

MINUTES  
OF THE  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 11TH JUNE 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 11th June 2014 at 7.00 p.m.**

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

**Councillors:** Ann Kenyon, Jean Kirby, Megan Patterson and  
Ross Patterson.

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

**IN ATTENDANCE:** Ward Councillor Jean Kirby                               Ingleby Barwick East  
Ward Councillor Ross Patterson   Ingleby Barwick West

Chris Hunter   I.B. Enforcement Service

Hayley Morris   2nd I.B. Rainbows

Louise Baldock                   Labour Party Parliamentary Candidate for  
Stockton South

2 Members of the public were present at the meeting.

The Chairman, Councillor Philip English opened the meeting and welcomed all  
present to the June 2014 Meeting of Ingleby Barwick Town Council.

**29.14-15      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.

**30.14-15      NOTICE OF MEETING.**

The notice convening the meeting was taken as read.

**APOLOGIES FOR ABSENCE.**

Apologies for absence were received from or on behalf of Town Councillors Tom  
Bowman, Gary Corr, Gillian Corr, Linda Dixon and Denise Powell.

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

**Chairman.....**  
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Apologies for absence were received from Ingleby Barwick Neighbourhood Police Team.

**31.14-15 CODE OF CONDUCT.**

**Declaration of Interests.**

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 Philip English also declared a personal/non prejudicial interest in matters concerning Cleveland Local Councils Association (CLCA), as he represents the Town Council on CLCA.

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.**

Specific Reference was also made to the following items:

- Agenda Item No. 12 - Broom Hill Avenue, Ingleby Barwick, Proposed Pedestrian Crossing Improvements.**
- Agenda Item No. 13 - Proposed Community Centre, The Rings.**
- 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.

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 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.**

Specific Reference was also made to the following items:

- Agenda Item No. 12** - **Broom Hill Avenue, Ingleby Barwick, Proposed Pedestrian Crossing Improvements.**
- Agenda Item No. 13** - **Proposed Community Centre, The Rings.**
- Agenda Item No. 19(a)(b)** - **Planning Applications.**

No further interests were declared.

**32.14-15 MINUTES OF THE ANNUAL MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 14TH MAY 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 14th May 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.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**

**33.14-15 PUBLIC PARTICIPATION.**

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

The following matter was raised:

**Grant Application from 2nd Ingleby Barwick Rainbows**

Hayley Morris representing 2nd I.B. Rainbows provided a brief outline of the Group and its activities. Reference was also made to the additional Rainbow Unit which has recently started up.

It was noted that the grant applied for would be used for the purchase of a flag, pole, case etc for the unit, which would be used for occasions such as 'parade Sunday'.

A general discussion took place and various comments were raised.

The Town Council considered all of the information provided.

The Town Council was in general agreement to approve a grant for the sum of £ 100.00, which would be considered under agenda item no. 18 (e) Requests for financial assistance.

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

No further matters were raised.

**34.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).**

No representative present.

**35.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.**

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

Chris referred to the Performance Report dated 14th April 2014 to 9th June 2014, a copy of which is held on the Town Council file.

A general overview was provided of the incidents in Ingleby Barwick East (75) and Ingleby Barwick West (55).

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

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Particular reference was made to littering, off road motorcycling and throwing of missiles.

Reference was made to parking issues at the primary schools.

The guidelines regarding the issue of parking tickets were referred to.

The 10 pm switch off time of the lighting at the Multi Use Games Area (MUGA) adjacent to Romano Park was referred to and it was noted that this would have a greater impact during the darker nights.

The Chairman thanked Chris Hunter for his attendance and the information provided.

Chris Hunter left the meeting at this point.

**36.14-15 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.**

An update is awaited from S.B.C.

**Minute No. 15.14-15 (a) Insurance Policy.**

The Town Council's Insurance policy has been renewed with Zurich Municipal (3 Year Long Term Agreement) for the sum of **£ 618.07** (which includes cover for the four planted half barrels).

**Minute No. 18.14-15 CTP Training Event 'Paper Chase, Who Can Do What and How' on Tuesday 15th July 2014 at Sedgefield.**

It was confirmed that Councillors Tom Bowman, Philip English and Ann Kenyon, as well as the Clerk would be attending the training event.

**IT WAS RESOLVED** that the Clerk complete the booking form accordingly.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**

**Minute No. 22.14-15 Christmas Tree Fence.**

The Clerk provided an update on the matter.

It was noted that 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

S.B.C. have confirmed that the cost of £ 495 would remain the same. The charge incurred is for 'labour only' to carry out the operation.

2. The Town Council purchase their own fence/barrier which they would need to store and arrange for it to be erected/dismantled annually.

S.B.C. have advised that the barrier type required would be 2.0m lengths of Pedestrian Guardrail Type 1, 12 no, 3 on each side.  
The name of the manufacturer has been provided.

S.B.C. have confirmed that they have no storage space available.  
The cost for S.B.C. to erect on site and then remove would be £ 495.00, as above.

The Town Council considered the information provided.

**IT WAS RESOLVED** that the Town Council is in agreement not to pursue the matter further and to continue with the current procedure in place.

**37.14-15 DATA PROTECTION AND FREEDOM OF INFORMATION ACT.**

**Registration of individual Councillors as 'Data Controllers'**

The Clerk reported receipt of correspondence from the Information Commissioners Office (ICO) confirming that, generally speaking, individual Town/Parish Councillors are not required to register as data controllers, as they undertake all of their work on behalf of the Council.

However, if any of the Councillors undertake Constituency Casework on an individual basis, then they would be required to register individually.

**IT WAS RESOLVED** that the information be noted and no further action taken.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**

**Update on Freedom of Information Requests**

The Clerk provided a brief update on the matter.

**38.14-15 REVIEW OF THE TOWN COUNCIL'S FINANCIAL REGULATIONS -**

A copy of the Town Council's existing Financial Regulations and a copy of NALC's template had been circulated to Members for their information.

It was agreed that these would be considered at the Town Council meeting scheduled to take place in September 2014.

**39.14-15 BROOM HILL AVENUE, INGLEBY BARWICK - PROPOSED PEDESTRIAN CROSSING IMPROVEMENTS.**

It was noted that, as previously discussed, a scheme is being progressed to improve the pedestrian crossing facilities on Broom Hill Avenue near St. Francis of Assisi CofE Primary School, Ingleby Barwick.

The proposed measures include removal of the staggered island and provide a straight across Zebra Crossing facility further south, a suitable distance north of The Pasture. A School Crossing Patrol is recommended at this site, appropriate warning signs are proposed. The ghost island, right turn lane into the side road will be removed as part of the scheme, this is not justified in traffic flow terms. An advisory part-time 20 mph limit has been recommended in line with S.B.C. policy to leave a 20 mph zone outside of every Primary School in the Borough.

The Town Council considered the information provided by S.B.C.

**IT WAS RESOLVED** that the Town Council is in full support of the proposals as outlined in the draft report and looks forward to their implementation. The Clerk to advise S.B.C. accordingly.

Reference was made to costings for the scheme.

It was agreed that the Town Council give consideration to allocation of any financial contribution towards the scheme, if and when required.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**



**40.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.**

Councillor Ross Patterson provided an update on the matter.

Councillors Ross Patterson and Jean Kirby are continuing to liaise with the architect and other relevant parties.

Reference was made to the meeting which had taken place with representatives from S.B.C. and Persimmon Homes.

It was noted that the draft plans were considered by the Town Council at its meeting on 14th May 2014 and the comments raised were brought to the attention of the architect.

An update was provided on parking requirements.

Reference was made to the recent public consultation article and the responses received, including those provided through Ingleby Barwick Community News internet site.

A number of expressions of interest have been received in respect of possible use of the Community Centre, including a local Dance School and a Guide Group.

The revised plans for the layout of the building were laid before the Town Council for their observation and comments. It was noted that the plans may be subject to minor alterations.

The ground floor layout will be similar to the existing Community Centre situated within Village 2, Beckfields. It will cater for local groups and will provide for activities such as Guides, Scouts, Dance Classes and other community interests. A Dance Group and a Guide Group have already expressed an interest in hiring the hall. The building will also include a permanent office for Ingleby Barwick Town Council.

The first floor will incorporate the long awaited and much needed 'Youth Cafe' facility.

It was noted that, as requested a small office has also been provided on the first floor to accommodate confidential advisory meetings.

It was reiterated that the plans had been designed and prepared by a local architect who has provided his services free of charge, which is very much appreciated. Persimmon Homes have also kindly offered to fund the planning permission fee costs and submit the plans to S.B.C. for consideration.

**Chairman.....**  
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**IT WAS RESOLVED** that the Town Council approves the plans, and is in agreement for any minor alterations to be applied, if and as required.

A general discussion took place and various comments were raised.

Reference was made to the Town Council office and any specific requirements for consideration.

The Clerk agreed that she would forward any relevant comments to Councillor Ross Patterson.

The tendering process was referred to.

It is hoped that the project will be on site during the 2014-2015 financial year.

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

**41.14-15 WAR MEMORIAL, INGLEBY BARWICK.**

The Clerk referred to the correspondence received from S.B.C. in response to the Town Council's queries, which had been circulated to Members for their information.

It was noted that the agreement will be for a Licence and not a Lease as previously implied.

S.B.C. have advised that they will not agree to a Licence that is any longer than 21 years.

The Town Council considered all of the information provided with specific regard to Clauses 2, 5, 6, 8, 11, 13 and 16.

**IT WAS RESOLVED** that the Town Council notes the response from S.B.C. and is in agreement to progress the matter with the view to finalising the Licence Agreement as soon as possible.

S.B.C. have advised that the Ward Councillors have also been consulted on the matter to ascertain their support for Licensing of the War Memorial associated landscaping and railings.

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Reference was made to the various information requested by S.B.C. in respect of the War Memorial and Railings and an update was provided.

### **Ornamental Railings**

An update was provided on the current situation with the War Memorial railings.

It was noted that the Town Council had accepted the quote from S.B.C. for the installation of a concrete strip and single block paved strip to match existing paving. The manufacturer will be required to fix the railings on site.

Reference was made to the information requested from the manufacturer of the railings which is required by S.B.C. The information is awaited.

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 matter continue to be progressed.

### **42.14-15 FIRST WORLD WAR CENTENARY, COMMEMORATION SERVICE SUNDAY 3RD AUGUST 2014.**

It was noted 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 Town Council gave consideration to erection of the flagpole for the occasion, which would incur a cost.

**IT WAS RESOLVED** that the Town Council is in agreement to erect the flagpole for the occasion. The Clerk to advise S.B.C. accordingly.

Consideration was given to the laying of wreaths. It was agreed that this be discussed with Revd Clay Roundtree.

A general discussion took place regarding the length of time that wreaths be left in place at the War Memorial.

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**IT WAS RESOLVED** that in general, wreaths be left in place at the War Memorial for a period of two months.

**43.14-15 'THE GREAT INGLEBY BARWICK BAKE OFF' COMPETITION.**

It was noted that 'The Great Ingleby Barwick Bake Off' competition will take place on Saturday 30th August 2014 at St. Francis of Assisi Church Hall.

Councillor Megan Patterson provided an update on the matter.

The following were confirmed:

- Age Group Categories** - Adult Bake Off and Junior Bake Off
- Baking Categories** - 4 Categories
- Entry Fee** - £ 1.00  
(donated to St. Francis Church Kitchen Fund)
- Rosettes** - 1st, 2nd & 3rd Prize for each category
- Judges** - 3 to be finalised

A general discussion took place regarding advertisement of the competition and the provision of posters.

Councillor Megan Patterson advised that she would obtain costings for advertisement posters accordingly.

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

It was agreed that arrangements continue to be progressed.

A further update to be provided in due course.

**44.14-15 INGLEBY BARWICK CIRCULAR TRAIL, PROPOSED SPONSORED WALK TO RAISE FUNDS FOR CHARITY.**

The Chairman, Councillor Philip English raised the suggestion of a sponsored walk.

It was noted that as well as raising funds for charity it would also be a good way of promoting Ingleby Barwick Circular Trail.

A general discussion took place and various comments were raised.

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Councillor Ross Patterson provided an update on matters regarding the Circular Trail in the West Ward.

A general discussion took place and various comments were raised.

Particular reference was made to access, improvement works required and land ownership.

It was noted that works are continuing to be progressed.

It was suggested that this matter be considered in 2015, with the view to organising a sponsored walk.

**45.14-15 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.**

The following payments were reported as paid:

|  |            |
|--|------------|
| Zurich Municipal   | £ 618.07   |
| CLCA Subscription 14/15  | £ 1,009.80 |
| Reimbursement to Clerk for Data Protection<br>Renewal paid online to ICO | £ 35.00    |

**IT WAS RESOLVED** that the Town Council confirms its approval of the accounts paid.

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

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

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

**Chairman.....**  
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|   |                            |
|---|----------------------------|
| Reimbursement to the Clerk for the following:     |                            |
| Postage Costs 14th May 2014 to 11th June 2014     | £ 4.96                     |
| Stationery  | £ 12.50                    |
| Robinsons Rent for Office                         |                            |
| Due 5th July 2014 - <b>Paid by Standing Order</b> | £ 250.00                   |
| CPC Computing - Website                           | £ 20.00                    |
| I.B. Community Hall - June 2014                   | £ 18.75                    |
| Richardson Moving and Storage                     |                            |
| Storage of Christmas Tree - June/July 2014        | £ 46.80                    |
| Ingleby Barwick Enforcement Service & CCTV        |                            |
| Quarter 1   | £ 14,154.75                |
| Internal Audit Fee                                | £ 50.00                    |
| Reimbursement of Expenses for Attendance of       |                            |
| Buckingham Palace Garden Party                    | £ 349.10                   |
| Direct Debits July 2014:                          |                            |
| -   | £ 36.40 EE Broadband & Tel |
| -   | £ 13.21 PC cover           |
| -   | £ 1.96 Monitor cover       |

**(c) End of Year Accounts for the Financial Year 2013/2014;**

The Clerk advised Members that the threshold for preparing the end of year accounts on an Income and Expenditure basis is £200,000; therefore this year's accounts, as in previous years, had been prepared on a Receipts and Payments basis.

The year-end Accounts for the financial year 2013/2014 which had been prepared on a Receipts and Payments basis, were laid before the Town Council for approval. The balance at 31<sup>st</sup> March 2014 is **£ 114,487.75.**

**IT WAS RESOLVED** that the Accounts be approved and were signed by the Chairman of the Town Council accordingly.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**

**(d) BDO LLP - Annual Return 2013/2014.**

The Clerk advised that 7th July 2014 is the appointed date on or after which interested parties and local electors for Ingleby Barwick may exercise their rights under the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998, in respect of the accounts of Ingleby Barwick Town Council for the financial year ending on 31st March 2014.

The Clerk informed that she has displayed the Notice advertising the audit, as required.

The Clerk outlined the requirements for completion of the Annual Return.

The Clerk informed that Councils with income or expenditure greater than £200,000 must complete an intermediate audit questionnaire as part of the submission for audit. This is not applicable to Ingleby Barwick Town Council for the financial year ending 31st March 2014.

**(i) Section 1 – Accounting Statements 2013/14**

The Clerk informed that as the Council is below the threshold for income and expenditure accounting the Annual Return is presented in the receipts and payments format.

This section was duly completed using the receipts and payments figures from the year-end accounts.

Reference was made to the following:

**Point 3 Total Other Receipts** - This figure includes the Council Tax Support Grant.

**Point 9 Total Fixed Assets Plus Other Long Term Investments and Assets** - Ingleby Barwick Community Hall was referred to. It was noted that clarification is awaited from BDO on the matter.

The Clerk noted that the Town Council is required to submit to the auditor a brief explanation of significant variations from last year to this in Section 1; and bank reconciliation as at 31<sup>st</sup> March 2014.

**Chairman.....**  
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**IT WAS RESOLVED** that the Town Council approves Section 1 of the Annual Return, including the corresponding explanations and bank reconciliation. The Chairman signed Section 1 of the Annual Return accordingly.

**(ii) Section 2 – Annual Governance Statement 2013/14**

The Clerk noted the requirement in number 5 – ‘we have carried out an assessment of the risks facing the Council **and** taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.’

**IT WAS RESOLVED** that the Town Council has fulfilled this requirement.

The Clerk noted the requirement in number 6 – ‘we have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.’

**IT WAS RESOLVED** that the Town Council has fulfilled this requirement.

Section 2 was completed accordingly.

**IT WAS RESOLVED** that the Town Council approves the information provided in Section 2 of the Annual Return, the Chairman signed the document accordingly.

**(iii) Section 3 – External Auditor’s Certificate and Opinion 2013/14**

To be completed by the External Auditor.

**(iv) Section 4 – Annual Internal Audit Report 2013/14**

The Clerk informed that Ingleby Barwick Town Council’s accounts for 2013/2014 had been audited by Carole Whitehead, Clerk to Egglecliffe and Egglecliffe Council.

A report has been provided which had been circulated to Members for their information.

It was noted that the accounts and paperwork were found to be in excellent order.

**Chairman.....**  
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Section 4 has been duly completed by Carole Whitehead, signed and dated accordingly.

**IT WAS RESOLVED** that the Annual Internal Audit Report be approved and the comments noted.

**IT WAS RESOLVED** that the Clerk forward the completed Annual Return and additional information required, to BDO LLP by 7th July 2014.

**(e) Requests for financial assistance:**

**Ingleby Barwick Community Partnership (IBCP)**

The Clerk reported receipt of correspondence from IBCP requesting that consideration of their grant application be deferred until the Town Council meeting in July 2014.

**IT WAS RESOLVED** that this matter be considered at the July 2014 meeting.

The required supporting documentation was referred to and a number of points were raised which would require clarification and/or evidence of relevant paperwork in place.

**IT WAS RESOLVED** that the points be raised with IBCP accordingly.

**2nd Ingleby Barwick Rainbows**

**IT WAS RESOLVED** that the Town Council is in agreement to approve a grant for the sum of £ 100.00, using its Powers under S137 of the Local Government Act 1972.

**Vitalise**

The Town Council considered the information provided.

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

**46.14-15 PLANNING APPLICATIONS:**

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

**Chairman.....**  
**SIGNED: Wednesday 16th July 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 May 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 May 2014.**

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

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

**47.14-15 PROPOSED ALTERATION TO THE EXISTING TELECOMMUNICATIONS INSTALLATION LOCATED ON GRASS VERGE OFF INGLEBY WAY, INGLEBY BARWICK.**

The Town Council considered all of the information and plans provided.

**IT WAS RESOLVED** that the Town Council has no comments to raise in respect of the proposal.

**48.14-15 COMMUNITY COMMUNICATION.**

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

- Proposed Community Centre, The Rings
- 'The Great Ingleby Barwick Bake Off' Competition
- Broom Hill Avenue, Ingleby Barwick - Proposed Pedestrian Crossing Improvements
- Contact Information

**49.14-15 CLERKS REPORT AND CORRESPONDENCE.**

The Clerks Report and correspondence was considered.

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

The correspondence received was considered.

**IT WAS RESOLVED** that the correspondence received be noted.

The Clerk referred to correspondence received from a resident raising concerns in respect of the amount of Giant Hogweed in the vicinity of Roundhill, Ingleby Barwick. Reference was made the possibility of establishing an Ingleby Environmental Group, if one was not in existence already.

This matter has been referred to S.B.C.

There was no further correspondence to consider at this meeting.

**50.14-15 DATE OF NEXT MEETING OF THE TOWN COUNCIL.**

The next meeting of the Town Council is scheduled to take place on Wednesday 16th July 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 item of business because of the confidential nature of the business to be transacted.

**51.14-15 TO CONSIDER STAFFING MATTERS.**

Reference was made to the Town Council's Risk Assessment.

Consideration was given to producing a risk strategy to ensure continuity of council business should any unforeseen staffing absences arise, due to any number of reasons.

The Town Council considered the matter and various comments were raised.

**Chairman.....**  
**SIGNED: Wednesday 16th July 2014**

**IT WAS RESOLVED** that the Town Council progress the matter with the view to identifying and adopting relevant procedures for the Management of Risk. This to be brought back to the Town Council in due course.

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

**Chairman.....**

**Clerk.....**

**SIGNED: Wednesday 16th July 2014**