

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE ORDINARY MEETING HELD AT 7.00 PM  
ON WEDNESDAY 5<sup>th</sup> DECEMBER 2018  
AT INGLEBY BARWICK COMMUNITY HALL**

**PRESENT:** Cllrs S. Barnes, (Chair), J. Kirby (minute-taker), A. Kenyon, J. Rutland, T. Strike, S.A. Watson and M. Patterson

**IN ATTENDANCE:** J Stevely, Admin Assistant; Cheryl Thomas; Gill Dixon, Blood Run; Helen, Enforcement Officer

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 notice/agenda for the meeting had been published on the IBTC website and placed on noticeboards in the town.
3. **APOLOGIES FOR ABSENCE:** Cllrs P. English and J. Emerson, M. West, Acting Clerk.
4. **DECLARATIONS OF INTEREST:** Cllr Barnes declared anything to do with Ingleby Health Care, Cllr Watson declared personal/non-prejudicial interests in all items involving her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor.
5. **DISPENSATIONS:** Cllr Bowman (July 2018).
6. **PUBLIC PARTICIPATION:** Cheryl Thomas raised concern about her disqualification as a Town Councillor due to non-attendance for 6 months; questioning the accuracy of the information provided by the Clerk. (The Clerk had provided a written report on the disqualification rules). Cllr Strike requested the decision be reversed as he believes that the December meeting would be the sixth one and that he felt it unfair. Discussion followed about the position being vacant; it was felt that being so close to elections in May, and with the Town Council still quorate, there was no need to advertise the vacancy. Cllr Strike requested clarification of the situation, from the Acting Town Clerk, together with a record of meetings not attended by Cllr Thomas. Councillors agreed to this action and the Chairman stated that he would personally investigate. **Action:** Acting Clerk and Cllr Barnes to clarify the situation.
7. **MINUTES OF THE ORDINARY MEETING:** It was **resolved** to approve the minutes of the meeting held on 14<sup>th</sup> November 2018 and these were signed by the Chairman.
8. **MATTERS ARISING:** (a) *Beckfields Bus Shelter* - Cllr Watson gave update on the Beckfields bus shelter litter bin. The base has been laid but SBC have run out of bins and Cllr Watson was not sure it will be replaced before Christmas. She was asked to email

the office if it was put in place before the Christmas break. **Action:** Cllr Watson to let office know once litter bin in situ.

*(b) Request to Police Commissioner* – Chair read out the email reply from the Commissioner’s office and a discussion followed. It was **resolved** that the Acting Town Clerk be requested to respond to the email stating that the Town Council are not happy with response, that a CPSO is needed in Ingleby Barwick and if one cannot be provided to ask the reason for this. Councillors also **agreed** to copy Cllr David Harrington into the email.

*(c) Christmas Trees* – The Chair read out an email from the Yarm Town Clerk, stating that Yarm were given a free tree by SBC every year. Discussion followed, and it was **resolved** that the Acting Town Clerk should contact SBC to ascertain whether Ingleby Barwick is also eligible for a free Christmas tree, and if not, the reason why Yarm gets one. Should not all Towns be treated with parity? Clerk to bring reply to January meeting. **Action:** Clerk to contact SBC regarding parity with Yarm over the provision of a free Christmas tree.

9. **INGLEBY BARWICK ENFORCEMENT:** The Enforcement Officer present spoke to the written report tabled. Councillors then discussed the problems of parking at school time. Cllr Watson stated that she had residents around Regency Park complaining about parking which Enforcement are aware of. Cllr Strike raised concern about fly tipping which brought the discussion to ‘The Teal’ car park, where the recycling units had been removed, which has resulted in more pressure being put on the Tesco recycling units. Cllr Watson then showed photographs of the result of residents just dumping rubbish around the recycling containers. Cllr Kirby stated that, if that were the case, and residents were abusing the recycling area, the units should be removed altogether. Cllr Watson demurred, stating that people would just dump the rubbish elsewhere in Ingleby. Cllr Kirby stated that this was already occurring at the Tesco recycling point, as people are not putting material into the containers, just leaving it at the site, causing the terrible problem of environmental pollution.
10. **CHAIRMANS REPORT:** The Chairman read out his report which included reference to the recent town-wide survey. Councillors **resolved** to pay a subscription to Survey Monkey in order to access those 48 responses inaccessible free of charge; once the responses had been downloaded, to then cancel the subscription. The Acting Clerk was requested to proceed with this without further reference to the Town Council. **Action:** Clerk to pay subscription to Survey Monkey, download all responses and then cancel the subscription.
11. **PERSONNEL COMMITTEE REPORT:** Cllr Emmerson not being present, it was **resolved** to defer this item to the next meeting.
12. **THE RINGS COMMUNITY CENTRE WORKING GROUP REPORT:** Cllr Kirby reported:
  - (a) **BUILDING UPDATE:**

- The building contract has been signed by Whartons and passed to the Town Council to counter-sign and return to Kinsler, for them to certify a copy of the signed contract which will be given to the Town Council.
- The Contractor would like to discuss an appropriate entry system with the Onsite Building Trust, as they will be managing the Centre. It was **resolved** to go ahead with this. Cllr Kirby to instruct all parties.
- Alarm system – the question was raised, ‘Should the Clerk and/or Town Councillors be required to respond to call outs?’ Councillors felt this inappropriate and requested that the Clerk obtain costings for a call out service from private companies, such as Redcare and Chubb - costings to be included in options for the January Budget meeting. **Action:** Clerk to obtain costings for a ‘call out’ service and include in budget proposals.
- Measurements of rooms – ground floor hall approximately 40’ by 33’, upstairs lounge/hall approximately 39’ by 20’.
- Next site meeting planned for 20<sup>th</sup> December but might be moved to another date.

**(b) SPECIAL MEETING WITH ONSITE BUILDING TRUST:**

Cllr Kirby suggested that a separate meeting of Councillors was probably needed to enable proper discussion of the hire agreement and other issues Councillors might wish to raise, in relation to the use of the new Centre. A meeting with Onsite would be appropriate and she proposed that, as Beckfields Hall would be available on the 13<sup>th</sup> February at 7pm, this would be an appropriate date. It was **resolved** to call a special meeting of the Town Council, and to extend an invitation to Ian Brown, OnSite. As this meeting would only have one agenda item and that was a confidential business matter, this meeting would not be open to the press or public. The Acting Clerk was requested to confirm the booking of the hall and to invite Ian Brown to the meeting. **Action:** Clerk to confirm booking of hall for 13th February and to extend an invitation to Ian Brown, copied to Cllr Kirby.

**13. FINANCE:**

**(i) MONTHLY REPORTS:** Councillors discussed the reports tabled and it was **resolved** to approve them.

**(ii) BANKING ARRANGEMENTS:** Internet banking was discussed, and Councillors were updated on the current situation. There are now three Councillors able to do internet banking on behalf of the Town Council.

**14. BLOODRUN REQUEST FOR GRANT/DONATION:**

A funding request had been received from charitable organisation, ‘BloodRun’, who provide an emergency blood transport service to hospitals in the area. It was noted that Gill Dixon, ‘BloodRun’, was present and willing to respond to any questions. Councillors discussed the request and it was **resolved** that a donation of £200 would be made to ‘BloodRun’ from the Town Council’s funds. **Action:** Acting Clerk to action this decision.

15. **BOROUGH COUNCILLOR'S REPORT:** Cllr Patterson (West Ward) not being in attendance, Cllr Watson reported for East Ward on the following - the parking problem at Ingleby Mill Primary School and an update on the Beckfields bus shelter litter bin. Following the earlier discussion regarding recycling problems, she stated that she would report back on this issue, especially the Tesco problem.
16. **BUDGET 2019/2020:** The Clerk had requested suggestions as to what Councillors wished to include in the 2019/20 budget, in order that she might have time to ascertain costs. Cllr Strike requested that the IB Community Partnership, which he chairs, be given an annual amount from the Town Council, because of the work they do for the community. Councillors also wished to see included, Living Christmas trees, CCTV, Christmas decorations for the lampposts leading towards Queen Elizabeth Way and funding for some sort of 'Bake off' Competition, not necessarily connected to Children in Need (maybe another charity the Town Council already gives to, like the Air Ambulance?). Cllr Kirby suggested that Councillors email the Acting Clerk with any other suggestions over this month ready for the Budget. **Action:** ALL Councillors to send suggestions as to what they would wish to see included in the 2019/20 budget to the Clerk, ASAP.
17. **CCTV:** As the CCTV were on the West Ward, and Cllr Patterson not present, there was no update. It was **agreed** to postpone this to the next meeting. **Action:** Clerk to put CCTV update on next meeting agenda.
18. **CORRESPONDENCE:** The Chair read out the list of correspondence received since the last meeting and mentioned that the Ingleby Litter Picking Group had been nominated by the staff for the SBC Mayor's Award. The rest of the correspondence was noted.
19. **PLANNING APPLICATIONS:**  
Cllr Kirby raised the Lidl application for signage - application number 18/2565/ADV. Except for Cllr Rutland, Councillors objected to the application, which was for signage on the area where the proposed store will be. Cllr Watson noted that the full application for the store was still in its early stages and had not yet been brought before the SBC Planning Committee. Councillors queried why it was a separate application. The Admin Assistant made notes on the detail of the objections. It was **resolved** that the Town Council's objections to the application be sent to SBC Planning Department immediately. **Action:** Admin Assistant to forward objections to SBC Planners.
20. **CLERK'S REPORT:** Cllr Kirby read out the Clerk's Report. In relation to her expressed concerns about current banking arrangements, Councillors **agreed** in principle to spread funds across financial institutions, in order to be covered by the government's indemnity guarantee. The Acting Clerk was requested to investigate what other Banks and Building Societies could offer, and to report on her findings to the January meeting. **Action:** Clerk to investigate banking options and report to January meeting.

**21. DATES OF FUTURE MEETINGS:** It was noted the next meeting would be at 7.00pm, Wednesday 16<sup>th</sup> January and the Budget Meeting at 7.30pm, Monday 28<sup>th</sup> January at Ingleby Manor Free School.

**22. EXCLUSION OF THE PRESS AND PUBLIC:** All members of press and public asked to leave the meeting.

**23. STAFFING MATTERS:**

Two meetings had been held by the Personnel Committee. It was noted that confidential minutes were not posted on the website. A letter had been received from the Clerk, confirming the date of the Welfare meeting, which went ahead with the Clerk having someone with her. Written notes of the meeting were made at the time, and the Clerk, and the two Councillors in attendance, agreed and signed the notes as an accurate record. The Personnel Committee's next step is to seek a GP's report. It was noted that a 'Not Fit' note had been received from the Clerk for a further 6 weeks.