

Minutes of the Town Council Meeting, 7.00pm on Tuesday 15th December 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. Dawn Tyreman and J Stephenson Stockton Borough Council Enforcement.

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.
- 5. Public Participation Part One:** The Chairman reminded attendees not to interrupt when other people were speaking. Ward Cllr Faulkes highlighted an incident that had taken place in the underpass near the Myton Public House. Enforcement had been contacted and CCTV investigated however nothing had been identified. Cllr Strike had requested that the Myton Public House check their CCTV.
- 6. Enforcement:** The Town Council were introduced to Jamie Stephenson, Stockton on Tees Borough Council's new Community Protection Operations Manager. Dawn Tyreman presented a report detailing requests for services and incidents during the period 1st January 2020 to 10th December 2020 for the both the East and West Wards. The total number of incidents recorded was 503 of which 45% (225 incidents) occurred in Ingleby Barwick East and 55% (278 incidents) in Ingleby Barwick West. The majority of calls throughout the year related to vehicle issues (196) and anti-social behaviour (148). Other calls related to noise/animals and littering/rubbish. Cllr Kirby asked if the vehicle issues related to parking problems at schools. It was difficult to determine a true picture due to the schools being closed from March to Sept due the Coronavirus Pandemic.

7. **Minutes of the Town Council Meeting held on 17th November 2020 and the Special Meeting held on 1st December 2020.** There being no amendments. Cllr Kirby PROPOSED and Cllr Barnes SECONDED and it was RESOLVED that the minutes of the Town Council Meeting held of 17th November 2020 be accepted as a true and accurate record of the meeting.

Councillor Kirby PROPOSED and Cllr Turnbull SECONDED and it was resolved that the minutes of the Special Town Council Meeting held on 1st December 2020 be accepted as a true and accurate record of the meeting.

8. **Clerk and Chairman's Report:**

i) Council Committees – The Clerk reported that the recommencement of Town Council Committees would commence in the New Year. Arrangements had been made for the Finance Committee to look at banking arrangements. Hub Maintenance Committee to look at car parking signage and room hire costs. Town Maintenance Committee to look at CCTV and the provision of living Christmas trees.

ii) Town Clerk Staff Appraisal – The Town Clerk had undertaken her staff appraisal with Cllrs Watson and Turnbull, this had proven positive by both parties. Details of the appraisal were available for Town Council Members.

9. **Leaflet Costs – Design, Printing and Distribution:** Following the Special Meeting held on 1st December 2020 a leaflet promoting details of the Enforcement Service and Police had been drafted by the Administration Assistant for approval by members. The costs for printing and distribution totalled £400. The Town Council commended the Administration Assistant on the production of the leaflet which was concise and easy to read. AGREED that the leaflet be produced and delivered to every household in Ingleby Barwick.

10. **Policy Steering Committee Terms of Reference:** Draft Terms of Reference for a new Policy Steering Committee were submitted for Council approval. The Committee membership would consist of the Chairs of each of the Town Council's Committees, calling on other Councillors for advice during policy reviews. The Council commended Cllr Irwin on the production of the draft Terms of Reference. AGREED the draft Terms of Reference be adopted.

11. **Christmas Closure of the Town Council Office:** It was AGREED to close the Town Council office from Thursday 17th December 2020 and reopen on Monday 4th January 2021. An out of office message for incoming emails would reflect this as would the telephone answering machine. This information would also be displayed on the Town Council's website.

12. **Town Council Representative on the Ingleby Barwick Communities:** The newly appointed Ingleby Barwick Communities had held their first meeting chaired by Cllr Kirby. There were seven partnerships within the Borough of Stockton-On-Tees. It had been suggested that the Town Council should have a representative, an appointment would be made at the Annual Meeting of the Town Council in May 2021.

13. **Hub solar Panels Update:** The Clerk provided an update on the position of the solar panels. Ongoing decisions were being held between the Town Council, Wharton Construction and

Kinsler regarding the responsibility for the installed meters and subsequent energy contract. Further updates would be provided in due course.

14. **Borough Councillors' reports:** Written reports from the East and West Wards by the Borough Councillors were presented. Issues related to:-
 - Anti social behaviour and crime
 - Road sign – Springhill Grove
 - Path erosion between Lowfields Ave and Bassledon Beck
 - Cycling through Regency Park
 - Ingleby Trail Sculpture location
 - Barwick Lane – bush cutting
 - Christmas lights
15. **Committee Minute and Committee Update:**
 - i) Personnel Committee – 10th December 2020 PROPOSED by Cllr Watson and SECONDED by Cllr Turnbull. Cllr Watson provided an update on the Personnel Committee which would be subject to further discussion in Item 23, Staffing Matters.
16. **Finance – Monthly Reports.** The Clerk presented the financial transactions for the General Account from 1st to 30th November 2020 and the financial transactions from the Hub Account from 1st to 30th November 2020. It was RESOLVED that the financial reports be approved.
17. **Budget 2021/22 – Suggestions for inclusion in the 2021/22 Budget:** The Clerk requested that any suggestions for inclusion in the 2021/22 budget be forwarded to her. Cllr Strike requested that CCTV be included. He requested that options be provided on the budget to enable a zero increase in the Council precept. Cllr Watson suggested that the Finance Committee should have an involvement in the preparation of the budget. Cllr Patterson requested that a budget for an events programme be identified.
18. **Planning Applications:** Details of planning applications up to week ending 6th November 2020 and the delegated decisions up to week ending 6th November 2020 were presented.
19. **Matters of Concern to Councillors:** Cllr Rutland requested that a future ward councillors' report would include any provision for the parking at Sandgate shops to alleviate current problems.
20. **Date of Next Town Council Meeting** - to be held at 7.00pm on Tuesday 19th January 2021 via zoom. A Special Meeting will be held on Thursday 14th January 2021 for the Budget 2021/22.
21. **Public Participation Part 2 :** Ward Cllr Faulkes responded to Cllr Rutland's request on parking provision at Sandgate Shops highlighting that the Rings had not yet been adopted by Stockton Borough Council and was still under ownership of Persimmon Homes. Options were being investigated. With regard to CCTV details would be submitted to the Town Council for consideration.

22. Exclusion of the press and public during consideration of the following item(s) 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.

23 Staffing Matters:

- i) Town Clerk – recalculation of salary. The Personnel Committee had met to determine a recalculation of salary.

THE TOWN CLERK, CLLRS EMMERSON, IRWIN AND STRIKE LEFT THE MEETING – CLLR WATSON IN THE CHAIR.

Cllr Watson highlighted that the guidance from the Society of Local Council Clerks (SLCC) Job Evaluation model had been provided which had resulted in the need for a recalculation of the Town Clerk's salary. It was identified that the Town Clerk's salary should be placed on point 33-36 of the Local Government Salary Scales due to the Job Functions, Job Profile, Job Assessment and Experience and Qualifications as highlighted within the nationally agreed Job Evaluation document. The new salary would be backdated to 1st April 2020. PROPOSED by Cllr Watson and SECONDED by Cllr Kirby. AGREED that the increase in the salary of the Town Clerk be APPROVED as detailed.

THE TOWN CLERK RETURNED TO THE MEETING

Cllr Watson thanked everyone for their participation and closed the meeting.

The meeting finished at 8.15pm.