

MINUTES
OF THE
ORDINARY MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 15TH FEBRUARY 2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

Register of interest forms A & B.

Councillors were reminded to update their Register of Interest forms, as and when required.

230.16-17 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 18TH JANUARY 2017.

The Minutes of the Ordinary Meeting held on 18th January 2017 were considered.

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

231.16-17 MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 1ST FEBRUARY 2017.

The Minutes of the Special Meeting held on 1st February 2017 were considered.

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

232.16-17 PUBLIC PARTICIPATION.

No matters were raised.

233.16-17 INGLEBY BARWICK ENFORCEMENT SERVICE.

Monthly update

A general update was provided on matters which had been dealt with or were continuing to be dealt with.

234.16-17 CRIME PREVENTION, INGLEBY BARWICK.

Enforcement Service - Statistics from SBC

The Chairman invited Vicky Hatton from SBC Enforcement Service to address the meeting.

Vicky provided Councillors with a Report on Ingleby Barwick for the period 1st April 2016 – 31st December 2016, a copy of which is held on file.

The total number of incidents during the reporting period were 704.

A chart was provided which shows 33% of incidents relate to Group – ASB issues, followed by 22% Vehicle issues, 15% Noise/Animal issues and 12% Environmental issues such as littering, rubbish and graffiti.

**Chairman.....
Wednesday 15th March 2017**

The remainder is made up of the following:

- 1.5% V10 FPN
- 1.5% Alcohol issues
- 4% Individual ASB issues
- 4% Fire issues
- 6% Tasking/Patrol/Other

The following was also provided within the report:

- List of repeat locations
- A table showing the types of incidents
- Information on Core days
- Information on Core times
- A chart showing core days and times

Vicky outlined the information on the Report and provided explanation and clarification where necessary.

Queries were raised by Councillors on procedures relative to the incidents, FPN's including where the money goes from the fines, core days and times etc.

A general discussion took place and various comments were raised.

Vicky also provided information on CCTV, SBC Security Centre, educating the public which includes visits to the local schools and liaising with the ASB team etc.

Vicky outlined 'restorative justice' and gave some examples of when it had been used.

A discussion took place on the dedicated times specified on the SLA.

Service Level Agreement (SLA) 2017/2018

The Town Council considered the SLA.

The hours of dedicated coverage on Wednesday's and Thursday's were discussed.

IT WAS RESOLVED that the hours be adjusted on a Wednesday and Thursday as agreed, for a period of two months from 1st April 2017.

IT WAS RESOLVED that the SLA, with the required amendments, be signed by Cllrs Stefan Barnes and Sally Ann Watson, witnessed by the Clerk.

Visit to Security Centre – Attendees, date and time

Consideration was given to arranging a visit to SBC Security Centre for Councillors who had not visited the Centre before. The Clerk to also attend.

Cllrs Ann Kenyon, Jenny Rutland, Ted Strike, Cheryl Thomas and Sally Ann Watson expressed an interest in attending.

Chairman.....
Wednesday 15th March 2017

The Clerk to liaise with SBC and make arrangements accordingly.

The Chairman thanked Vicky Hatton for her attendance and the information provided. Vicky left the meeting at this point.

235.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS.

Matters requiring consideration and agreement following discussions with Kinsler Partners and the Architect

Reference was made to the information meeting with Kinsler Partners and the Architect on 8th February 2017.

Consideration was given to the list of Fixtures and Fittings items which were agreed 'in principle'.

The following points were also confirmed:

- **Windows** Shutters to be priced into the Tender
Coverings to be blackout roller blinds
- **Toilets** Sensor lighting
Sensor taps
- **Music Spkrs** Two separate systems for upstairs and downstairs
- **Car Park** Lit bollards to be installed at time of build

IT WAS RESOLVED that the Town Council approves the list of items, including the points confirmed above. A copy to be held on the Town Council file.

Kinsler Appointment Particulars

The Town Council considered the final version of the Appointment Particulars, 2 copies of which had been provided by the Town Council's solicitor.

IT WAS RESOLVED that the Appointment Particulars be signed by Cllrs Stefan Barnes and Sally Ann Watson, witnessed by the Clerk.

Elder Lester McGregor Architects – Agreement for Appointment, to consider the draft and any comments raised by the Town Council's Solicitor

It was noted that Information is awaited from the Solicitors.

To consider the fixed price quote for VAT advice from The Parkinson Partnership.

The Town Council considered the fixed price quotation from The Parkinson Partnership for sum of £ 500.

IT WAS RESOLVED that the quotation be accepted. The letter of Engagement to be signed by Cllrs Stefan Barnes and Sally Ann Watson, witnessed by the Clerk.

**Chairman.....
Wednesday 15th March 2017**

To consider the update on costings provided by Archers Law Solicitors

The update on costings provided by Archers Law Solicitors was considered.

IT WAS RESOLVED that the Town Council agrees with the costing information provided, which was accepted and approved.

To consider the information to be made available for distribution at the Public Meeting on 25th February 2017, in respect of the Town Council's proposed intention to apply for borrowing approval from the Secretary of State for a Loan

The Clerk to create a leaflet outlining the basic information which could be distributed at the Public Meeting and made publicly available to the community.

It was suggested that a dedicated section be added to the Town Council website where information and updates could be provided on the project.

It was agreed that this matter be progressed.

To agree representation at the Public Meeting to be held on Saturday 25th February 2017, in the Community Hall, Beckfields, 12 noon – 4 pm

The Town Council discussed the arrangements for the Public Meeting and representation was agreed, with Councillors expressing their preference to cover specific time slots i.e. 12 noon – 2pm, 2pm – 4 pm and 12 noon – 4 pm.

236.16-17 MATTERS ARISING AND UPDATES.

Minute No. 96.16-17(a) Defibrillator

This matter was considered and it was agreed that the Clerk contact the Community Centre Management Committee to ascertain details of the electrician used at the Community Hall, to obtain a quote for installation. Also, the Management Committee's comments to be requested on the matter of a nominated 'Guardian' to check the equipment on the required basis.

Minute No. 197.16-17(c) Christmas Tree fencing

It was agreed that further information be sought from SBC on the matter in respect of required permissions and fencing suppliers.

Minute No. 180.16-17 Gossip Article

This matter to be considered at the March 2017 meeting of the Town Council.

The content of the article was referred to, which is to include an update on the proposed Community Centre project.

Minute No. 222.16-17 Nomination for Buckingham Palace Garden Party on Tuesday 16th May 2017.

It was noted that the Town Council's nomination had been unsuccessful.

237.16-17 GYMMAD.**Grant Allocated in November 2016 for £ 2,000**

The grant of £ 2,000 allocated to GymMad in November 2016 was referred to.

GymMad are continuing to pursue premises for expansion of the Academy, however a formal agreement has yet to be put in place.

IT WAS RESOLVED that the Town Council requests the return of the grant at this point until premises have been secured and the required paperwork is in place.

It was noted that GymMad are welcome to resubmit their application for consideration, once all the required documentation is in place.

To consider the verbal 'agreement in principle' given for a letter of support, requested by GymMad under public participation at the Town Council meeting on Wednesday 18th January 2017.

This matter was deferred pending receipt of further information.

238.16-17 FINANCE.**Current Balance Sheet**

IT WAS RESOLVED that the current balance sheet be approved.

Accounts due for Payment**January & February 2017:**

The following payments have already been made, the Town Council to confirm approval:

Standing Order Payments January 2017

Date	To whom	Purpose	Amount
30/01/17	Robinsons	Office Rent Feb 2017 & Agreed Backdated Amount	£ 299.71
30/01/17	Teesside PF	Employer/Clerk Contribution January 2017	

Direct debit payments February 2017:

Date	To whom	Purpose	Amount
09/02/17	EE	Telephone & Broadband	£ 40.92
13/02/17	Siemens	Lease of Copier	£ 122.96

Chairman.....
Wednesday 15th March 2017

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
01/02/17	102178	CASH	Petty Cash	£ 50.00
01/02/17	102179	S.B.C.	Mayor's Charity Fund	£ 50.00
01/02/17	102180	Lyreco	Stationery etc. & Safe	£ 324.59
08/02/17	102181	I.B. Comm. Hall	Use of Hall 18.01.17	£ 18.75
08/02/17	102182	I.B. Comm. Hall	Use of Hall 25.01.17	£ 30.00
08/02/17	102183	S.B.C.	Storage of Xmas Tree 2017	£ 216.00
08/02/17	102184	Doc. Solutions	Cost of Copies	£ 48.85
08/02/17	102185	Cornerstone BS	IT Support	£ 60.00
08/02/17	102186	G. Prudhoe & Co. Ltd	Bake Off Competition 2016 – Rosettes etc.	£ 77.88
08/02/17	102187	Trinity Mirror Publishing Ltd	Advert in Gazette etc. for part time Admin Assistant	£ 347.14

IT WAS RESOLVED that the Town Council confirms approval of the accounts paid. The Chairman to sign the Accounts sheet accordingly.

IT WAS RESOLVED that the Town Council approves payment of the following accounts and the Chairman to sign the Accounts sheet accordingly:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
15/02/17	102188	Interim Clerk	Remuneration from 16.01.17 to 10.02.17	
15/02/17	102189	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions Feb 2017	
15/02/17	102190	Cornerstone BS	Computer – Office 365 Feb 2017	£ 18.72
15/02/17	102191	S.B.C.	Enforcement Quarter 4	£14,724.87
15/02/17	102192	Cpc computing	Website hosting Jan 2017	£ 20.00
15/02/17	102193	Lyreco	Stationery etc.	Invoice Awaited
15/02/17	102194	I.B. Comm. Hall	Use of Hall 1.2.17 & 15.2.17	Invoice Awaited
	102195	VOID		
15/02/17	102196	SLCC	CAB Local Council Administration Book	£ 73.60 + delivery Invoice Awaited
15/02/17	102197	SLCC	Clerk Membership 2017	£ 225.00 Invoice Awaited

Chairman.....
Wednesday 15th March 2017

Standing Orders:

Date	To whom	Purpose	Amount
28/02/17	Robinsons	Rent due 05/03	£ 291.67
28/02/17	Teesside PF	Employer/Clerk Contribution Feb 2017	
02/03/17	Town Clerk	Remuneration February 2017	

Bank Mandate Change - Additional cheque signatories

Cllr Cheryl Thomas requested that an alternative Member be considered as a cheque signatory.

IT WAS RESOLVED that the two additional cheque signatories now be Cllrs Stefan Barnes and Jenny Rutland. The bank mandate to be changed and submitted accordingly.

Software for converting PDF's to Word

Consideration was given to the subscription options with Adobe for converting pdf's to word.

IT WAS RESOLVED that the Town Council subscribes to the option which requires an annual commitment, as this provides more features.

Office Safe

It was noted that the safe has been purchased and received. Concerns were raised about the battery compartment, which is to be checked.

239.16-17 TOWN COUNCIL POLICIES AND PROCEDURES.**Standing Orders – To consider the time allocated for Public Participation at Town Council meetings**

This matter to be considered when the Town Council reviews its Standing Orders at the annual meeting of the Council in May 2017.

Communications Policy

The Town Council considered the draft Communications Policy.

No amendments were proposed.

IT WAS RESOLVED that the Policy be adopted by the Town Council.

Press & Media Policy

The Town Council considered the draft Press & Media Policy.

No amendments were proposed.

IT WAS RESOLVED that the Policy be adopted by the Town Council.

Chairman.....
Wednesday 15th March 2017

Social Media Policy

The Town Council considered the draft Social Media Policy.

No amendments were proposed.

IT WAS RESOLVED that the Policy be adopted by the Town Council.

240.16-17 PLANNING APPLICATIONS.

(a) Planning Applications - Registered with SBC in January 2017.

The list of planning applications registered with SBC in January 2017 which had been circulated to members on a week by week basis via email, were noted.

No observations or comments had been raised.

(b) Planning Applications - SBC Delegated Decisions in January 2017.

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

241.16-17 CLERKS REPORT.

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

242.16-17 CORRESPONDENCE.

The list of correspondence received into the Town Council office was noted.

243.16-17 TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY.

No items were received.

244.16-17 DETAILS OF THE MARCH 2017 MEETING OF THE TOWN COUNCIL – Wednesday 15th March 2017 in the Small Hall, Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick, commencing at 7.00 p.m.

Tina Mansell, Temporary Administration Assistant and the members of the public in attendance left the meeting at this point.

245.16-17 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS.

IT WAS RESOLVED that 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 of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

246.16-17 STAFFING MATTERS.

An update was provided on the vacancy currently advertised for a permanent part time Administration Assistant.

It was noted that the closing date for applications is Wednesday 22nd February 2017 and the interviews will take place on Monday 6th March 2017.

IT WAS RESOLVED that the interviews take place in the meeting room at St. Francis of Assisi Church, Barwick Way, Ingleby Barwick. The cost of the booking was agreed and approved for payment.

The Appointment of the permanent part time Administration Assistant will be considered at the Town Council meeting on 15th March 2017.

There being no further business to be transacted, the Chairman thanked everyone for their attendance and closed the meeting.

**Chairman.....
Wednesday 15th March 2017**