

MINUTES
OF THE
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 15TH OCTOBER 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 15th October 2014 at 7.00 p.m.

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

 Vice Chairman/Deputy Town Mayor: Councillor Stefan Barnes.

 Councillors: Tom Bowman, Ann Kenyon, Jean Kirby, Megan Patterson, Ross Patterson, Denise Powell and Sally Ann Watson.

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

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

 Stephen Heslop Enforcement Service Officer
 Stockton-on-Tees Borough Council (S.B.C.)

6 Members of the public were present at the meeting.

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

The Town Council will be suspending their Standing Orders 3 (l) and 3 (x) in respect of recording of meetings/use of electronic devices.
Filming, Photographing or Audio Recording of the Town Council Meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing or recording the meeting.

97.14-15 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.

Chairman.....
SIGNED: Wednesday 19th November 2014

98.14-15 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 Gary Corr, Gillian Corr and Linda Dixon.

It was noted that Town Councillor Linda Dixon has been granted a dispensation by the Town Council for her non-attendance at meetings, given the special circumstances.

It was noted that Councillor Ross Patterson would be late in arriving to the meeting.

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

Apologies were also received from Ingleby Barwick Neighbourhood Police Team (IBNPT).

99.14-15 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. 16 - **Eastern Area Transport Strategy 2014/2015**
Town Council's representative on the Steering Group.

Councillor Tom Bowman declared a personal/non prejudicial interest as he is a school governor at Whinstone Primary School.

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Councillor Tom Bowman also declared a personal/non prejudicial interest in the following item:

- Agenda Item No. 16** - **Eastern Area Transport Strategy 2014/2015**
Attends Steering Group meetings in his capacity of Eastern Locality Forum representative.

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 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. 11** **Proposed Community Centre, The Rings.**

- Agenda Item Nos. 20 (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 Megan Patterson declared a personal/non prejudicial interest as her father is a Member of S.B.C.

Councillor Sally Ann Watson declared a personal/non prejudicial interest in matters concerning or in relation to Fix It DIY & Hardware Ltd., Ingleby Barwick.

Councillor Sally Ann Watson also declared a personal/non prejudicial interest as she is a member of the Parent Teacher Association at Barley Fields Primary School.

No further interests were declared.

Register of Interest Forms A & B

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

100.14-15 MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 10TH SEPTEMBER 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 10th September 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.

101.14-15 PUBLIC PARTICIPATION.

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

The following matters were raised:

Mayor's Sunday Service

Reference was made to the Mayor's Sunday Service.

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A background history was provided on the Service including when it was initiated.

A general discussion took place and various comments were raised.

Public Consultation - War Memorial Ornamental Railings

Reference was made to public consultation, with particular regard to the consultation currently in progress in respect of the War Memorial ornamental railings.

A general discussion took place and various comments were raised.

Seamer Wind Farm Community Fund

The following ideas/suggestions for use of the Community Fund were raised:

- Seats/benches - sited adjacent to the footpath/cycleways around the estate and along the Circular Walk
- Flagpoles at the three entrances into Ingleby Barwick
- Maps at the three entrances into Ingleby Barwick

A general discussion took place and various comments were raised.

102.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).

The Clerk advised that the IBNPT Officers were attending an incident and were therefore unable to be present at the meeting.

The Officers had provided a copy of handouts dated October 2014 from Stockton District Neighbourhood Policing, which were circulated at the meeting.

A general discussion took place and various comments were raised.

103.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.

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

The Chairman invited Stephen Heslop, S.B.C. Enforcement Service Officer to address the meeting.

Stephen referred to the Performance Report dated 1st September to 1st October 2014, a copy of which is held on the Town Council file.

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A general overview was provided of the incidents in Ingleby Barwick East (28) and Ingleby Barwick West (26).

The current hours of work were referred to and a general update was provided.

Specific incidents were referred to, which would be followed up by Enforcement.

Reference was made to continued advertisement of the contact numbers for Enforcement. It was highlighted that people contacting the Enforcement Service do not have to give their details and can remain anonymous.

A general discussion took place and various comments were raised.

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

104.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 10TH SEPTEMBER 2014.

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

No further information to date. S.B.C. are still pursuing the matter with Persimmon.

105.14-15 TO SET MEETING DATES, JANUARY TO MAY 2015 INCLUDING THE ANNUAL TOWN MEETING 2015.

The Town Council gave consideration to setting the meeting dates for January to May 2015 including the Annual Town Meeting 2015.

The Clerk referred to the schedule of draft dates which had been provided. It was noted that the dates of Full Council meetings at S.B.C. have been taken into account when drafting the list.

The Town Council was in general agreement to set the dates as those listed.

The Clerk to contact the Community Hall to ensure that the Hall is available for use on the agreed dates and report back to the Town Council.

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106.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.

Councillor Ross Patterson advised that a meeting had taken place on 11th September 2014 at S.B.C. which had been attended by himself and the Clerk.

A further meeting had been arranged for Tuesday 14th October 2014, however this has been postponed pending rearrangement for a more suitably convenient date.

It was noted that the planning application is currently being prepared with the view to submission in the near future.

Reference was made to the funding available from S.B.C. for fitting out the Youth Cafe.

A further update will be provided in due course.

107.14-15 WAR MEMORIAL, INGLEBY BARWICK.

Licence Agreement

No further information.

Ornamental Railings

The public consultation exercise to ascertain residents comments on the proposed erection of ornamental railings at Ingleby Barwick War Memorial is currently in progress. The closing date for comments is Friday 31st October 2014.

The information has been circulated to various local newspapers and magazines etc, as well as being available on the Town Council website & inglebybarwick.com.

Reference was made to the recent article in The Gazette.

It was noted that the comments received to date have been circulated to Members for their information.

108.14-15 REMEMBRANCE SUNDAY 9TH NOVEMBER 2014.

It was noted that a Service will be held on Sunday 9th November 2014 at St Francis of Assisi Church, Barwick Way, Ingleby Barwick commencing at 10 a.m.

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The Service will be followed by a walk to the War Memorial, which is sited adjacent to the main entrance into Romano Park, for a short service and the laying of wreaths at 11 a.m.

Reference was made to erection of the flagpole. It was noted that S.B.C. erect the flagpole 'free of charge' for this occasion only.

IT WAS RESOLVED that the Town Council arrange to have the flagpole erected for Remembrance Sunday. The Clerk to contact S.B.C. accordingly.

109.14-15 'THE GREAT INGLEBY BARWICK BAKE OFF' COMPETITION IN AID OF CHILDREN IN NEED.

It was noted that 'The Great Ingleby Barwick Bake Off' competition has been rescheduled and will be taking place on Saturday 15th November 2014, in aid of Children in Need.

Posters advertising the competition are currently being distributed for display.

The competition is being held 2 p.m. - 4 p.m. in the Main Hall at All Saints Academy, Blair Avenue, Ingleby Barwick.

The cost for hire of the Hall is £ 28.00/hr, with time allowed before and after for setting up/tidying up.

Unfortunately St. Francis of Assisi Church Hall was unavailable for use on the date required.

There will be a Junior Bake Off (aged 15 and under) and Adult Bake Off (16+), the categories for both age groups are as follows:

- Victoria Sponge
- Tray Bake
- Cupcakes
- The Showstopper (an innovative 2 tier cake of your own design)

Entry fee: £ 1.00 per each individual entry, which is to be donated to Children in Need.

The three Judges are currently being finalised.

Rosettes will be awarded to 1st, 2nd and 3rd places in each category.

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It was noted that the Town Council had previously resolved to incur expenditure for trophies/awards for the first prize winners of each of the eight categories at an appropriate and proportionate level. The finance for the trophies/awards to be used from the Seamer Wind Farm Community Fund.

Reference was made to the 204-Piece Cake and Cupcake Baking and Decorating Set, which is suggested for the prize for the Junior Categories.

Reference was also made to the suggested prize of a cake stand for the Adult Categories.

It was suggested that a total budget of £160.00 be allocated for the prizes, which would allow £ 20 per prize for each of the eight categories.

IT WAS RESOLVED that the Town Council is in agreement to incur expenditure for the prizes up to a maximum of £ 160.00, from the Seamer Wind Farm Community Fund.

It was noted that an invoice for the sum of £ 131.28 (£109.40 plus VAT) has been received from G. Prudhoe & Co. Ltd for purchase of the rosettes and posters.

IT WAS RESOLVED that the Town Council is in agreement to pay the invoice accordingly.

110.14-15 INGLEBY BARWICK CHRISTMAS TREE 2014.

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council is in agreement to instruct S.B.C. to erect the Christmas Tree and associated fencing for Christmas 2014 and incur the relevant costs accordingly. The Clerk to make the appropriate arrangements.

The Clerk to advise Zurich Municipal Insurance accordingly.

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111.14-15 EASTERN AREA TRANSPORT STRATEGY 2014/15 INVITATION TO SECOND STAKEHOLDER MEETING ON TUESDAY 18TH NOVEMBER 2014.

It was noted that the second meeting of the Steering Group overseeing the development of the 2014/15 Eastern Area Transport Strategy is scheduled to take place on Tuesday 18th November 2014 at South Thornaby Community Centre, commencing at 6 p.m.

It was noted that Councillor Stefan Barnes represents the Town Council at the Eastern Area Transport Strategy 2014/15 Stakeholder Meetings. Councillor Barnes advised that he would be available to attend the meeting.

It was agreed that the Clerk would reply to S.B.C. confirming that Councillor Stefan Barnes would be representing the Town Council at the meeting.

Councillor Tom Bowman advised that he would be attending the meeting in his capacity as the Town Council's representative on the Eastern Locality Forum.

Reference was made to the proposed Broom Hill Avenue Zebra crossing scheme near St. Francis of Assisi Primary School. It is anticipated that works to construct the new Zebra crossing will commence in the near future.

112.14-15 GENERAL PROVISION OF SALT BINS, INGLEBY BARWICK.

The Clerk referred to the information which had been circulated to Town Council Members for their observation prior to the meeting.

The Town Council considered the matter.

Reference was made to the information provided from previous discussions at the Town Council meeting on 18th December 2013.

The current procedures which S.B.C. have in place regarding requests for salt bins, were referred to.

A general discussion took place and various comments were raised.

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IT WAS RESOLVED that any requests for salt bins continue to be referred to S.B.C.

113.14-15 COUNTY TRAINING PARTNERSHIP COURSE, 10TH NOVEMBER 2014 AT SHILDON TOWN COUNCIL ON 'POLICIES, SOCIAL MEDIA AND THE PRESS, HEALTH AND SAFETY AND RISK ASSESSMENTS'.

The Town Council considered the matter.

The following lists of attendees was referred to:

Councillor Stefan Barnes
Councillor Tom Bowman
Councillor Philip English
Councillor Ann Kenyon
Councillor Megan Patterson
Councillor Sally Ann Watson
Clerk - Paula Hall

It was noted that the cost per delegate is £ 30.00.

IT WAS RESOLVED that the Town Council is in agreement to incur the cost of £ 210.00, in respect of attendance of the training course by the Councillors listed and the Clerk.

114.14-15 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 accounts have already been paid:

County Durham and Cleveland County Training Partnership Training Session 15th July 2014	£ 120.00
Document Solutions - Copy Costs Invoice Date 31/07/2014	£ 78.40

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Direct Debits:

Oct 2014 (additional)	EE Broadband & Tel	£	0.45
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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 October 2014
Paula M. Hall - Tax and N.I. Contribution October 2014

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

Reimbursement to the Clerk for the following:

Postage Costs 10th September 2014 to 15th October 2014	£	32.24
Stationery	£	21.50

Robinsons Rent for Office Due 5th November 2014 - Paid by Standing Order	£	250.00
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CPC Computing - Website September 2014	£	20.00
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Siemens - Lease of Copier Payment due by Direct Debit on 13/11/14	£	122.96
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Document Solutions - Copy Costs Invoice Date 30/09/2014	£	55.84
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I.B. Community Hall - October 2014	£	18.75
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Richardson Moving and Storage Storage of Christmas Tree - Oct/Nov 2014	£	46.80
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G. Prudhoe & Co. Ltd. Bake Off Competition - Posters & Rosettes	£	131.28
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Direct Debits:

Nov 2014	-	£ 36.40	EE Broadband & Tel
	-	£ 13.21	PC cover
	-	£ 1.96	Monitor cover

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(c) Seamer Wind Farm Community Fund.

It was noted that an additional payment of **£ 497.92** was received from Infinis on 26th September 2014 which now gives a new balance of **£ 3,570.27**.

The Chairman invited a member of the public present to address the meeting at this point, to raise an additional matter.

It was suggested that consideration be given to providing a suitable place for the holding of entertainment/social events, which could possibly be incorporated within the new proposed Leisure Facilities for Ingleby Barwick.

A general discussion took place and various comments were raised.

It was suggested that the resident contact Ward Councillor Ken Dixon on the matter.

It was agreed that the ideas/suggestions raised at the meeting for possible use of the Seamer Wind Farm Community Fund be put on the agenda for consideration at the Town Council meeting in November 2014.

(d) Town Council Procedures in respect of Grants and Donations -

The Town Council gave consideration to the matter.

Reference was made to the allocation of financial assistance from both the Town Council budget and also Seamer Wind Farm Community Fund.

A general discussion took place and various comments were raised.

It was agreed that the existing grant application form was relevant to both funds and that the criteria to be met and paperwork provided was the same in both instances.

It was agreed that the Town Council, when approving any grant application, would consider as to which Fund would be used to provide the financial assistance.

IT WAS RESOLVED that the text on the existing grant application form be amended to include reference to the Seamer Wind Farm Community Fund.

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Reference was made to donations, which in general are made to charitable organisations, to which the grant application form would not apply. Requests for charitable donations would be considered as and when received.

115.14-15 PLANNING APPLICATIONS:

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

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

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

IT WAS RESOLVED that the decisions be noted.

116.14-15 COMMUNITY COMMUNICATION.

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

- Remembrance Sunday 9th November 2014
- 'The Great Ingleby Barwick Bake Off' Competition in aid of Children in Need
- Seamer Wind Farm Community Fund
- Bus Services, Ingleby Barwick
- Extra Vigilance as the Dark Nights Draw Upon Us
- Contact Information

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117.14-15 CLERKS REPORT AND CORRESPONDENCE.

The Clerks Report and correspondence 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 correspondence received be noted.

118.14-15 DATE OF NEXT MEETING OF THE TOWN COUNCIL.

The next meeting of the Town Council is scheduled to take place on Wednesday 19th November 2014 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

Chairman.....
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Clerk.....