

MINUTES  
OF THE  
ANNUAL  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 14TH MAY 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 ANNUAL MEETING of INGLEBY BARWICK TOWN COUNCIL held at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on Wednesday 14th May 2014 at 7.00 p.m.**

**PRESENT:** Chairman/Town Mayor: Councillor Philip English.

**Vice Chairman/Deputy Town Mayor:** Councillor Stefan Barnes.

**Councillors:** Tom Bowman, Gary Corr, Gillian Corr, Linda Dixon, Ann Kenyon, Jean Kirby, Megan Patterson, Ross Patterson and Denise Powell.

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

**IN ATTENDANCE:** Ward Councillor Gillian Corr Ingleby Barwick East  
Ward Councillor Kevin Faulks Ingleby Barwick East  
Ward Councillor Jean Kirby Ingleby Barwick East  
Ward Councillor Ross Patterson Ingleby Barwick West

PCSO Jonathan Wardle Neighbourhood Police Team

Chris Hunter I.B. Enforcement Service

Revd Clay Roundtree St. Francis of Assisi CofE Church

4 Members of the public were present at the meeting.

Councillor Gillian Corr, in her capacity as Chairman of the Town Council for the Council Year 2013/2014, opened the meeting and welcomed all present to the Annual Meeting of Ingleby Barwick Town Council May 2014.

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

**1.14-15 ELECTION OF CHAIRMAN OF INGLEBY BARWICK TOWN COUNCIL FOR THE COUNCIL YEAR 2014/2015.**

The Chairman, Councillor Gillian Corr, requested nominations for the position of Chairman of Ingleby Barwick Town Council for the Council Year 2014/2015.

**Chairman.....**  
**SIGNED: Wednesday 11th June 2014**

Councillor Philip English was proposed, seconded and elected as Chairman/Town Mayor for the Council year 2014/2015.

Councillor English thanked Members for their support and stated that he would endeavour to fulfill the position to the best of his ability.

**2.14-15 CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE.**

Councillor Philip English signed the Declaration of Acceptance of Office of 'Chairman/Town Mayor of the Town Council' for the Council year 2014/2015.

**3.14-15 ELECTION OF VICE-CHAIRMAN OF INGLEBY BARWICK TOWN COUNCIL FOR THE COUNCIL YEAR 2014/2015.**

The Chairman, Councillor Philip English, requested nominations for the position of Vice-Chairman of Ingleby Barwick Town Council for the Council year 2014/2015.

Councillor Stefan Barnes was proposed, seconded and elected as Vice-Chairman/Deputy Town Mayor for the Council Year 2014/2015.

Councillor Barnes thanked Members for their support and stated that he would endeavour to fulfill the position to the best of his ability.

**4.14-15 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.

**5.14-15 NOTICE OF MEETING.**

The notice convening the meeting was taken as read.

**APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Ward Councillor David Harrington (Ingleby Barwick West).

**Chairman.....**  
**SIGNED: Wednesday 11th June 2014**

**6.14-15 CODE OF CONDUCT.**

**Declaration of Interests.**

Councillor Stefan Barnes 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 Stefan Barnes also declared a personal/non prejudicial interest in the following item:

**Agenda Item No. 15 (c) - Eastern Area Transport Strategy**  
Town Council's representative on the Steering Group.

Councillor Tom Bowman declared a personal/non prejudicial interest in the following items, as he represents the Town Council on the Groups:

**Agenda Item No. 15 (b) - Eastern Locality Forum**

**Agenda Item No. 15 (c) - Eastern Area Transport Strategy**  
Attends Steering Group meetings in his capacity of Eastern Locality Forum representative.

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

**Agenda Item No. 15 (c) - Eastern Area Transport Strategy**  
Town Council's substitute representative on the Steering Group.

**Agenda Item No. 21 - War Memorial, Ingleby Barwick.**  
Involved in progressing the War Memorial project including erection of the 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.**

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**Agenda Item No. 21** - **War Memorial, Ingleby Barwick.**  
Involved in progressing the War Memorial project including erection of the ornamental railings around the War Memorial.

**Agenda Item No. 26(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 advised that she would be leaving the meeting room whilst the following planning matter was considered, as she is employed by Tesco:

**Agenda Item No. 26 (c)** - **Planning Applications:  
Planning Application No. 14/1005/ADV.**

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

Councillor Linda Dixon declared a personal/non prejudicial interest as her spouse is a Member of S.B.C.

Councillor Linda Dixon also declared a personal/non prejudicial interest in the following item, as she represents the Town Council on Cleveland Local Councils Association (C.L.C.A.):

**Agenda Item No. 15 (a)** - **Appointment of representatives to C.L.C.A.**

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.

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Councillor Philip English also declared a personal/non prejudicial interest in the following item, as he represents the Town Council on C.L.C.A.:

**Agenda Item No. 15 (a) - Appointment of Representatives to C.L.C.A.**

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. 20 - Proposed Community Centre, The Rings.**

**Agenda Item No. 26(a)(b)(c)- 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.

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.

Councillor Megan Patterson declared a personal/non prejudicial interest as her father is a Member of S.B.C.

Councillor Ross Patterson declared a personal/non prejudicial interest in the following items:

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

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Specific Reference was made to the following items:

**Agenda Item No. 20 - Proposed Community Centre, The Rings.**

**Agenda Item No. 26 - Planning Applications.**

No further interests were declared.

**7.14-15 MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 16TH APRIL 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 16th April 2014 were considered.

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

**8.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).**

The Chairman invited PCSO Jonathan Wardle to address the meeting.

PCSO Wardle referred to the Report which he had presented at the Annual Town Meeting held on Wednesday 7th May 2014, a copy of which is held on the Town Council file. The Report provides anti social behaviour and crime figures for Ingleby Barwick, for the past year.

A discussion took place and consideration was given to the frequency of attendance of IBNPT Officers at Town Council meetings. Various comments were raised and particular reference was made to where the item was placed on the agenda and the time allocated.

**IT WAS RESOLVED** that the item continues to be included on the agenda at the Town Council's monthly meetings with 5 minutes allocated to receive the monthly update. The item to follow any matters which need to be legally considered first and 'Public Participation', as per the existing sequence on the agenda.

The Chairman thanked PCSO Wardle for the information provided.

**Chairman.....**  
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**9.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.**

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

Chris referred to the Performance Report which had been presented at the Annual Town Meeting held on Wednesday 7th May 2014, a copy of which is held on the Town Council file.

The Report provides details of the incidents/tasks, which have been dealt with by Ingleby Barwick Enforcement Service over the past year.

A discussion took place and various comments were raised.

Reference was made to the regular attendance of Ingleby Barwick Enforcement Officers at Town Council meetings.

**IT WAS RESOLVED** that the item continues to be included on the agenda at the Town Council's monthly meetings with 5 minutes allocated to receive the monthly update. The item to follow IBNPT update, as per the existing sequence on the agenda.

The Chairman thanked Chris Hunter for the information provided.

**10.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE, SERVICE LEVEL AGREEMENT (SLA) 2014/2015.**

The Town Council considered the SLA 2014/2015.

It was noted that the SLA incorporates the following changes:

- Amended rota as agreed with S.B.C., which is to be monitored on a monthly basis
- Addition of provision for a maintenance service covering Beckfields CCTV

The total cost for the SLA is **£ 47,182.50** + VAT (recoverable) per annum.

The current position with regard to requests for service from Tesco was referred to.

Councillor Gillian Corr advised that she would not be participating in any discussion or vote on the matter, as she is employed by Tesco.

**Chairman.....**  
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A discussion took place and various comments were raised.

PCSO Wardle advised that the Police were meeting with Tesco on Saturday 17th May 2014 to discuss various issues and he would provide a report back in due course.

**IT WAS RESOLVED** that the current position in respect of requests for service from Tesco remains as per the SLA, at this point in time.

**IT WAS RESOLVED** that the Town Council is in agreement for the SLA document to be signed by the Chairman and Vice Chairman of the Town Council accordingly. One copy of the document was returned to Chris Hunter for the Enforcement Service and one copy is held on the Town Council file.

**11.14-15 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:

**Tees Credit Union (TCU)**

A general overview was provided of the services which TCU has to offer. It was noted that the service is ran by volunteers. Reference was made to the meeting held last night which had been organised by Revd Clay Roundtree, St. Francis of Assisi CofE Church. It was noted that TCU are looking to establish somewhere in Ingleby Barwick and are currently looking for a venue. It was suggested that the Town Council may wish to invite a representative from TCU to a future meeting, to obtain further information on the matter.

**Ingleby Barwick Summer Carnival, Saturday 19th July 2014**

Two representatives from Ingleby Barwick Community Partnership (IBCP) were present at the meeting. It was noted that IBCP are holding their second Summer Carnival on Saturday 19th July 2014, from 10 am to 6 pm. The venue for the event is the land adjacent to Tesco. Advertisement of the event was referred to, as well as availability of any funding from the Town Council to support the community event. Reference was made to the date of the event, in respect of required coordination with the refurbishment works at the Tesco Store. Reference was also made to the Town Council's grant application criteria etc.

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It was agreed that the Clerk provide IBCP with a grant application form for completion and return to the Town Council for consideration.

The Chairman thanked the two representatives from IBCP for their attendance and they left the meeting at this point.

The Chairman thanked PCSO Wardle, IBNPT and Chris Hunter, Ingleby Barwick Enforcement Officer for their attendance and they left the meeting at this point.

**12.14-15 TO APPOINT MEMBERS TO THE PLANNING APPLICATIONS ADVISORY GROUP.**

**IT WAS RESOLVED** that Councillors Stefan Barnes, Tom Bowman, Ross Patterson and Denise Powell be appointed to the Planning Applications Advisory Group for the Council Year 2014/2015.

**13.14-15 TO APPOINT MEMBERS TO THE COMMUNITY HALL MANAGEMENT COMMITTEE.**

**IT WAS RESOLVED** that Councillors Stefan Barnes, Philip English and Jean Kirby represent the Town Council on the Community Hall Management Committee for the Council Year 2014/2015.

**14.14-15 APPOINTMENT OF REPRESENTATIVES TO:**

**(a) Cleveland Local Councils Association (CLCA) (2)**

**IT WAS RESOLVED** that Councillors Linda Dixon and Philip English represent the Town Council on CLCA for the Council Year 2014/2015.

**(b) Eastern Locality Forum (1)**

**IT WAS RESOLVED** that Councillor Tom Bowman continues to represent the Town Council on the Eastern Locality Forum for the Council Year 2014/2015.

**(c) Eastern Area Transport Strategy (EATS) (1)**

**IT WAS RESOLVED** that Councillor Stefan Barnes continues to represent the Town Council on the Eastern Area Transport Strategy for the Council Year 2014/2015.

**IT WAS RESOLVED** that Councillor Gary Corr continues to be the nominated substitute representative 2014/2015, as and when required.

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**(d) Parish Liaison Forums (1)**

**IT WAS RESOLVED** that Councillor Ross Patterson represents the Town Council at the Parish Liaison Forums.

**15.14-15 TO CONSIDER AND REVIEW PAYMENT OF SUBSCRIPTIONS/RENEWALS FALLING TO BE PAID ANNUALLY:**

**(a) Insurance Policy - Renewal date 1st June 2014**

The Clerk referred to the background information which she had provided to Members prior to the meeting.

**IT WAS RESOLVED** that the information be noted.

Zurich have provided the Town Council's renewal policy schedule, along with an Explanatory Note on Long Term Agreement.

The following alterations/additions were noted:

**Fidelity Guarantee** - this has been increased from £ 250,000 to £ 500,000 as the Town Council's accounts held just over £ 253,000 on receipt of the precept. The cost for the increase in cover is minimal.

**Personal Accident** - This now covers Councillors as well as the Clerk.

**War Memorial Railings** - These have been added to the policy.

**Part C - All Risks (on the policy schedule):**

The items have been increased by 3%

**Artificial Christmas Tree** - cover included.

**ZURICH MUNICIPAL**

**Cost of Cover**

1 year Agreement	-	<b>£ 651.20</b>
3 Year Long Term Agreement	-	<b>£ 615.78</b>

**QUOTATION PROVIDED BY AON**

**Cost of Cover**

1 year Agreement	-	<b>£ 1,487.70</b>
3 Year Long Term Agreement	-	<b>£ 1,413.32</b>

The Town Council considered the information provided.

**IT WAS RESOLVED** that the four planted half barrels be added to the Town Council's insurance policy.

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**IT WAS RESOLVED** that following the addition of the planted half barrels to the policy and subsequent revised cost of cover, the Town Council is in agreement for Zurich Municipal Insurance to provide the Town Council's insurance cover for 2014/2015 and enter into a Long Term Agreement over 3 years. The Clerk to make the appropriate arrangements for renewal of the policy accordingly.

**(b) Cleveland Local Councils Association.**

The Clerk reported receipt of an invoice from CLCA for the sum of **£ 1,009.80** being the membership fees for CLCA for the year 2014/2015.

Once paid, most of the fee is forwarded by CLCA to NALC for their fees, which this year have been levied at .055p per elector. The balance is then used by CLCA to cover administration and development costs.

The membership fees set by CLCA for 2014/2015 remain the same and are as follows:-

5000 or more electors £165.00  
650 - 4999 electors £155.00  
649 or below electors £77.50

Plus .055p per elector (the NALC membership fee)

Electorates for 2014-2015 are based on statistics provided to CLCA by the local Borough Councils and Ingleby Barwick's electorate is shown to be 15,360.

**IT WAS RESOLVED** that the Town Council is in agreement to renew the membership for the sum of **£ 1,009.80**.

**(c) Society of Local Council Clerks - Renewal date January 2015**

**IT WAS RESOLVED** that this be renewed in January 2015.

**16.14-15 REVIEW OF NEW OR EXISTING POLICY AND PROCEDURE DOCUMENTS WITH THE VIEW TO ADOPTION.**

**STANDING ORDERS**

The Clerk advised that the Town Council's Standing Orders have been updated to take account of changes in the law etc.

The revisions were outlined by the Clerk.

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Reference was made to the comments submitted by Councillor Tom Bowman, a copy of which are held on the Town Council file. It was agreed that these be taken into account.

Consideration was given to a designated period for public participation near the end of the meeting as well as at the start of the meeting (clause 3(f)). Various comments were raised and it was agreed that this would not be progressed.

It was agreed that clause 5(g) venue for meetings be amended to read 'Meetings of the Council shall be held at an appropriate venue and commence at 7.00 p.m.'

It was agreed that clause 15 (b)(i) read 'The Proper Officer shall at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer.'

The Clerk advised that a 'read receipt' would be requested and required to be returned by Councillors.

**IT WAS RESOLVED** that the Standing Orders as reviewed and amended, be approved and adopted by the Town Council accordingly.

#### **FINANCIAL REGULATIONS**

**IT WAS RESOLVED** that this matter be deferred.

#### **COMPLAINTS PROCEDURE**

The Town Council reviewed the Complaints Procedure, as laid before the Council.

No amendments were made.

**IT WAS RESOLVED** that the Complaints Procedure as laid before the Town Council be approved and adopted accordingly.

#### **FREEDOM OF INFORMATION (FOI) ACT 2000 - PUBLICATION SCHEME**

The Town Council's Publication Scheme was reviewed.

No amendments were made to the Publication Scheme as laid before the Council.

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**IT WAS RESOLVED** that the Publication Scheme as laid before the Council, be approved and adopted accordingly.

It was requested that the Clerk provide a breakdown on FOI requests received by the Town Council, including topic, number of hours spent etc, over the last 12 months.

**DATA PROTECTION**

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, renewable 1st June each year.

**IT WAS RESOLVED** that the registration be renewed accordingly. The Clerk to make the appropriate arrangements.

The Clerk advised that she is awaiting a response from ICO in respect of advice on whether individual Town Councillors should also be registered as 'data controllers'.

It was confirmed that TrueCrypt is now installed on the Town Council computer.

The Chairman thanked the resident, present at the meeting, who had assisted with installation of the software.

**17.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 16TH APRIL 2014.**

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

S.B.C. have advised that discussions are still ongoing with Persimmon. The financial aspect is currently under consideration. S.B.C. are arranging a further meeting to discuss the matter.

An update will be provided in due course.

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

S.B.C. have advised that the plaque has now been restored.

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**Minute No. 250.13-14 MUGA - Switch Off Time of Lighting**

It has been agreed that the switch off time of the lighting be 10 p.m. on trial basis.

**18.14-15 CTP TRAINING EVENT 'PAPER CHASE, WHO CAN DO WHAT AND HOW' ON TUESDAY 15TH JULY 2014 AT SEDGEFIELD.**

Consideration was given to attendance of the training event, the details for which had been circulated to Members prior to the meeting.

Councillors Tom Bowman, Philip English and Ann Kenyon, as well as the Clerk, expressed an interest in attending. Councillor Megan Patterson advised that she would also be interested to attend and would confirm her availability prior to booking.

**IT WAS RESOLVED** that the Clerk complete the booking form for the required number of places accordingly.

**19.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.**

Councillor Ross Patterson provided an update on the matter.

It was noted that Councillor Jean Kirby had contacted Architect Andi Ruggles, who has agreed to undertake the design work, preparation of plans etc., for the proposed Community Centre, free of charge.

**IT WAS RESOLVED** that the Town Council is in agreement to accept the kind offer from Andi Ruggles and the design work and preparation of plans etc., to be progressed.

**IT WAS RESOLVED** that the Town Council is in agreement for Councillors Ross Patterson and Jean Kirby to liaise with the architect and other relevant parties, to progress the matter. Any matters requiring a decision however would be brought to a meeting of the Town Council.

**IT WAS RESOLVED** that Special Meetings be convened, if and when required to accommodate timescales etc.

The draft plans for initial observations/comments were considered.

A discussion took place and reference was made to the Town Council office which would be located on the ground floor.

It was noted that the top floor would accommodate the Youth Cafe.

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Reference was made to the car parking arrangements. It was confirmed that advice and guidance is being sought from S.B.C. Planning on the requirements/regulations in respect of parking provision.

The following additional comments were raised:

- What is the hatched area on the plan? Green/landscaped area.
- Can the attic roof trusses go right across the first floor? The current plan shows part attic and part fink trusses.
- On the first floor, can the office be split to provide a second kitchen, separate to the kitchen on the ground floor?
- Disabled access was referred to with particular reference to the provision of wheelchair access to the first floor.
- Roof windows right along the roof on the north side.
- Solar panels to the south facing roof.

**IT WAS RESOLVED** that Councillor Ross Patterson advise the architect of the comments raised, accordingly.

It was noted that a meeting is to take place with representatives from S.B.C. and Persimmon Homes, which would be attended by Councillors Ross Patterson and Jean Kirby.

A discussion took place and reference was made to transfer of the land. A further update would be provided in due course when consideration would also be given to legal matters etc.

Particular reference was also made to funding requirements. The criteria that the Secretary of State generally applies in deciding whether to give borrowing approval, and how parish councils go about applying for approval, was referred to.

**IT WAS RESOLVED** that the Town Council consult with the public at this initial stage to ascertain any comments on the proposal.

**IT WAS RESOLVED** that the Clerk liaise with Councillor Ross Patterson to produce an article which is to be placed on the website and included in the monthly communication for distribution to the local magazines and newspapers.

Councillors Ross Patterson and Jean Kirby to provide a further update in due course.

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**ALTERATION TO SEQUENCE OF THE AGENDA.**

**IT WAS RESOLVED** that the following Agenda Item be brought forward for discussion at this point:

Agenda Item No. 22 - Proposed 'Bake Off' Competition.

**20.14-15 PROPOSED 'BAKE OFF' COMPETITION.**

Councillor Megan Patterson advised that St. Francis of Assisi Church Hall has been booked for Saturday 30th August 2014.

It was suggested that the competition be named 'The Great Ingleby Barwick Bake Off'.

It is proposed that the baking categories be as follows:

- Victoria sponge
- Tray bake
- Plain scones
- Show-stopper, an innovative cake (2 tier) on the theme of summer

In respect of age categories it is suggested that the competition be divided into a Junior Bake Off and Adult Bake Off (possibly 16+).

**IT WAS RESOLVED** that the Town Council is in agreement with the above suggestions and the competition be progressed accordingly.

Consideration was also given to the following:

- Advertisement posters
- Rosettes for 1st, 2nd and 3rd places - An order could be placed with G. Prudhoe & Co. Ltd (Rosettes £ 2.00 each, minimum order £ 25.00)
- Possible Lakeland voucher for 1st prize winners
- Judges - possibly 3
- Admission fee - £1.00 entry fee to be donated to St. Francis of Assisi CofE Church, possibly towards the kitchen fund

**IT WAS RESOLVED** that the Town Council is in agreement to progress the competition and incur expenditure at an appropriate and proportionate level.

Councillors Megan Patterson and Ross Patterson submitted their apologies and they left the meeting at this point.

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**21.14-15 WAR MEMORIAL, INGLEBY BARWICK.**

Revd Clay Roundtree, St Francis of Assisi CofE Church arrived at the meeting during consideration of this item.

The Town Council considered the information provided by S.B.C. Capital, Finance and Asset Department, which included the draft Terms and Conditions for the proposed Lease Agreement.

A discussion took place and the following comments were raised:

Clause 2 - the Lease Agreement should be 'in perpetuity' (of endless duration and not subject to termination), in order to safeguard the War Memorial and protect it against any future eventuality.

Clauses 5 & 6 - it is understood that from the outset of the project S.B.C. indicated that they would take on the responsibility for general maintenance of the site and surrounding area as part of their routine maintenance programme.

Clause 8 - will not be required given the comments in respect of Clause 2.

Clause 11 - The Town Council's insurance is with Zurich Municipal who have advised that the War Memorial and Railings are covered for 'All Risks' and Public Liability.

Clause 13 - this needs clarification, as it is open to interpretation.

Clause 16 - concerns were raised in respect of this clause given that 'any other terms and conditions' would need to be considered by both parties before any decision is reached on whether or not they be included.

**IT WAS RESOLVED** that the Town Council submit the above comments to S.B.C. for their comments/clarification.

It was agreed that no external Legal advice be sought by the Town Council on the matter.

Councillors Gillian Corr and Gary Corr provided an update on the ornamental railings.

Reference was made to the recent site meeting which they had attended with representatives from S.B.C. and the manufacturer of the railings.

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A brief overview was provided on discussions to date.

Reference was made to various information which had been requested by S.B.C. which is being followed up.

In respect of installation of the railings, it was noted that S.B.C. had provided costings for the installation of a concrete strip (approx 300mm wide 150mm deep) and single block paved strip to match existing paving, at the estimated cost of £ 1,000.52. The manufacturer will be required to fix the fencing on site.

A discussion took place and various comments were raised.

It is hoped that the railings will be in place for the First World War Centenary, the Commemoration Service for which is being held on Sunday 3rd August 2014.

**IT WAS RESOLVED** that the Town Council is in agreement to accept the price quoted, with the view to installation of the railings as soon as practicable.

The matter to continue to be progressed and a further update to be provided in due course.

### **1,245 Sunflowers**

The Clerk provided an update.

It was noted that around 3,000 packs had been distributed across the borough, over a limited time period between 14th and 27th April 2014. Individuals and groups are still encouraged to grow their own seeds. They will be adding a downloadable / printable tag to the web site very shortly. It was noted that schools were invited to receive packs.

### **22.14-15 CHRISTMAS TREE, FENCE.**

The Clerk provided an update on the matter.

S.B.C. have advised that a permanent fence around the site would not be suitable to the existing street scene and would also cause maintenance issues on site.

The comments were noted.

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**IT WAS RESOLVED** that the Town Council is in agreement not to pursue the provision of a permanent fence. The Clerk to advise S.B.C. accordingly.

S.B.C. have advised that when the tree and fence are erected temporarily during the festive period, access arrangements/risk assessments/method statements and necessary indemnity will be needed from the supplier of the work.

It was noted that this work has previously been undertaken by S.B.C., however S.B.C.'s comments were noted for future reference and any access arrangements/risk assessments/method statements and necessary indemnity would be pursued, if required.

A discussion took place regarding possible options which would reduce the costs in connection with the provision of a temporary fence/barrier around the Christmas Tree when it is erected during the festive period.

The options for consideration were as follows:

1. S.B.C. provide the fence/barrier including erection and dismantling. The costs for this Christmas 2013 were £ 495 plus VAT
2. The Town Council purchase their own fence/barrier which they would need to store and arrange for it to be erected/dismantled annually.

**IT WAS RESOLVED** that the matter be progressed and costings be pursued accordingly. The matter to be given further consideration in due course.

A discussion took place regarding the Christmas Tree and various comments were raised. Reference was made to costings, location etc.

**23.14-15 FIRST WORLD WAR CENTENARY, 4TH AUGUST 2014.**

The Town Council considered the matter.

Revd Clay Roundtree was invited to address the meeting.

A discussion took place and various comments were raised.

**Chairman.....**  
**SIGNED: Wednesday 11th June 2014**

**IT WAS RESOLVED** that a Service to commemorate the beginning of the First World War would take place on **Sunday 3rd August 2014** at St. Francis of Assisi CofE Church, Barwick Way, Ingleby Barwick commencing at **10 a.m.**

The Service would be followed by a walk to the War Memorial, which is sited adjacent to the main entrance into Romano Park for **11 a.m.**

The Chairman thanked Revd Clay Roundtree for his attendance and he left the meeting at this point.

**24.14-15 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 May 2014  
Paula M. Hall - Tax and N.I. Contribution May 2014

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

Reimbursement to the Clerk for the following:		
Postage Costs 16th April 2014 to 14th May 2014	£	<b>22.63</b>
Robinsons Rent for Office		
Due 5th June 2014 - <b>Paid by Standing Order</b>	£	<b>250.00</b>
Robinsons Service Charges	£	<b>102.92</b>
CPC Computing - Website	£	<b>20.00</b>
Document Solutions - Copy Costs	£	<b>72.23</b>
I.B. Community Hall - May 2014	£	<b>37.50</b>

**Chairman.....**  
**SIGNED: Wednesday 11th June 2014**

Richardson Moving and Storage Storage of Christmas Tree - May/June 2014	£ 46.80
S.B.C. Contribution to I.B. Circular Trail	£10,000.00
Direct Debits June 2014: -	£ 36.40 EE Broadband & Tel
-	£ 13.21 PC cover
-	£ 1.96 Monitor cover

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

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

**25.14-15 PLANNING APPLICATIONS:**

**(a)** Planning Applications - Registered with Stockton-on-Tees Borough Council month ending April 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 April 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 - Stockton-on-Tees Borough Council Delegated Decisions month ending April 2014.

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

**IT WAS RESOLVED** that the decisions be noted.

**COUNCILLOR GILLIAN CORR LEFT THE MEETING ROOM WHILST PLANNING APPLICATION NO. 14/1005/ADV WAS CONSIDERED.**

Chairman.....  
SIGNED: Wednesday 11th June 2014

**(c) Planning Application No. 14/1005/ADV**

**Proposal:** Erection of 1 No. Internally Illuminated Fascia Sign, 14 No. Non-Illuminated Fascia Signs, 2 No. Hanging Signs, 3 No. Internally Illuminated other Signs, 1 No. Externally Illuminated other Sign and 30 No. Non-Illuminated other Signs (Signs Located Around the Site, Store and Petrol Station).

**Location:** Tesco Supermarket, Myton Road, Ingleby Barwick.

The Town Council considered all of the information and plans provided in respect of Planning Application No. 14/1005/ADV.

**IT WAS RESOLVED** that the Town Council has no comments to raise. The Clerk to advise S.B.C. accordingly.

**COUNCILLOR GILLIAN CORR RETURNED TO THE MEETING ROOM AT THIS POINT.**

**26.14-15 COMMUNITY COMMUNICATION.**

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

- Details of Chairman and Vice Chairman 2014/2015
- Proposed Community Centre, The Rings
- Seamer Wind Farm Community Fund
- First World War Centenary
- 'The Great Ingleby Barwick Bake Off' Competition
- Contact Information

**27.14-15 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.

**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.

**Chairman.....**  
**SIGNED: Wednesday 11th June 2014**

**28.14-15      DATE OF NEXT MEETING OF THE TOWN COUNCIL.**

The next meeting of the Town Council is scheduled to take place on Wednesday 11th June 2014 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

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

**Chairman.....**

**Clerk.....**

**SIGNED: Wednesday 11th June 2014**