

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

She stated therefore that she would be giving a view based on the information available to date, and would reserve the right to consider all of the information available at a later date and to take a different decision/have different views if and when SBC Planning Committee considers the application.

No further interests were declared.

To consider any requests for dispensations

No requests for dispensations had been received.

Register of interest forms A & B.

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

251.16-17 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 15TH FEBRUARY 2017.

The Minutes of the Ordinary Meeting held on 15th 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.

252.16-17 PUBLIC PARTICIPATION.

The following matters were raised:

New Leisure Facility, Ingleby Barwick

Councillors were thanked for their support and attendance at SBC Planning Committee meeting on 1st February 2017 when the application for the new leisure centre was approved. Positive comments were received in respect of the project.

Public Participation at Town Council Meetings

It was requested that consideration be given to having an allocated time for public participation further down the agenda, possibly as well as having the slot at the beginning.

As agreed at the Town Council meeting held on 15th February 2017, this matter to be considered when the Town Council reviews its Standing Orders at the Annual Meeting of the Council in May 2017.

Several members of the public present indicated that they had concerns to raise in respect of **agenda item no. 14 (c)** which was quite a way down the agenda.

IT WAS RESOLVED that **agenda item no. 14 (c) Planning Application No. 17/0389/OUT** be considered following the monthly update from Enforcement, in order that members of the public could raise their concerns and then observe the Town Council's consideration of the item and the comments to be submitted to SBC.

253.16-17 INGLEBY BARWICK ENFORCEMENT SERVICE.

Monthly update

The Chairman invited Simon Lewis, Ingleby Barwick Enforcement Officer to address the meeting.

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

Reference was made to the changes to youth services in Stockton.

Reference was also made to restorative justice and about educating youths on what it means, as well as outlining its usage.

It was noted that 5 FPN's had been issued in respect of parking during school patrols over the last month.

The lighting problems at the MUGA were referred to and Cllr Ross Patterson advised that he would take the matter up with SBC.

The landscaping improvements made at Beckfields shopping area/Thorington Gardens were complimented.

The Chairman thanked Simon Lewis for his attendance and the information provided. Simon left the meeting at this point.

254.16-17 PLANNING APPLICATION NO. 17/0389/OUT OUTLINE APPLICATION WITH SOME MATTERS RESERVED FOR THE ERECTION OF A 80 NO. BED HOTEL AND BANQUETING BUILDING WITH ASSOCIATED MEANS OF ACCESS, HOLLYBUSH FARM, THORNABY ROAD, THORNABY.

During consideration of this item the following declarations were made:

- Cllr Allan Mitchell advised that there may also be a possibility that he would be required to substitute at SBC Planning Committee if and when this application is considered.
He stated therefore that he would be giving a view based on the information available to date, and would reserve the right to consider all of the information available at a later date and to take a different decision/have different views if and when SBC Planning Committee considers the application.
- Cllr Ross Patterson stated that he would not be getting involved/giving a view at parish level and would be reserving his views until SBC Planning Committee considers the application.

The Chairman invited the members of the public present, who had expressed an interest, to address the meeting.

A number of concerns were raised which included access and egress from the site, the location, development of green wedge, reducing open space, wildlife, traffic, noise and light pollution.

A general discussion took place.

It was noted that several Councillors had already submitted their comments in a personal capacity as residents, to SBC planning department via the planning portal on SBC website.

The members of the public were encouraged to attend the planning committee meeting when the application is considered to make their views known. Guidance was given on the importance of submitting material planning objections.

A brief discussion took place on the planning system, representation at committee meetings and the appeals process.

IT WAS RESOLVED that the Town Council objects to the proposed development on the following grounds:

- Development within the Green Wedge
- Scale of the Development
- Protection of Wildlife
- Access and Egress
- Traffic Congestion on Thornaby Road
- Noise and Light Pollution

Several members of the public left the meeting at this point.

255.16-17 INGLEBY BARWICK ENFORCEMENT SERVICE.

Feedback from the visit to the Security Centre

The Chairman Cllr Stefan Barnes submitted his apologies and left the meeting at this point.

IT WAS RESOLVED that the Vice Chairman Cllr Allan Mitchell be appointed as Chairman for the remainder of the meeting.

It was noted that Cllrs Ann Kenyon, Jenny Rutland, Ted Strike and Sally Ann Watson had attended the visit to the Security Centre accompanied by the Town Clerk.

General feedback was provided which included information on the cameras, positions, images and monitoring. Costings were also referred to.

It was agreed that further consideration needs to be given to the matter in order to ascertain the most appropriate and best options for any possible improvements to crime prevention should the Town Council agree to pursue the matter.

It was noted that advice and guidance from the Police, Enforcement and the Security & Surveillance Team is vital.

It was suggested that identification of areas/situations of where CCTV could or has been useful would be advantageous.

It was noted that Barry Coppinger, Cleveland Police Crime Commissioner would be attending the Town Council meeting in April 2017.

IT WAS RESOLVED that the Town Council also invites representatives from SBC Enforcement and the Security & Surveillance Team to attend the April meeting in order that all parties can be consulted.

256.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Elder Lester McGregor Architects – Agreement for Appointment

The Clerk advised that the document is still with the solicitor.

(b) To receive the VAT advice from The Parkinson Partnership

A copy of the Report provided by the Parkinson Partnership was provided to individual Councillors for their observation prior to consideration at a future Council meeting.

IT WAS RESOLVED that the invoice for payment from the Parkinson Partnership for the sum of £ 500 be paid on its receipt accordingly.

(c) To receive feedback from the Public Meeting held on Saturday 25th February 2017

The Clerk provided Councillors with a copy of the schedule showing attendance at the event and the comments received. A copy of the information is held on the Town Council file.

(d) Information to be provided on the Town Council website

A general discussion took place on the suggestion that a dedicated section be added to the Town Council's website to provide information and updates on the proposed Community Centre at The Rings. Various information was referred to.

IT WAS RESOLVED that a dedicated section be provided on the Town Council website accordingly.

(e) Feedback from the Meeting with SBC and Kinsler on 9th March 2017

It was noted that the meeting had been attended by Cllr Stefan Barnes, the Town Clerk and Jean Kirby, member of the Working Group.

The following matters were discussed:

- Letter of Comfort from both Persimmon Homes and SBC in respect of the land transfer
- Disposal of the land – to be advertised by SBC and costs possibly funded by the Town Council
- Land Transfer – Freehold or Leasehold
- Heads of Terms for the Lease
- Covenants on the land – there are 3 Covenants to consider

- Funding – SBC Officers recommendation to Cabinet will include that the Borrowing Approval letter from the Government would suffice

A meeting is to be arranged with the Town Council's solicitor to consider a number of matters.

(f) Upcoming meeting with Kinsler & Architect for final review of Tender package – To consider the following:

Finalise attendance at the meeting

The meeting has been deferred at this point.

To agree an amount for liquidated damages

IT WAS RESOLVED that the Town Council agrees to set the amount for Liquidated Damages in the Tender at **£ 500 per week**.

To give the Town Clerk the delegated authority, in consultation with the Chairman, to authorise the Town Council's approval of the Tender package once reviewed at the meeting

It was confirmed that the proposed delegated authority to the Town Clerk is no longer required.

IT WAS RESOLVED that the Town Council approves the Tender package to go out in its current form.

IT WAS RESOLVED that any adjustments if necessary, could be made during the Tender period.

(g) Advertisement of the Contract on Contracts Finder website

It was noted that the contract opportunity had been advertised for 'Expressions of Interest (EOI)' on the Contracts Finder website.

The Clerk confirmed that 7 EOI's had been received.

Advice and guidance is being sought to ensure that the Town Council's obligations have been met in terms of advertising the contract.

Reference was also made to pre-qualification questionnaires.

IT WAS RESOLVED that once advice and guidance has been received to ensure that the Town Council has met its obligations and the requirements in The Public Contracts Regulations 2015, the Town Council approves the contract to go out to tender accordingly.

(h) To consider holding a Special Meeting of the Council to deal specifically with matters relative to this project, date to be agreed

IT WAS RESOLVED that a Special Meeting of the Council be held in the near future, the arrangements to be considered in due course.

It was noted that the next meeting with SBC, Persimmon Homes and Kinsler is scheduled to take place on 24th April 2017.

257.16-17 YOUTH CLUB PROVISION, INGLEBY BARWICK.

Reference was made to the copy of correspondence between the Community Hall Management Committee and Stockton Youth Direction. It was noted that Youth Direction will no longer be directly running youth clubs and their bookings within the Community Hall are cancelled with effect from March 31st 2017. The local voluntary sector will now be providing youth clubs in Stockton.

The local voluntary sector has contacted the Community Hall regarding possible bookings.

The Town Council will be kept updated.

Jean Kirby advised that she had been in contact with Catalyst and she provided a brief update. The matter to be progressed.

Reference was made to the funding opportunities available with the 'Tesco Bags of Help' scheme.

258.16-17 MATTERS ARISING AND UPDATES.

Minute No. 153.16-17 War Memorial railings (spare railing).

SBC have advised that the spare railing can be stored in the depot with the Christmas Tree for the immediate future. Long term storage may need to be considered at some point.

Minute No. 237.16-17 GymMad – Return of Grant

The letter received from James Wharton MP was referred to.

It was agreed that the Town Council responds to the letter outlining the facts.

Minute No. 238.16-17 FINANCE: Bank Mandate Change - Additional cheque signatories.

The Clerk advised that the changes to the Bank Mandate were now complete.

Minute No. 238.16-17 FINANCE: Office Safe.

The Clerk advised that the safe is now in use.

259.16-17 PROVISION OF DEFIBRILLATOR AT INGLEBY BARWICK COMMUNITY HALL.

a) Defibrillator and Cabinet Costs

Costing information provided by Welmedical:

iPAD SP1	£861.25 + VAT
DS2 cabinet	£495.00 + VAT

Delivery charges: £9.95 if ordered separately. No charge if ordered together.

Delivery of defibrillator would be within 2-3 working days of the order being placed.

Delivery of cabinet would be within 3 weeks of order being placed.

IT WAS RESOLVED that the Town Council approves the costings outlined above and the Clerk to place the order with Welmedical accordingly.

IT WAS RESOLVED that the finance required be taken from the Seamer Wind Farm Community Fund.

b) Installation costs

Installation Cost provided by Agelec **£ 120.00**

IT WAS RESOLVED that the Town Council approves the cost outlined above and the Clerk to place the order with Agelec accordingly.

IT WAS RESOLVED that the finance required be taken from the Seamer Wind Farm Community Fund.

Total Cost of Supply & Installation £ 1,476.25 + VAT (reclaimable)

c) Information provided by Zurich Municipal

Zurich confirmed that they would not make any charge for the addition of the defibrillator and cabinet to the all risks section of the Council's schedule until the next insurance renewal.

An approximate annual charge of **£13.03 plus tax** will apply at this time.

It is understood that the liability for any consequences when defibrillators are used by Council staff if trained (and following their training) rests with the Council's insurance and the liability for any consequences when defibrillators are used by members of the public rests with the NHS (providing that they have called 999 and followed all instructions from the ambulance service).

A portable defibrillator is specifically designed for people with little or no medical background. The machine will not shock if it registers a heartbeat.

The council would need to ensure that an appropriate risk assessment is in place with records kept.

IT WAS RESOLVED that the Town Council add the defibrillator and cabinet to the Town Council's insurance on receipt of the equipment.

Cllr Ted Strike advised that he would make arrangements for a Risk Assessment to be undertaken as required.

d) Guardianship

IT WAS RESOLVED that Cllr Allan Mitchell be the Town Council's nominated 'Guardian' of the equipment until such a time as an alternative Guardian is required.

260.16-17 FINANCE.

(a) Current balance sheet

IT WAS RESOLVED that the current balance sheet be approved.

(b) Accounts due for payment

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
15/02/17	102193	Lyreco	Stationery/Office Equipment	£ 304.51
15/02/17	102194	I.B. Comm. Hall	Use of Hall 1.2.17 & 15.2.17	£ 48.75
	102195	VOID		VOID
15/02/17	102196	SLCC	CAB LC Admin Book	£ 76.60
15/02/17	102197	SLCC	Clerk Membership 2017	£ 225.00
08/03/17	102198	Trinity Mirror	Advert for Admin Assistant	£ 12.86
08/03/17	102199	Cornerstone BS	IT Support	£ 60.00
08/03/17	102200	St Francis PCC	Use of Room 6.3.17	£ 76.50

Direct debit payment:

Date	To whom	Purpose	Amount
10/03/17	EE	Telephone & Broadband	£ 39.70

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
15/03/17	102201	Admin Assist	Payment 13.2.17 - 17.3.17	
15/03/17	102202	CPC Computing	Website Hosting Feb 2017	£ 20.00
15/03/17	102203	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contrib. March 2017	
15/03/17	102204	IBCH	Hire of Hall 15.3.17	£ 18.75
18/03/17	102205	Cornerstone BS	Computer – Offsite 365	£ 18.72
18/03/17	102206	CASH	Petty Cash	£ 100.00

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Standing Orders:

Date	To whom	Purpose	Amount
24/03/17	Town Clerk	Remuneration March 2017	
28/03/17	Robinsons	Rent due 05/04	£ 291.67
28/03/17	Teesside PF	Employer/Clerk Contribution March 17	

(c) Update on Scribe

The Town Council has received a CD to install the package which they will require IT assistance with.

Cornerstone BS have advised that the costs to install would be £ 60 per hour.

An approximate guide to the time required for installation to be sought from Cornerstone BS.

IT WAS RESOLVED that the Town Council agrees to incur the costs for installation of the software. The Clerk to be delegated the authority in consultation with the Chairman, to spend a reasonable amount of expenditure on installation costs, which is to be reported back to the Town Council.

261.16-17 ANNUAL RISK ASSESSMENT AND REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2016/2017.

The Clerk referred to the Town Council's 'Review of the Effectiveness of the System of Internal Control and the Management of Risk' (Annual Risk Assessment).

The Town Council considered the Risk Assessment and Management Report for 2016/2017.

The Town Council reviewed each risk identified and considered the management of the risk as laid out in the Report.

The following points were noted:

Page 4 of 15 Fire Risk (in office)

IT WAS RESOLVED that the Fire Risk Assessment of the Town Council office be undertaken by Cllr Ted Strike.

Page 4 of 15 Display Screen Equipment

IT WAS RESOLVED that the Assessment to check the adequacy of the Equipment, screen, lighting etc., be undertaken by Cllr Allan Mitchell.

Page 4 of 15 Clerk and Administration Assistant (Lone Worker)

IT WAS RESOLVED that a panic alarm be issued to both the Clerk and Administration Assistant. The Clerk to purchase two alarms at an appropriate cost commensurate with the purchase.

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IT WAS RESOLVED that a Lone Worker Policy be put in place.

Page 9 of 15 Internet Banking

IT WAS RESOLVED that, if and when the requirement for internet banking arises it would be given full consideration by the Town Council prior to implementation.

No additional risks were identified.

IT WAS RESOLVED that having reviewed the Town Council's 'Effectiveness of its System of Internal Control and the Management of Risk' as identified in the Report, the Report be accepted and approved.

REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2016/2017.

The Clerk referred to Ingleby Barwick Town Council's 'Procedure for Carrying out Internal and External Audits', a copy of which had been provided to Councillors. The Procedure had been updated to take account of any changes in the legal framework.

The Town Council considered the information provided.

The details on external audit were noted.

The Procedure was reviewed and no comments were raised.

IT WAS RESOLVED that having reviewed the effectiveness of the Town Council's system of internal audit 2016/2017, the Procedure be accepted and approved.

262.16-17 PLANNING APPLICATIONS.

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

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

No observations or comments had been raised.

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

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

263.16-17 CLERKS REPORT.

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

264.16-17 CORRESPONDENCE.

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

Reference was made to the invitation to the Annual Meeting of SBC and Mayoral Installation on Wednesday 5th April 2017.

It was agreed that, if available, the Chairman Cllr Stefan Barnes and his guest attend the event.

265.16-17 DETAILS OF THE APRIL 2017 MEETING OF THE TOWN COUNCIL –
Wednesday 19th April 2017 in the Small Hall, Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick, commencing at 7.00 p.m.

266.16-17 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEMS 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

267.16-17 STAFFING MATTERS.

ANNUAL REVIEW OF CLERKS SALARY

The Town Council reviewed the Clerks salary.

The Clerk advised that she had reached the top of her pay scale in the financial year 2011/2012 and therefore no increment rise was applicable.

IT WAS RESOLVED that the Town Council accepts the information provided in respect of there being no increment rise applicable to the Clerks salary for the financial year 2017/2018.

The 2016 – 2018 National Salary Award was referred to.

It was noted that the National Joint Council for Local Government Services had reached an agreement in May 2016 on the new pay scales for 2016/2017 backdated to 1st April 2016 and the new pay scales for 2017/2018 to be implemented from 1st April 2017.

IT WAS RESOLVED that the Town Council confirms its approval of implementation of the National Salary Award 2016 – 2018, in respect of the Clerks salary.

It was noted that the pay scale for 2016/2017 effective from 1st April 2016 had been implemented accordingly.

IT WAS RESOLVED that the Town Council confirms its approval of implementation of the new payscale for 2017/2018 which is effective from 1st April 2017.

APPOINTMENT OF PART TIME ADMINISTRATION ASSISTANT.

It was noted that the interviews had taken place on Monday 6th March 2017.

An update was provided on the matter.

The Town Clerk left the meeting room at this point.

The Town Council considered the matter and a decision was made on the successful applicant who would be offered the position subject to satisfactory references.

IT WAS RESOLVED that the successful applicant be offered the position 'in principle' subject to the Town Council obtaining satisfactory references. A start date to be agreed with the applicant once references have been received.

The Town Clerk returned to the meeting room at this point.

Cllr Tom Bowman submitted his apologies in advance for the Ordinary Meeting of the Town Council scheduled to take place on Wednesday 19th April 2017.

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

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