

MINUTES
OF THE
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 16TH APRIL 2014
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the MEETING of INGLEBY BARWICK TOWN COUNCIL held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on
Wednesday 16th April 2014 at 7.00 p.m.**

PRESENT: **Chairman/Town Mayor:** Councillor Gillian Corr.

 Vice Chairman/Deputy Town Mayor: Councillor Philip English.

 Councillors: Tom Bowman, Gary Corr, Ann Kenyon, Jean Kirby
 and Ross Patterson.

OFFICER: Paula M. Hall, Clerk/Responsible Financial Officer.

IN ATTENDANCE: Ward Councillor Gillian Corr Ingleby Barwick East
 Ward Councillor Kevin Faulks Ingleby Barwick East

 PCSO Jonathan Wardle Neighbourhood Police Team

 Chris Hunter I.B. Enforcement Service

 4 Members of the public were present at the meeting.

The Chairman, Councillor Gillian Corr opened the meeting and welcomed all present to the April 2014 Meeting of Ingleby Barwick Town Council.

The Chairman advised that the use of mobile phones or electronic devices is not allowed once the meeting has started.

246.13-14 EMERGENCY ESCAPE PROCEDURE.

The Chairman advised those present of the emergency escape procedure should the fire alarm sound. It was noted that the nearest emergency exit is signed and located in the meeting room.

247.13-14 NOTICE OF MEETING.

The notice convening the meeting was taken as read.

Chairman.....
SIGNED: Wednesday 14th May 2014

APOLOGIES FOR ABSENCE.

Apologies for absence were received from or on behalf of Town Councillors Stefan Barnes, Linda Dixon, Megan Patterson and Denise Powell.

Apologies for absence were also received from or on behalf of Ward Councillor David Harrington (Ingleby Barwick West).

248.13-14 CODE OF CONDUCT.

Declaration of Interests.

Councillor Gary Corr declared a personal/non prejudicial interest as his spouse is a Member of Stockton-on-Tees Borough Council (S.B.C.)

Councillor Gary Corr declared a personal/non prejudicial interest in the following items:

Agenda Item No. 12 - **Eastern Area Transport Strategy 2014/15.**

Town Council's substitute representative on the Steering Group.

Agenda Item No. 14 - **War Memorial, Ornamental Railings.**

Involved in progressing the project to erect ornamental railings around the War Memorial.

Councillor Gillian Corr declared a personal/non prejudicial interest in the following items:

All items involving her role as an S.B.C. Ward Councillor.

Agenda Item No. 14 - **War Memorial, Ornamental Railings.**

Involved in progressing the project to erect ornamental railings around the War Memorial.

Chairman.....
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Agenda Item No. 19(a)(b) -

Planning Applications.

Member of S.B.C. Planning Committee (Vice-Chairman).
Councillor Corr advised that she would be giving a view based on the information available to date, and that she reserves 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 S.B.C. Planning Committee considers any of the applications listed.

Councillor Gillian Corr declared a personal/non prejudicial interest as she is a school governor at Myton Park Primary School.

Councillor Philip English declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as he represents the Town Council on the Community Hall Management Committee.

Councillor Ann Kenyon declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she is a user group representative on the Community Hall Management Committee.

Councillor Jean Kirby declared a personal/non prejudicial interest in the following items:

All items involving her role as an S.B.C. Ward Councillor.

Agenda Item No. 19(a)(b) -

Planning Applications.

Member of S.B.C. Planning Committee.
Councillor Kirby advised that she would be giving a view based on the information available to date, and that she reserves 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 S.B.C. Planning committee considers any of the applications listed.

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Councillor Jean Kirby declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she represents the Town Council on the Community Hall Management Committee.

No further interests were declared.

249.13-14 MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 19TH MARCH 2014. AFTER CONSIDERATION, TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PERSON PRESIDING AS A TRUE AND ACCURATE RECORD.

The Minutes of the Meeting held on 19th March 2014 were considered.

IT WAS RESOLVED that Minute No. 228.13-14 Public Participation, be amended to read that the discussion at the end of the item included 'Code of Conduct matters'.

IT WAS RESOLVED that the minutes are agreed and approved as a true and accurate record subject to the above amendment; the Chairman to initial the change and sign the minutes of the meeting, accordingly.

250.13-14 PUBLIC PARTICIPATION.

The Chairman advised that 10 minutes would be allocated for public participation.

A general discussion took place and the following matters were raised:

MUGA - Switch Off Time of Lighting

It was requested that consideration be given to extending the switch off time of the lights from 9 pm to 10 pm.

The Police and Enforcement Officers present had no concerns to raise in respect of the matter.

It was agreed that the matter be referred to Ingleby Barwick West Ward Councillors.

Chairman.....

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Planning Application No. 14/0208/OUT Outline Application for Residential Development of up to 550 homes on Land Adjacent to Thornaby Road.

It was confirmed that planning application no. 14/0208/OUT had been refused by S.B.C. Planning Committee at its meeting today. A general discussion took place and various comments were raised.

GP Appointments & Waiting Lists

A discussion took place and general reference was made to the waiting time for GP appointments. Reference was also made to GP waiting lists.

No further matters were raised.

251.13-14 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).

The Chairman invited PCSO Jonathan Wardle to address the meeting.

PCSO Wardle gave a verbal report on incidents which had been reported in the previous 31 days. The figures included the following:

Anti Social Behaviour	-	53 Reports
Theft	-	14 Reports
Criminal Damage	-	4 Reports
Violence	-	3 Reports
Burglary	-	2 Reports

It was noted that the incidence of anti social behaviour has increased over recent weeks.

Reference was made to the general congregation of youths in the vicinity of Tesco and the shopping areas.

Reference was also made to congregation of youths in parked cars.

A general discussion took place and Police coverage was referred to.

An update was provided on specific incidents raised.

Reference was made to the collection of charity bags.

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A general discussion took place regarding door-to-door selling and cold callers. Reference was made to door/window stickers which had previously been distributed.

The Chairman thanked PCSO Wardle for the information provided.

252.13-14 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Chris Hunter, Ingleby Barwick Enforcement Officer to address the meeting.

Chris referred to the Performance Report dated 17th March 2014 to 14th April 2014, a copy of which is held on the Town Council file.

A general overview was provided of the reported incidents in Ingleby Barwick East (44 Reports) and Ingleby Barwick West (32 Reports).

Chris gave a verbal report on incidents which have been dealt with or were continuing to be dealt with.

Particular reference was made to congregation of youths, general nuisance behaviour and throwing of missiles.

Reference was also made to parking issues at the primary schools, dog fouling and litter.

The Chairman thanked Chris Hunter for the information provided.

The Chairman thanked PCSO Wardle for his attendance and he left the meeting at this point.

Reference was made to the Information provided by S.B.C. regarding the Ingleby Barwick Enforcement Service, which had been circulated to Town Council Members prior to the meeting.

Members considered the information provided.

IT WAS RESOLVED that the Town Council is in agreement to adopt the rota which has been proposed by S.B.C., which is to be monitored on a monthly basis.

IT WAS RESOLVED that the SLA be revised to incorporate the changes, as well as addition of the CCTV camera at Beckfields. Agreement and signing of the SLA to be considered at the Annual Meeting of the Town Council on Wednesday 14th May 2014.

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The Town Council awaits a further update on the remaining matters raised in due course.

The Chairman thanked Chris Hunter, Ingleby Barwick Enforcement Officer for his attendance and he left the meeting at this point.

253.13-14 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 19TH MARCH 2014.

Minute No. 202.13-14 The Romano-British Villa Site at Quarry Farm, Ingleby Barwick.

S.B.C. now have proposed costings for the 'interpretation works'.

The costings have been sent to Persimmon Homes and S.B.C. hope to meet with them in the near future to discuss the matter.

A further update is awaited.

Minute No. 202.13-14 Thornaby Aerodrome Trail marker which is sited adjacent to Ingleby Mill Primary School.

S.B.C. Highways are continuing to deal with the matter with the view to restoring the plaques in the near future.

Minute No. 234.13-14 Town Council Office, Annual Fire Risk Assessment and PAT testing.

A letter has been sent to the landlord, Robinsons Estate Agents, regarding the fire/smoke alarms.

Robinsons are currently dealing with the matter.

Minute No. 244.13-14 Kenny Lorraine, Presentation for Recognition of Service to the Community of Ingleby Barwick.

Arrangement has been made for a 'Crystal Clock' to be engraved, which will be presented to Kenny Lorraine at the Annual Town Meeting on Wednesday 7th May 2014.

254.13-14 TOWN COUNCIL WEBSITE.

The Town Council considered the invoice for payment which had been received for the sum of £ 20.00.

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IT WAS RESOLVED that the invoice be paid accordingly.

The website statistics for March 2014 were provided. The information was noted.

IT WAS RESOLVED that the Town Council is in agreement for the website to appear on the agenda on a quarterly basis unless there is a specific reason for it to be included in the meantime.

255.13-14 DATA PROTECTION AND FREEDOM OF INFORMATION ACT.

Councillor Ross Patterson arrived at the meeting during consideration of this matter.

Feedback from Training Event on Thursday 27th March 2014

It was noted that the training event on Data Protection and Freedom of Information Act held on 27th March 2014, had been attended by Councillors Stefan Barnes and Ann Kenyon, as well as the Clerk.

A brief overview of the event was provided.

Encryption of the information held on the Town Council computer was referred to.

A general discussion took place and reference was made to 'TrueCrypt', which is available to download from the internet free of charge.

Installation of TrueCrypt was considered, assistance was offered from a resident present at the meeting which was gratefully accepted.

IT WAS RESOLVED that Truecrypt be installed on the Town Council's computer which is to be overseen by Councillor Philip English and the Clerk.

Freedom of Information was discussed.

Reference was made to the following:

- Requests for Information - required in writing, 20 working days to provide information.
- Town Council Publication Scheme - Reviewed Annually in May.
- Exempt Information and Vexatious Requests.

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A general discussion took place and reference was made to procedures for handling requests for information.

IT WAS RESOLVED that the information be noted.

Registration of Individual Councillors as 'Data Controllers'

It was noted that Ingleby Barwick Town Council is registered as a 'data controller' with the Information Commissioners Office (ICO) at the cost of £ 35.00 per annum, renewed in June each year.

Reference was made to registration of individual Town Councillors as 'data controllers', which had been referred to at the training event. This would incur a cost of £ 35.00 per Councillor per annum.

It was noted that Ward Councillors are already registered as 'data controllers'.

The Clerk referred to guidance on the matter from SLCC and NALC.

The Clerk also advised that she had submitted a request for advice on the matter to ICO. The correspondence has been acknowledged and a response is awaited.

IT WAS RESOLVED that the registration of Town Councillors as 'data controllers' be considered when the response from ICO has been received.

Town Council Data Protection Policy

IT WAS RESOLVED that this matter be considered at the Annual Meeting of the Town Council on Wednesday 14th May 2014.

256.13-14 EASTERN AREA TRANSPORT STRATEGY 2014/15.

A verbal report back was received from the Town and Ward Councillors who had attended the Initial Stakeholder Meeting held on Thursday 3rd April 2014.

Councillor Gary Corr advised that he had represented the Town Council at the meeting in his capacity as the Town Council's substitute representative.

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A brief overview was provided on the changes made to funding and protocol in 2014/2015.

Reference was made to the proposed Broom Hill Avenue pedestrian crossing scheme near St. Francis of Assisi Primary School. An update was provided on the matter, which had been highlighted as a high priority. Costings were referred to.

Reference was also made to the proposed study into possible traffic calming/20 mph limit on Thornaby Green.

A general discussion took place and reference was made to funding contributions for the Broom Hill Avenue pedestrian crossing. It was noted that Ward Councillors would be contributing to the scheme.

It was requested that the Town Council give consideration to possible allocation of funding to the project, if required, pending receipt of costings for the scheme.

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council is in agreement 'in principle' to allocate funding to the scheme, if required. The matter to be given further consideration when the relevant financial information in respect of costings and required contribution is available.

Ward Councillor Kevin Faulks submitted his apologies and left the meeting at this point.

257.13-14 FIRST WORLD WAR CENTENARY, 100TH ANNIVERSARY OF THE START OF THE FIRST WORLD WAR 4TH AUGUST 2014.

The Clerk advised that she had contacted Revd. Clay Roundtree, St. Francis of Assisi CofE Church regarding the matter.

It was noted that the Church have planted 700,000 poppy seeds on the land adjacent to the Church as part of commemorating the Centenary.

Revd. Clay has indicated that he would be happy to discuss any plans/arrangements with the Town Council for a Service etc to take place on the 1st or 2nd Sunday in August.

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It was noted that the Heritage Officer at S.B.C. has advised that there is a networking event on the Centenary of the First World War at Preston Hall Museum on Friday 16th May between 6.30 pm - 8.30 pm.

It was agreed that the Clerk liaise with Revd. Clay with the view to him attending the Town Council meeting in May to discuss the matter further.

258.13-14 WAR MEMORIAL, ORNAMENTAL RAILINGS.

The Chairman, Councillor Gillian Corr provided an update on the matter.

It was noted that the ornamental railings are complete and ready to install. The invoice for payment has been received for the sum of £ 2,195.00.

Councillor Corr advised that she is currently liaising with S.B.C. Land and Property Department, Landscaping and Greenspaces and Care For Your Area, in respect of the War Memorial and railings.

A brief overview was provided on discussions to date.

It was requested that payment of the invoice for the provision of the ornamental railings be agreed.

IT WAS RESOLVED the Town Council is in agreement for payment of the invoice for the sum of £ 2,195.00 in respect of the ornamental railings. The Clerk to arrange for payment accordingly.

A further update to be provided in due course.

259.13-14 CHRISTMAS TREE, FENCE.

The Clerk provided an update on the matter.

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Reference was made to the following:

- **Planning Permission** - A Planning Enquiry has been submitted to S.B.C., a response is awaited.
- **S.B.C. Highways & Transportation** - No concerns to raise on road safety grounds/highways issues.
- **Quotation** - S.B.C. can provide a price for permanent fence (root fix) or temporary fence (bolt fix).
- **Type of fence required** - S.B.C. recommend bow top style (information circulated).
- **Storage** - S.B.C. have confirmed that there is no storage space in their depot if a temporary fence is provided. Richardson Moving & Storage have advised that if there is enough room for the fencing to be stored with the Christmas Tree there would be no charge. However, if additional storage is required there would be a cost incurred.

Members were in general agreement that a permanent bow top style fence with gated access be provided, at the maximum height appropriate to planning guidelines.

A general discussion took place and various comments were raised.

IT WAS RESOLVED that the Clerk contact S.B.C. Land and Property and Landscape & Greenspaces, in respect of relevant matters and permissions required to erect the proposed fence on S.B.C. land.

A further update to be provided in due course.

260.13-14 PROPOSED 'BAKE OFF' COMPETITION.

The Town Council gave consideration to a proposed date for the 'Bake Off' competition in August 2014.

Example rosettes were provided and circulated to Members for their observation.

IT WAS RESOLVED that the 'Bake Off' competition be held on Saturday 30th August 2014. Councillor Megan Patterson to be advised accordingly in order that St. Francis of Assisi Church Hall can be booked.

It was agreed that the Clerk liaise with Councillor Megan Patterson regarding advertisement of the competition once all details have been finalised.

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261.13-14 PROPOSED COMMUNITY CENTRE, THE RINGS.

Councillor Ross Patterson provided an update on the matter.

Councillor Patterson advised that he had been liaising with S.B.C. in respect of the design and plans for the community centre, car park, landscaping etc. The costs involved for S.B.C. to undertake the design work, preparation of plans etc were referred to.

It was suggested that the Town Council pursue the services of an independent Planning Consultant/Architect to undertake the work.

A general discussion took place and various comments were raised including possible advertisement for appropriately qualified people to come forward and express an interest to undertake the work.

IT WAS RESOLVED that this matter continue to be progressed.

Councillor Ross Patterson to provide a further update in due course.

262.13-14 FINANCE:

(a) Town Council Current Balance Sheet.

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

IT WAS RESOLVED that the financial statement is accepted.

(b) Accounts due for Payment.

IT WAS RESOLVED that the Town Council approves the following accounts for payment:

Paula M. Hall – Remuneration April 2014
Paula M. Hall - Tax and N.I. Contribution April 2014

Mouchel Business Services Local Government Pension
Scheme – Clerk And Employer Contribution April 2014
Paid by Standing Order

Reimbursement to the Clerk for the following:
Postage Costs 19th March 2014 to 16th April 2014 £ **4.80**

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Robinsons Rent for Office Due 5th May 2014 - Paid by Standing Order	£ 250.00
CPC Computing - Website	£ 20.00
Siemens Financial Services Lease of Copier - Paid by DD due 13/05/14 Annual Service Fee - Paid by DD due 13/05/14	£ 122.96 £ 60.00
I.B. Community Hall - April 2014	£ 18.75
Richardson Moving and Storage Storage of Christmas Tree - April/May 2014	£ 46.80
LCR Subscription	£ 51.00
CTP Data Protection & FOI Training Event	£ 81.00
Palsec Engraving - Presentation Gift Kenny Lorraine	£ 33.55
Direct Debits May 2014:	
- EE Broadband & Tel	£ 36.40
- PC cover	£ 13.21
- Monitor cover	£ 1.96

(c) Reserve Accounts - Seamer Wind Farm Community Fund.

It was noted that the balance of the Community Fund is **£ 2,878.99**

(d) BDO Annual Return 2013/2014

The Clerk noted receipt of the Annual Return 2013/2014 and corresponding paperwork from BDO LLP.

- Approval of Accounts** - No later than 30th June 2014
- Annual Return** - Annual Return and Supporting Information to be at BDO LLP by the Audit Date of **7th July 2014.**

(e) S137 - Requests for Financial Assistance for Consideration.

Butterwick Hospice Care

The Town Council considered the information provided.

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IT WAS RESOLVED that the Town Council is in agreement to allocate £ 200.00 to Butterwick Hospice Care using its powers under S 137 of LGA 1972.

Great North Air Ambulance

The Town Council considered the information provided.

IT WAS RESOLVED that the Town Council is in agreement to allocate £ 200.00 to the Great North Air Ambulance using its powers under S 137 of LGA 1972.

263.13-14 PLANNING APPLICATIONS:

(a) Planning Applications - Registered with S.B.C. for the month of March 2014.

It was noted that the Clerk had circulated to Members the lists of planning applications registered with S.B.C. for the month of March 2014.

As per the Town Council's Standing Orders the applications have been considered by the Planning Advisory Group and under delegated authority the Clerk has submitted comments to S.B.C. accordingly.

All large or contentious planning applications are considered at a meeting of the Town Council.

IT WAS RESOLVED that the Town Council confirms its approval of the comments submitted.

(b) Planning Applications - S.B.C. Delegated Decisions for the month of March 2014.

The Clerk had also circulated the list of delegated decisions made during the month of March 2014.

IT WAS RESOLVED that the decisions be noted.

Chairman.....
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264.13-14 COMMUNITY COMMUNICATION.

IT WAS RESOLVED that the following items be included in the next article:

- Seamer Wind Farm Community Fund
- Proposed 'Bake Off'
- Proposed Community Centre, The Rings
- Parking Issues at the Primary Schools
- Dog Fouling & Litter
- Contact Information

265.13-14 CLERKS REPORT AND CORRESPONDENCE.

The Clerks Report was considered.

IT WAS RESOLVED that the Clerks Report which included supporting information for agenda items be noted and approved.

The list of correspondence received which was circulated with the agenda for the meeting was considered.

The Chairman, Councillor Gillian Corr, advised that she had been invited to Conyers School Y11 Leavers Assembly, which she had attended, accompanied by Councillor Gary Corr. The event took place at Stockton Tabernacle in March 2014.

It was agreed that a letter be sent to Conyers School thanking them for the kind invitation.

It was agreed that the Vice Chairman, Councillor Philip English and the Clerk attend Egglecliffe & Eaglescliffe Annual Parish Meeting & Chairman's Social Evening on Thursday 24th April 2014.

IT WAS RESOLVED that the list of correspondence received be noted. A copy is held on the Town Council file.

There was no further correspondence to consider at this meeting.

266.13-14 DATE OF ANNUAL TOWN MEETING 2014 - Wednesday 7th May 2014.

The Annual Town Meeting 2014 is scheduled to take place on Wednesday 7th May 2014 at Ingleby Barwick Community Hall commencing at 7.00 p.m.

Chairman.....
SIGNED: Wednesday 14th May 2014

**267.13-14 DATE OF ANNUAL MEETING OF THE TOWN COUNCIL -
Wednesday 14th May 2014.**

The Annual Meeting of the Town Council is scheduled to take place on Wednesday 14th May 2014 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business because of the confidential nature of the business to be transacted.

268.13-14 TO CONSIDER STAFFING MATTERS.

The Town Council considered staffing matters.

IT WAS RESOLVED that the following information be noted:

- the Clerk had not taken up the 1% Local Government pay increase 2013/2014
- the recent changes to the Local Government Pension Scheme included a reduction in the Town Council's contributions payable

269.13-14 TO CONSIDER CODE OF CONDUCT MATTERS.

The Town Council considered code of conduct matters.

IT WAS RESOLVED that the Town Council is in agreement to instruct the Clerk to send a letter to S.B.C.

The Chairman thanked everyone for their attendance and closed the meeting.

Chairman.....
SIGNED: Wednesday 14th May 2014

Clerk.....