

**Minutes of the Town Council Meeting, 7.00pm on Tuesday 17th December 2019
held at The Rings Community Hub, The Rings, Ingleby Barwick**

Present: Cllrs J Emmerson (Chairman), S Barnes, P Dodds, J Irwin, J Kirby, M Patterson, S Smith, T Strike, R Turnbull and SA Watson.

In Attendance: 1 Enforcement Officer, Enforcement Services, one member of the public and Ward Cllr K Faulks.

Mrs. J. McGeeney, Town Clerk, J. Stevely, Admin Assistant.

The Chairman, Cllr James Emmerson opened the meeting and welcomed all present to the December 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 board at the Ingleby Barwick Community Hall, Beckfields.
3. **Apologies:** Apologies for absence were received from Cllr H Brown and Cllr J Rutland.
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, also as an owner of a business at 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, Chairman of the Ingleby Barwick Community Partnership and anything relating to the Myton Planning Application and Cllr Stefan Barnes, relating to any items relating to Ingleby Healthcare.
5. **Public participation:** Mr P Bainbridge suggested a proposal for a possible commemorative memorial in Ingleby Barwick in recognition of the 18 RAF personnel and four civilians who were killed as a result of five RAF aeroplanes crashing on Ingleby Barwick during WW2.

Cllr Kirby highlighted problems encountered by the Town Council when the existing memorial stone was commissioned in respect of land ownership. Councillors were in support of the idea and requested this be investigated by the Town Maintenance Committee.

6. **Minutes of Town Council Meeting held on 19th November 2019 and the Special Town Council Meeting held on 10th December 2019** there being no amendments requested, Cllr J Emmerson proposed, Cllr J Kirby seconded and it was **RESOLVED** to accept the minutes of the Town Council meeting on 19th November as a true and accurate record of the meeting.

Councillor Ted Strike proposed and Cllr SA Watson seconded and it was **RESOLVED** to accept the minutes of the Special Town Council meeting held on 10th December 2019 as a true and accurate record of the meeting.

7. **Ingleby Barwick Enforcement Service Report:** The officer present detailed request for services and incidents during the period 1st April 2019 to 17th December 2019 for the both

the East and West Wards. The total number of incidents recorded was 384 of which 46% (176 calls) occurred in Ingleby Barwick East and 54% (208 calls) in Ingleby Barwick West. The majority of the calls received during the reporting period related to vehicle issues (59%) and anti-social behaviour (41%). Other calls related to issues regarding noise/animals and littering/rubbish.

Councillor Barnes had reported damages to grass verges from cars parking at mobile polling stations on election day.

8. Clerk and Chairman's report:

- i) **Acoustic panels update:** The Clerk reported that works for the installation of acoustic panels to the ground floor and first floor halls had been completed. Feedback from users had been extremely positive.
- ii) **BT – update on fibre broadband connection:** Further to the last meeting the Clerk had obtained costings from BT for the provision of a second line being installed to enable wi-fi to be offered to users. The cost of the line would be £39.99 per month, installation costs would be waived by BT. **AGREED** that the second line be installed.
- iii) **Six month review –** The Chairman reported to the Town Council achievements made from June to December 2019 and plans for 2020. This included:
 - Appointment of new Town Clerk
 - Opening of the Hub
 - Seamer Windfarm Fund – This year had paid for wildflower seed sowing, the realignment and change to LED bulbs at St Francis of Assisi church and flag for Brownies.
 - Internet installed
 - Adopted new policies and procedures for CCTV and Co-option
 - Co-opted a new member
 - Welcomed five new members to the Town Council
 - Grant to the Poppy Appeal
 - Production and circulation of community newsletter
 - Six new committees created – Finance, Youth, Hub Maintenance, Town Maintenance, Events and Personnel Appeals

9. **Windows 7:** The Clerk reported that support for Windows 7 would be ending in January 2020. Implications for the Town Council were that one machine plus the laptop could potentially be affected. The Clerk was requested to approach Cornerstone to resolve the issue.

10. **Draft Co-option Policy:** Further to the meeting of the Town Council held on 15th October 2019 the draft Co-option had been amended to incorporate the wishes of the Town Council in respect of the Co-option meeting and notifying the successful candidate. The Town Clerk had also produced a generic Co-option application form which was welcomed by the Town Council. **AGREED** that the Town Council Co-option policy be approved.

11. **Borough Councillor's reports:** Written reports from the East and West Wards by the Borough Councillors were presented. Issues related to:

- Parking on grass verges
- Investment in Ingleby Barwick Town Centre

- Dropped kerbs
- Dog fouling
- Overhanging trees
- Sandgate crossing/road safety

- 12. Committee Minutes:** The following minutes were AGREED, with the exception of the Hub Maintenance 3rd December 2019, which would be presented at the next Town Council Meeting.
- i) Finance – 18th November 2019 – proposed by Cllr Irwin and seconded by Cllr Kirby
 - ii) Town Maintenance 26th November 2019 – proposed by Cllr Kirby and seconded by Cllr Smith NB councillors requested that an item on the Town Council adopting areas of public open space be presented at the next Town Council meeting.
 - iii) Youth – 28th November 2019 – proposed by Cllr Emmerson and seconded by Cllr Irwin
 - iv) Personnel – 29th November 2019 – proposed by Cllr Watson and seconded by Cllr Patterson
 - v) Hub Maintenance – 3rd December 2019
- 13. Finance/Monthly reports:** The Clerk presented the financial transactions for the Town Council's current account from 1st – 31st October 2019 and 1st – 30th November 2019. The financial transactions from the Hub account for 1st – 31st October 2019 and 1st – 30th November 2019. It was RESOLVED that the financial reports be APPROVED.
- 14. Planning Applications:** details of the planning applications and delegated decisions up to week ending 8th December were presented.
- 15. Town Council Office Christmas Closure:** It was agreed to close the Town Council office on Thursday 19th December 2019 to and reopen 6th January 2020. An out of office message for incoming emails would reflect this as would the telephone answering machine and this information would be displayed on the Town Council's website.
- 16. Matters of concern to Councillors:** A special meeting of the Town Council would be held on Tuesday 14th January 2020 to discuss the budget.
- 17. Date of next Town Council Meeting:** To be held at 7.00pm on Tuesday 21st January 2020 at the Rings Community Hub.
- 18. Exclusion of Press and Public:** Councillor Emmerson thanked member of the public for attending and requested they left the meeting before matters of a confidential nature were discussed. All other than the Town Council left the meeting.
- 19. Staffing Matters:**
- i) Youth worker/Youth Support Worker update: The Town Council were informed that interviews had been held on Monday 16th December 2019. Subject to satisfactory references being received it was **AGREED** to appoint one further Youth worker and two Support Youth Workers.

The Town Clerk left the meeting.

- ii) The Town Clerk proposed increase in contracted hours: Councillors discussed the hours the Town Clerk had undertaken since her role began. It was AGREED that her hours be increased from 20hrs to 30hrs per week with effect from 1st January 2020.

The Chairman thanked everyone for their participation.

The meeting closed at 8.20pm.

DRAFT