepts the costs incurred for the Bake-Off competition 2017.

Minute No. 95.17-18 Mayor's Sunday Service - 10th December 2017

General feedback was provided. It was noted that the event had been well attended and was an enjoyable occasion.

172.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

Reference was made to the petition required to trigger a Community Governance Review.

The Clerk advised that she is continuing to seek clarification on behalf of the Town Council, as to whether an online petition is acceptable.

Reference was made to the information received from the Local Government Boundary Commission for England.

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An update will be provided following further investigations with SBC.

173.17-18 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.

It was noted that the following information has been provided to SBC regarding the Town Council's suggestions:

Proposed sign on Queen Elizabeth Way - to include the Town Council's Coat of Arms - the wording to be 'Welcome to Ingleby Barwick '-on-Tees'

In respect of the two existing signs on Ingleby Way and Barwick Way:

Barwick Way sign – remove the reference to Persimmon (it has been suggested that the reference remains in place, whilst they are still building)

Barwick Way/Ingleby Way signs – remove the reference to Stockton and change to Ingleby Barwick '-on-Tees' - all 3 entrance signs would then read the same

A response has been received from SBC advising that they are currently liaising with SBC Planning department and Persimmon, on the status of the signs on Ingleby Way and Barwick Way, as they are not in adopted highway and not maintained by SBC.

SBC will be able to fully respond once more information relating to these signs is obtained.

174.17-18 DEFIBRILLATOR AT COMMUNITY HALL.

(a) Risk Assessment/Methodology Statement

The required paperwork will be provided for consideration by the Town Council at the meeting in January 2018.

(b) Sign – re: importance of looking after the equipment

At the Town Council meeting on 15th November 2017 Councillors discussed the possibility of having a sign erected to draw attention to the importance of looking after the defibrillator.

It was agreed that the Town Council bring the suggestion to the attention of the Community Hall Management Committee to ascertain their comments.

The Community Hall Management Committee considered the matter at their meeting on 8th December 2017 and the committee has no objection to the Town Council erecting a sign. It was also suggested that schools could possibly be contacted to raise awareness of this issue.

IT WAS RESOLVED that the Town Council obtains a quotation for an appropriate sign with the following wording:

This equipment saves lives, please respect it.

Concerns were raised in respect of the costs incurred for the works recently undertaken in re-siting the defibrillator. It was suggested that, if any such emergency works be required in the future, quotes from alternative companies also be pursued.

Reference was made to the proposed provision of CCTV at the Community Hall.

(c) Awareness Training

At the Town Council meeting on 15th November, it was agreed that the defibrillator 'awareness training sessions' be arranged, with the Town Council incurring the costs for hire of the hall.

Following distribution of the letters to the Community Hall User Groups, the preferences expressed for the sessions was Monday/Wednesday evening and Wednesday daytime.

One free training session is available through the North East Ambulance Service (NEAS).

After liaising with the Community Hall booking secretary and the Community Resuscitation Training Officer, the date arranged for the training session is **Wednesday 31st January 2018 in the Small Hall at Ingleby Barwick Community Hall from 6.30 pm – 8.30 pm.**

A poster has been distributed and is being displayed at various locations advertising the training session. NEAS usually say no more than 30 persons to a session so booking is essential.

Depending on the interest in this session, there may be an opportunity to look at organising further training later in 2018.

175.17-18 TOWN COUNCIL NEWSLETTER.

The Town Council considered the matter.

It was agreed that the publication date for the next Newsletter be March 2018.

This matter to be included on the agenda for consideration at the Town Council meeting on Wednesday 17th January 2018.

176.17-18 PLANTING OF WILD FLOWERS.

The correspondence received from Cllr Sally Ann Watson was referred to.

A copy of SBC's criteria for planting wild flowers was provided.

It was noted that Ward Councillors can fund this type of project using their Community Participation Budget.

Reference was made to the display of wild flowers this summer at the Ingleby Way entrance into the estate.

It was noted that any assistance from the Town Council with locating potential sites would be very helpful, should the planting of wild flowers be pursued.

The information which the Town Council had recently received on Grow Wild, was referred to. The information has been circulated to the local secondary schools.

A general discussion took place and various comments were raised.

Several possible locations were referred to which included the large open swathe of land along Ingleby Way, the section between Haresfield Way and Barwick Way.

Reference was made to land ownership, with particular regard to Village 6.

IT WAS RESOLVED that the Town Council send a letter to SBC to ascertain advice and guidance, on the most appropriate areas in Ingleby Barwick, which would be suitable for the planting of wild flowers.

177.17-18 PLANNING APPLICATIONS

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

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

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

178.17-18 CLERKS REPORT.

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

179.17-18 CORRESPONDENCE.

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.

The Clerk referred to the correspondence which had been received from SBC requesting the Town Council's comments on the proposals for a raised plateau at the puffin crossing on Beckfields Avenue, Ingleby Barwick.

IT WAS RESOLVED that this matter be included on the agenda for consideration at the Town Council meeting scheduled to take place on Wednesday 17th January 2018. The Clerk to advise SBC accordingly.

180.17-18 TOWN COUNCIL OFFICE CHRISTMAS & NEW YEAR CLOSURE.

IT WAS RESOLVED that the office closure dates be noted and accepted.

181.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

The next Ordinary Meeting of the Town Council is to take place on Wednesday 17th January 2018 at Ingleby Barwick Community Hall commencing at 7 pm.

182.17-18 DATE OF SPECIAL MEETING OF THE TOWN COUNCIL TO SET THE BUDGET FOR 2018/2019 – Wednesday 24th January 2018 commencing at 7 pm.

IT WAS RESOLVED that, if available, the Special Meeting be held in the meeting room at St. Francis of Assisi Church hall, Barwick Way, Ingleby Barwick. An alternative venue to be sought if the meeting room was not available

IT WAS RESOLVED that the Town Council records it's thanks to the Town Clerk for her continued hard work and support to the Town Council.

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

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