

MINUTES  
OF THE  
ORDINARY  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 21ST MARCH 2018  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

**INGLEBY BARWICK TOWN COUNCIL**

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL  
held at  
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick  
on  
Wednesday 21st March 2018 at 7.00pm**

- PRESENT:**                   **Chairman/Town Mayor:** Councillor Stefan Barnes
- Vice Chairman/Deputy Town Mayor:** Councillor James Emmerson
- Councillors:** Philip English, Ann Kenyon, Megan Patterson, Ross  
Patterson, Jenny Rutland, Ted Strike, Cheryl Thomas and Sally Ann  
Watson
- OFFICER:**                   Paula Hall, Town Clerk/Responsible Financial Officer – Minute taker
- IN ATTENDANCE:**       John Skerritt, IB Enforcement Service

No members of the public were present at the meeting.

The Chairman, Cllr Stefan Barnes opened the meeting and welcomed all present to the March 2018 Ordinary Meeting of Ingleby Barwick Town Council.

**249.17-18       HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.

**250.17-18       NOTICE OF MEETING.**

The notice of the meeting was taken as read.

**251.17-18       APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Town Councillors Tom Bowman and Jean Kirby.

**252.17-18       CODE OF CONDUCT.**

**Declaration of Interests**

Cllr Ross Patterson declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, IB West.

Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as an SBC Ward Councillor, IB East.

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Cllr Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

No further interests were declared.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**253.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 21ST FEBRUARY 2018.**

The Minutes of the Ordinary Meeting of the Town Council held on 21st February 2018 were considered.

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

**254.17-18 PUBLIC PARTICIPATION.**

No members of the public were present at the meeting.

**255.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.**

The Chairman invited John Skerritt from the Enforcement Service to address the meeting.

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

Reference was made to Sandgate Park shopping centre, with particular regard to parking issues. It was noted that the parking issues in that vicinity are currently being looked at. It is anticipated that consultation will take place on proposals to help resolve the problems, in the near future.

The congregation of youths was also referred to.

Various matters were raised with Enforcement for follow up.

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

**256.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.**

It was noted that all three legal documents in relation to the lease of the land on which the proposed Community Centre is to be built, were signed at the Town Council meeting held on Wednesday 21st February 2018.

The documents being:

- Agreement for Lease (AforL)
- Funding Agreement (FA)
- Lease Agreement (LA)

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The documents are now held by the Town Council's solicitor, to be dated and exchanged at the appropriate time.

An overview was provided, and various points were outlined on the current position with progress.

It was noted that Persimmon Homes, SBC and the Town Council's solicitor are continuing to deal with legal matters, with the view to exchange of the legal documents as soon as possible.

A general discussion took place and various comments were raised.

**IT WAS RESOLVED** that if required, a Special Meeting of the Town Council be arranged, as soon as the required legal documentation is in place, in order to progress the project.

## 257.17-18 FINANCE.

### (a) Current balance sheet

The Clerk/RFO referred to the financial statement. A copy of the statement is held on the Town Council file.

**IT WAS RESOLVED** that the financial statement be noted and accepted.

### (b) Accounts due for payment

The schedule was considered.

**The following payments have already been made:**

#### Cheques:

Date	Cheque No.	To whom	Purpose	Amount
27/02/18	102335	Cornerstone BS	Offsite Backup	£ 12.00
28/02/18	102336	Document Solutions	Cost of Copies	£ 55.50
05/03/18	102337	IBCH	Use of Hall 21.2.18	£ 15.00
05/03/18	102338	Cornerstone BS	IT Support	£ 60.00
12/03/18	102339	SBC	Guardrail for Xmas Tree	£ 300.00
15/03/18	102340	Lyreco UK Ltd	Office Equip/Stationery	£ 125.98
15/03/18	102341	CPC Computing	Website February 2018	£ 20.00

#### Direct debit payment:

Date	To whom	Purpose	Amount
14/03/18	EE	Telephone & Broadband	£ 42.12

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**Petty cash payments:**

Date	To whom	Purpose	Amount
22/02/18	Post Office	Postage – Community Centre legal Docs	£ 7.25

**IT WAS RESOLVED** that the Town Council approves the above lists of payments.

**The following accounts are due for payment:****Cheques:**

Date	Cheque No.	To whom	Purpose	Amount
21/03/18	102342	Gossip Magazine	Newsletter March 18	£ 660.00
21/03/18	102343	Cornerstone BS	Office 365	£ 18.72

**Standing Orders March:**

Date	To whom	Purpose	Amount
28/03/18	Town Clerk	Remuneration March 2018	
28/03/18	HMRC	Employer NI/Clerk Tax & NI March 2018	
28/03/18	Teesside PF	Employer/Clerk Contribution March 2018	
28/03/18	Robinsons	Rent due 05/04/18	£ 291.67

**IT WAS RESOLVED** that the Town Council approves the above lists of accounts due for payment.

**(c) Buckingham Palace Garden Party**

Cllr Cheryl Thomas submitted her apologies and left the meeting during consideration of this item.

The Town Council considered the financial costs involved in respect of the successful nomination of Cllr Tom Bowman and his guest, to attend the Buckingham Palace Garden Party in May 2018.

It was agreed that the Town Council would reimburse the costs of attendance at the event, as they had done on previous occasions. It was suggested that the budget of £500 be increased to £700, due to the Royal Wedding taking place near the time which may affect the costs.

**IT WAS RESOLVED** that the Town Council approves reimbursement of the costs of attending the event, up to a maximum of £700.

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**(d) External Audit**

It was noted that the Annual Returns are now called Annual Governance and Accountability Returns (AGAR).

Mazars LLP have advised that the date for the return of the Town Council's AGAR is **Friday 6th July 2018**.

The Clerk advised that she would be attending the Mazars LLP Audit Update event on Wednesday 28th March 2018 in Durham.

**258.17-18 ANNUAL RISK ASSESSMENT AND REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2017/2018.**

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 2017/2018.

The Town Council reviewed each risk identified and considered the management of the risk as laid out in the Report. Additional text for consideration was highlighted.

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 including the additional text, the Report be accepted and approved.

A general discussion took place regarding the accounting implications which would be generated by the proposed new community centre, including the VAT element etc.

It was agreed that the Town Council start to make investigations and explore options, such as employing a bookkeeper/accountant etc.

Reference was also made to potential future plans which may again have an impact on administration.

**REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2017/2018.**

The Clerk referred to the Town Council's 'Procedure for Carrying out Internal and External Audits'.

The Procedure had been updated, with the following sections highlighted:

- Exercise of public rights
- Limited assurance review by the external auditor

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The cluster group of Clerks had been updated, as well as the details of the external auditor.

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 and external audit 2017/2018, the Procedure be accepted and approved.

**259.17-18 MATTERS ARISING AND UPDATES.**

**Minute No. 176.17-18 Planting of Wild Flowers**

The information and plan provided by SBC was considered, in respect of the planting area along Ingleby Way, section between Haresfield Way and Barwick Way.

As previously advised by SBC, this area has the potential for planting at least 1,000 m<sup>2</sup>, however it could easily accommodate 3,000 m<sup>2</sup> depending on funding available.

It was reiterated that the financial commitment for 1,000 m<sup>2</sup> of planting would be in the region of £1,500 per year of planting. It would be expected that the Town Council commit a similar amount to returning the area to grass should they not wish to fund a wildflower planting project in any subsequent year.

**IT WAS RESOLVED** that the Town Council agrees to undertake planting of wild flowers at this location, to the sum of £ 1,500, which equates to 1,000 m<sup>2</sup> of planting.

**IT WAS RESOLVED** that Cllr Sally Ann Watson be the Town Council's nominated representative to meet with SBC on site.

It was suggested that the Town Council provide an article on its website advising residents of the planting scheme and promotion of wild flower planting, which is proving to be extremely popular and well received.

Following the meeting on site and agreement of the planting area, the Clerk to ascertain a plan of the planting and any other relevant information from SBC, for the Town Council's website.

**Minute No. 237.17-18 BECKFIELDS AVENUE/THORINGTON GARDENS, INGLEBY BARWICK – DROPPED CROSSING.**

The correspondence received from SBC was referred to.

SBC acknowledge that the situation at Beckfields Avenue/Thorington Gardens should not have arisen and is attributed to this being the boundary between two planning development sites.

Unfortunately, the dedicated budget as part of the Highway Maintenance Budget to fund dropped kerbs across the Borough is no longer available.

Given the large BT utility cover at this location and with this being precast concrete chamber the cost to alter this to enable the kerb to be dropped would be very high.

It is noted that an alternative solution to provide a dropped kerb crossing point at this location would be to create a new path link around the utility cover and then provide new dropped kerbs at this point and opposite (removing the existing ones). This would be costlier than a standard dropped kerb.

SBC referred to possible options for funding the works.

The Town Council considered the information provided and the cost implications.

The information was noted.

**260.17-18 PROVISION OF CCTV, INGLEBY BARWICK.**

A general discussion took place and various comments were raised.

Reference was made to the costs involved in upgrading the existing CCTV camera at Beckfields.

**261.17-18 GENERAL DATA PROTECTION REGULATIONS (GDPR), DATA PROTECTION OFFICER.**

It was noted that information and guidance is still in the process of being provided in respect of GDPR.

A toolkit has been provided by NALC and SLCC are also expected to provide guidance week commencing 26th March 2018.

Representations and discussions are still ongoing with the Information Commissioners Office, in respect of the requirement to appoint a Data Protection Officer.

Further guidance is awaited prior to pursuing the matter any further with external providers of a Data Protection Officer service.

**262.17-18 LOCALITY FORUM, AREA TRANSPORT STRATEGY (ATS) 2018/2019, SCHEME PROPOSALS.**

The information and report provided by SBC was considered.

As last year, stakeholders are requested to only submit traffic/transport related issues arising within their areas. These should still align with the agreed ATS priorities in the relevant ATS area.

It was noted that submitted issues will be collated by SBC officers and at the ATS meeting on Tuesday 1<sup>st</sup> May 2018, stakeholders will agree the top six priority issues to be taken forward for consideration for funding within their area.



The completed pro-formas are required by no later than Thursday 29th March 2018 for consideration at the Spring 2018 meeting.

A discussion took place and consideration was given to submission of scheme proposals.

Reference was made to speeding concerns on both Beckfields Avenue and Sober Hall Avenue.

It was agreed that Beckfields Avenue continues to be highlighted as a priority.

A discussion also took place regarding the increased number of potholes in the public highways.

**IT WAS RESOLVED** that the Town Council once again submits a scheme proposal for the provision of road safety measures on Beckfields Avenue, noting the following:

Although there have been some road safety improvements made over previous years on Beckfields Avenue, there is still a major problem with speeding on the bends in the road, which has resulted in accidents occurring.

It is noted that the recently proposed traffic calming feature on the straight stretch of the road, does not address the concerns raised in respect of the continuing problem with speeding on the bends and would therefore not resolve this issue.

The Town Council would request that pinch points be provided to narrow the road on the approaches to the bends to slow the traffic down.

The Town Council would also note that when carrying out any investigations and in order to achieve accurate speed survey information, surveys should be undertaken at appropriate locations and also at times when the road is busier and more well used i.e. on an evening.

**IT WAS RESOLVED** that Cllr Ted Strike represents the Town Council at the ATS meeting on 1st May 2018.

**263.17-18 BUS STOP PROPOSALS, INGLEBY BARWICK.**

**Broom Hill Avenue**

It was noted that SBC are consulting on a proposal to construct a new bus stop on Broom Hill Avenue.

Consultation is taking place with the Town Council, Ward Councillors and residents affected by the proposed works.

The proposal follows an increase in demand for bus stops, resulting from nearby housing developments.

The Town Council considered the information provided.

**IT WAS RESOLVED** that the Town Council submits the following comments:

The Town Council has no concerns to raise in respect of the location of the bus stop itself.

However, given its location, it is likely to be servicing Sandgate Park shopping centre.

It is suggested therefore, that the safety aspect of pedestrians using the traffic light system crossing on Myton Way, needs to be looked at as part of the wider picture.

### **The Rings**

SBC are consulting on a proposal to construct two new bus stops on The Rings.

Consultation is taking place with the Town Council, Ward Councillors and residents affected by the proposed works.

The new stops are proposed for the following locations:

- Waddon Way
- Outside Al Forno Restaurant

The proposal follows an increase in demand for bus stops, resulting from nearby housing developments.

The Town Council considered the information provided.

**IT WAS RESOLVED** that the Town Council submits the following comments:

The Town Council fully supports the comments submitted by Ingleby Barwick West Ward Councillors in respect of the bus stop proposals.

The Town Council agrees that bus stops are needed. However, it is also important that they are sited in the correct locations, which involves looking at the wider situation.

**264.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.**

No further information.

**265.17-18 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.**

### **Sign on Queen Elizabeth Way**

The information provided by SBC was considered.

3 design styles were provided for the Ingleby Barwick 'Gateway Sign' proposed for Queen Elizabeth Way.

It was noted that the current dimensions of the Coat of Arms are 200mm x 168mm however the supplier has indicated it could be increased up to 300mm x 252mm should the Town Council require a larger sign.

**IT WAS RESOLVED** that the preferred design style is option 1 with the shaped top. If possible, the Town Council would like the size of the Coat of Arms increased which would give rise to the larger sign.

### **Ingleby Way Sign**

The Town Council considered the information provided.

The image provided for the sign was discussed.

**IT WAS RESOLVED** that the Town Council agrees with the design as per the image provided by SBC.

Reference was made at this point to Groundwork Carriers for Causes grants. It was suggested that consideration could be given to applying for a grant to provide additional wild flower planting on Ingleby Way.

## **266.17-18 PLANNING APPLICATIONS.**

### **(a) List of applications registered with SBC in February 2018**

The list of planning applications registered with SBC in February 2018 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

### **(b) List of SBC delegated decisions made in February 2018**

The list of SBC delegated decisions made in February 2018 which had been circulated to Councillors on a week by week basis via email, were noted.

## **267.17-18 CLERKS REPORT.**

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

## **268.17-18 CORRESPONDENCE.**

**IT WAS RESOLVED** that the list of correspondence received into the Town Council office since the last meeting of the Council, be noted and accepted.

Reference was made to the invitation to attend the Annual Meeting of SBC and Mayoral Installation on Wednesday 4th April 2018.

**IT WAS RESOLVED** that the Vice Chairman Cllr James Emmerson and Cllr Megan Patterson represent the Town Council at the event.

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**269.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.**

The next Ordinary Meeting of the Town Council is to take place on **Wednesday 18th April 2018** at Ingleby Barwick Community Hall commencing at 7 pm.

**270.17-18 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEMS 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**271.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.**

This matter was deferred.

**272.17-18 STAFFING MATTERS.**

**APPOINTMENT OF PART TIME ADMINISTRATION ASSISTANT.**

It was noted that the interviews had taken place on Tuesday 20th March 2018.

An update was provided.

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.

**IT WAS RESOLVED** that the Written Statement of Terms and Conditions to be provided incorporates a probationary period of 6 months. A review to take place at the end of one month, three months and at the end of the probationary period.

**IT WAS RESOLVED** that the Written Statement of Terms and Conditions be reported to the Town Council for consideration, once finalised. The Clerk to liaise with Mayberry Consultancy Ltd. HR Services on the matter.

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

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