

MINUTES  
OF THE  
ORDINARY MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 14<sup>TH</sup> DECEMBER 2016  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL**  
**held at**  
**Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick**  
**on**  
**Wednesday 14<sup>th</sup> December 2016 at 7.00pm**

**PRESENT:**     **Chairman/Town Mayor:** Cllr Stefan Barnes

**Vice Chairman/Deputy Mayor:** Cllr Allan Mitchell

**Councillors:** Philip English, Tom Bowman, Ann Kenyon, Jenny Rutland, Ted Strike,  
Cheryl Thomas

**OFFICER:**     Tina Mansell, Acting Town Clerk

**IN ATTENDANCE:**     Ward Cllr Kevin Faulks   I.B East  
                                  Jamie Stephenson       Senior Neighbourhood Enforcement Officer  
                                  Jean Kirby               Proposed Community Centre Working Group

**168.16-17     HOUSEKEEPING**

The Chairman advised those present of the filming and recording protocol and of the emergency escape procedures.

**169.16-17     NOTICE OF MEETING**

The notice of the meeting was taken as read.

**170.16-17     APOLOGIES FOR ABSENCE**

Apologies were received from Cllr's Megan Patterson, James Emmerson, Sally Ann Watson

**171.16-17     CODE OF CONDUCT**

The Chairman asked members if they had any declarations of interest in any matters on the agenda.

Cllr Mitchell declared an interest in all items involving his role as a Stockton Borough Councillor (SBC) Ward Councillor

No other interests were given.

**172.16-17     MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON 21<sup>st</sup> SEPTEMBER 2016**

It was agreed that these minutes be deferred for amendments to be made.

**173.16-17     MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON 4<sup>TH</sup> NOVEMBER 2016**

Consideration was given to the minutes of the Extraordinary Meeting held on Friday 4th November 2016

**IT WAS RESOLVED** that the minutes be approved as a true and accurate record of the meeting. The Chairman to sign the minutes accordingly

**174.16-17     MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 16<sup>th</sup> NOVEMBER 2016**

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Consideration was given to the minutes of the Ordinary Meeting held on Wednesday 16<sup>th</sup> November 2016.

Cllr Thomas asked that agenda item 154.16-17 be amended to include her name when the changing the design of the building was referenced.

The amendment was agreed.

**IT WAS RESOLVED** that the minutes with the amendment made be approved as a true and accurate record of the meeting. The Chairman to sign the minutes accordingly

**175.16-17 MATTERS ARISING & UPDATES – From the minutes of the Town Council (for information only)**

**152.16-17 Relocation of Bench**

- SBC cannot give permission for the bench to be sited as they do not own the land and the landowner is unknown. It has been advised that the town council contact Durham Land Registry for more information.

This information was noted.

Reference was made to the 'Tees Heritage Park' sign adjacent to the new location site for the bench. It was suggested that SBC be contacted to clarify who owns the land that the sign is on.

**161.16-17 Poppies**

- It was advised that poppies are meadow plants that require poor conditions to grow therefore will not grow in the shaded areas of a hedgerow. It would also be costly to cultivate the land.

**157.16-17 Christmas Tree**

Awaiting documentation for the storage of Xmas tree

**176.16-17 INGLEBY BARWICK ENFORCEMENT SERVICES**

Senior Enforcement Officer Jamie Stephenson introduced himself to members of the council and public in attendance. The following report was then given:

The key locations for ASB are Tesco, the pathways leading up to Tesco and Lowfields Shops.

Working in partnership with all agencies has been beneficial in combating ASB.

Shift patterns for Enforcement Officers are regularly reviewed as most incidents occur between 4.00pm and 9.00pm.

Jamie was thanked for the information provided. It was agreed that he would provide a report for the town council meeting on 1<sup>st</sup> February.

Jamie was thanked for his attendance and then he left the meeting.

**177.16-17 PUBLIC PARTICIPATION**

**Beckfields**

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Reference was made to the cutting back and removal of some of the bushes and some residents concerns.

Litter pickers had been put in place twice a week to clear the litter from around the area.

### Traffic congestion

Reference was made to the roadworks. It was noted that they would be finished on time.

## 178.16-17 FINANCE

Consideration was given to the following:

### a) CURRENT BALANCE SHEET

**IT WAS RESOLVED** that the current balance sheet be approved.

### b) ACCOUNTS PAID

Date	Cheque No.	To whom	Purpose	Amount
17/11/16	102140	Restore Shred Ltd	Shredding collection services	£ 66.00
17/11/16	102141	SBC	Enforcement quarter 2	£14,724.89
17/11/16	102142	GymMad	Grant donation	£ 2,000.00
17/11/16	102143	St Francis of Assisi PCC	Grant donation	£ 1,854.60
17/11/16	102144	Stefan Barnes	Purchase of digital recorder	£ 109.99
17/11/16	102145	Stefan Barnes	Purchase of extension lead	£ 8.93
12/12/16	102146	Richardson Moving & Storage	Xmas tree storage	£ 46.80
12/12/16	102147	Richardson Moving & Storage	Xmas tree storage	£ 46.80
12/12/16	102148	Cllr S A Watson	Reimbursement for Bake Off prizes	£ 140.25
12/12/16	102149	Cornerstone Business Solutions	Office business premium user per month for Nov	£ 18.72
12/12/16	102150	IBCH	Hire of meeting hall	£ 30.00
12/12/16	102151	SBC	Installation of 3 cycle stands	£ 1,163.04
12/12/16	102152	Clerk	Monthly Remuneration for Nov	
12/12/16	102153	HMRC	Monthly Contribution for Nov	
12/12/16	102154	Clerk	Monthly Remuneration for Dec	
12/12/16	102155	HMRC	Monthly Contribution for Dec	
12/12/16	102156	CPC Computing	Monthly website hosting	£ 20.00
12/12/16	102157	Interim Clerk	Remuneration from 8-11-16 to 9-12-16	
12/12/16	102158	Cornerstone Business Solutions	Computer IT Support	£ 50.00
12/12/16	102159	Cornerstone Business Solutions	IT Support and Business User Premium for Oct/Nov	£ 138.72
Date	Standing order	To whom	Purpose	Amount
14/11/16	SO	Siemens FS	Photocopier rental	£ 122.96
28/11/16	SO	Robinsons	Office rent	£ 291.00
28/11/16	SO	Teesside PF	Employer/Clerk contribution	
Date	Direct Debit	To whom	Purpose	Amount
9/11/16	DD	EE	Telephone and Broad band	£ 37.21
9/11/16	DD	PC World	Computer Cover	£ 13.21

**IT WAS RESOLVED** that the town council confirm approval of the accounts paid. The Chairman to sign the sheet accordingly

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**c) ACCOUNTS DUE FOR PAYMENT**

The following accounts were submitted for payment:

<b>Date</b>	<b>Cheque No.</b>	<b>To whom</b>	<b>Purpose</b>	<b>Amount</b>
12/12/16	102160	Acting Clerk	Reimbursement for postage	£ 20.52
12/12/16	102161	IBCH	Hire of hall for meetings	£ 26.25
12/12/16	102162	SBC	War memorial Paving Strip	£ 1257.08

**IT WAS RESOLVED** that the accounts be approved for payment.

**d) BUDGET FOR GOSSIP MAGAZINE**

It was agreed that this be deferred and considered under agenda item number 'Community Communication' further down the agenda.

**e) CHEQUE SIGNATORIES**

**IT WAS RESOLVED** that Councillors Jenny Rutland and Cheryl Thomas be confirmed as cheque signatories for the town council. The bank mandate to be changed accordingly

**f) DONATION REQUEST**

**IT WAS RESOLVED** that the town council grant a donation of £200 to the Great North Air Ambulance with payment to be taken from the Wind Seamer Farm Account

**g) PAYMENT OF STAFF RENUMERATION**

**IT WAS RESOLVED** that staff remuneration be paid by standing order

**h) LYRECO REGISTRATION**

**IT WAS RESOLVED** that the town council register with Lyreco to purchase stationary and equipment for the town council office.

**179.16-17 PLANNING APPLICATIONS**

**a) CHANGE OF PROCEDURE**

Reference was made to the current procedure.

Consideration was then given to a new procedure which will see all applications for Ingleby Barwick sent to all members. Any member wishing to discuss an application to ask the Clerk to add it to the agenda at the next available meeting.

A general discussion took place and various comments were made.

**IT WAS RESOLVED** that the new procedure to deal with planning applications be approved

**b) PLANNING APPLICATIONS** – registered with Stockton on Tees Borough Council for the month of November 2016

The list of planning applications circulated to members via email were noted.

**c) PLANNING APPLICATIONS** – delegated decisions with Stockton on Tees Borough Council for the month of November 2016

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The list of delegated decisions circulated to members via email were noted.

**d) PLANNING APP NO. 16/2931/FUL**

**Proposal:** Application for the erection of a new leisure facility consisting of swimming pool, fitness gym, exercise studios, multi-purpose rooms, the relocation of public library from All Saints School, the relocation of the school car park, leisure facility car parking, repositioning of boundary fence, landscaping and reposition of highway access on to Blair Avenue

**Location:** Car park, All Saints Church of England Academy, Blair Avenue, Ingleby Barwick

A general discussion took place and various comments were made.

It was noted that Councillor Ted Strike and Councillor Cheryl Thomas opposed the application.

It was agreed that the town council would not be making any comments on this application.

**180.016-17 COMMUNITY COMMUNICATION**

Reference was made to the editorial in the last edition of the Gossip Magazine.

Consideration was then given to the setting up a working group to prepare the editorial for the next edition which will need to be approved by the town council before publication.

It was agreed that Cllr's Ted Strike and Cheryl Thomas will reside on the group.

It was agreed that the Acting Town Clerk contact Cllr's Megan Patterson and James Emmerson to ask if they would also like to reside on the group.

**IT WAS RESOLVED** that a Community Communication Working Group be set up

Consideration was then given to the budget.

**IT WAS RESOLVED** that the budget of £600 be approved for the next edition of the Gossip magazine

**181.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS**

The Chairman brought in Mrs Jean Kirby from the Proposed Community Centre Working Group to provide members with an update. The following was then reported:

A meeting was held between members of the Working Group, SBC, Kinsler LLP and Persimmon at SBC's offices.

The proposed program for the project was discussed.

The business case has been drafted and can only progress with construction tender prices.

Representatives from Kinsler LLP to meet with the Acting Town Clerk to look in to progressing with the Contracts Finder website.

The Acting Town Clerk to contact the Public Works Loans Board to see what is required to secure funding for the project.

SBC to draft a 'Letter of Comfort' to assist with the loan application.

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After the report was given Jean was thanked by the Chairman.

**182.16-17 COUNCIL PROCEDURES**

Consideration was given to the following:

**a) REVISED MODEL FINANCIAL REGULATIONS**

A general discussion took place and various comments were made.

Reference was made to the items highlighted in red which can be changed to suit circumstances and can be varied by the town council.

Members then went on to amend the revised regulations from NALC accordingly.

Reference was made to the changes to the instructions for the making of payments to include internet banking, use of a debit card and petty cash.

A discussion took place and various comments were raised.

It was agreed that the town council accept these changes to their instructions for the making of payments.

Reference was then made to the Contracts section of the regulations which have now been updated to include EU Procurement and Public Contract Regulations 2015 thresholds.

**IT WAS RESOLVED** that the revised Model Financial Regulations with amendments and the changes to the instructions for making payments be approved

**b) AMENDMENTS TO STANDNG ORDERS**

Consideration was given to amending the town council's Standing Orders 18a, c and d (vi) to be in line with the new revised Financial Regulations.

**IT WAS RESOLVED** that the amendments to the town council's Standing Orders be approved

**183.16-17 CORRESPONDENCE**

It was agreed that the list of correspondence received into the town council office be noted.

**184.16-17 XMAS OFFICE HOURS**

**IT WAS RESOLVED** that town council office close over the Xmas period

**185.16-17 DATE, VENUE & TIME OF THE NEXT MEETING OF THE TOWN COUNCIL**

The next meeting of the Town Council will take place on Wednesday 18<sup>th</sup> January 2017, Small Hall, Ingleby Barwick Community Centre, Haresfield Way, Ingleby Barwick at 7.00pm.

At this time the Acting Town Clerk left the meeting before consideration of the following items.

**186.16-17 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 items of business as publicity would be

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prejudicial to the public interest because of the confidential nature of the business to be transacted

**187.16-17 STAFFING MATTERS**

Consideration was given to the proposals.

**IT WAS RESOLVED** that the Clerk/Interim Clerk work plans be approved

**IT WAS RESOLVED** that advertising costs for the Administration Assistant job be approved

It was agreed that all other items be deferred until the next meeting.

There being no further business to be transacted the meeting was then closed.

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