

MINUTES
OF THE
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 19TH NOVEMBER
2014
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

120.14-15 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 Linda Dixon and Denise Powell.

It was noted that Ward Councillors Gillian Corr, Jean Kirby (Ingleby Barwick East) and Ross Patterson (Ingleby Barwick West) were attending Full Council at S.B.C. and would therefore be late in arriving.

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

121.14-15 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.

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.

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Councillor Gary Corr declared a personal/non prejudicial interest as his spouse is a Member of S.B.C.

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

Agenda Item No. 16 - **Eastern Area Transport Strategy 2014/15** - Town Council's substitute representative on the Steering Group.

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

Councillor Megan Patterson also declared a personal/non prejudicial interest in the following item:

Agenda Item No. 14 - **'The Great Ingleby Barwick Bake Off' Competition in Aid of Children in Need** - Involved with organising the competition.

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.

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Register of Interest Forms A & B

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

122.14-15 MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 15TH OCTOBER 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 15th October 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.

123.14-15 PUBLIC PARTICIPATION.

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

The following matter was raised:

Conversion of Garages into Habitable Rooms

Reference was made to the Town Council's standard comments which are submitted to S.B.C. Planning in respect of the conversion of garages.

It was noted that the comments state that the Town Council does not support the conversions, as this is liable to result in more on-street parking.

It was suggested that consideration be given to revising the comments, as approval of the applications depends on adequate parking being provided, including the widening of driveways where applicable.

It was agreed that this be considered by the Town Council's Planning Applications Advisory Group and the matter then brought to Full Council.

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124.14-15 REQUESTS FOR FINANCIAL ASSISTANCE.

3rd Ingleby Barwick Rainbows

Sue McBride representing 3rd I.B. Rainbows provided a brief outline of the Group and its activities. It was noted that the Unit had only just recently started up and was going well.

It was noted that the grant of £ 107.00 applied for would be used for the purchase of a flag, flagpole, carrier and case 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.

IT WAS RESOLVED that the Town Council is in agreement to approve a grant for the sum of £ 107.00, using its Powers under S137 of the Local Government Act 1972, which is to be allocated from the Town Council budget.

Councillor Jean Kirby arrived at the meeting during consideration of the request for financial assistance from IBCP.

Ingleby Barwick Community Partnership (IBCP)

Beth Winter representing IBCP gave a brief outline of the Farmers Market, including details on its initial establishment in August 2014 and its ongoing provision. A general overview was provided on finances by the representatives in attendance from IBCP.

Reference was made to the provision of stalls including those for local crafts and charity.

It was noted that the grant applied for would be used towards the purchase of 3 no. market stalls and 2 no. pergolas with wind protectors.

It was also noted that IBCP is a not for profit organisation which raises money from fund raising events to put events on for the community.

A discussion took place and various comments were raised.

The Town Council considered all of the information provided.

IT WAS RESOLVED that the Town Council is in agreement to approve a grant for the sum of £ 500.00, which is to be allocated from the Town Council budget.

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Reference was made to the Christmas Farmers Market which would be taking place in December 2014. A general discussion took place.

It was suggested that the Town Council give consideration to the provision of an incentive prize for stall holders, by way of a contribution towards the cost of 6 months rent of a stall, totalling £ 90.00. This could be linked to/and presented at the Christmas market.

It was agreed that IBCP submit the appropriate paperwork and this matter be considered by the Town Council at its meeting on Wednesday 17th December 2014.

St. Francis of Assisi PCC

The Town Council considered the application for financial assistance of £ 202.05, from St. Francis of Assisi PCC.

Reference was made to the intended use of the grant towards the purchase of the Portable PA System, which would be available for use by the community.

Reference was made to the supporting paperwork required in respect of a grant application.

A general discussion took place and various comments were raised.

It was agreed that the grant application be declined.

It was suggested however, that financial assistance, by way of a donation from the Seamer Wind Farm Community Fund, be considered.

IT WAS RESOLVED that the Town Council is in agreement to provide financial assistance of £ 202.05, by way of a donation, from the Seamer Wind Farm Community Fund. It is to be noted that the Portable PA System is to be a shared resource for community use, as outlined in the grant application however, it should be ensured that the equipment is not used for any political purposes.

Councillor Ross Patterson arrived at the meeting at this point.

125.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).

The Chairman welcomed PCSO Rob Gilpin and PCSO Jonathan Wardle.

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

Anti Social Behaviour	-	68 Reports
Criminal Damage	-	8 Reports
Theft	-	17 Reports
Burglary	-	7 Reports
Violence	-	9 Reports

Reference was made to the number of incidents generated from Mischief Night, Halloween and Bonfire Night.

The incidence of drive-offs, garage break ins, and the theft of bikes were referred to.

A general discussion took place and various comments were raised.

An update was provided on specific incidents.

Reference was made to both Beckfields and Myton Park Shopping areas.

A general discussion took place and various comments were raised.

PCSO Wardle advised that he had been successful in applying for the position of Police Officer and would be leaving his current position of PCSO on 5th January 2015.

The Chairman took the opportunity to thank PCSO Wardle on behalf of the Town Council, for his service as an officer to Ingleby Barwick and wished him well in his future career.

The Chairman thanked PCSO Rob Gilpin and PCSO Wardle for the information provided.

126.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Jonathan McDonald, S.B.C. Enforcement Service Officer to address the meeting.

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Jonathan referred to the Performance Report dated 1st October to 31st October 2014, a copy of which is held on the Town Council file.

A general overview was provided of the incidents in Ingleby Barwick East (54) and Ingleby Barwick West (47).

It was noted that Mischief Night, Halloween and the build up to Bonfire Night had made an impact on the statistics.

The following reports/actions were highlighted:

- Dangerous/obstructing vehicles
- Throwing Missiles
- School parking
- Rowdy/nuisance behaviour

Reference was made to parking issues at the primary schools and specific incidents were referred to.

A general discussion took place and various comments were raised, including the need to educate people.

Reference was also made to possible future use of the motorcycle, which had been raised during previous discussions.

Reference was made to school catchment areas.

The importance of the continued advertisement of the contact numbers for Enforcement was referred to.

The Chairman thanked Jonathan McDonald for information provided.

The Chairman thanked the Police and Enforcement Officers for their attendance and they left the meeting at this point.

127.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 15TH OCTOBER 2014.

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

No further information to date.

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128.14-15 TO SET MEETING DATES, JANUARY TO MAY 2015 INCLUDING THE ANNUAL TOWN MEETING 2015.

The Clerk referred to the schedule of draft dates which had been provided at the Town Council meeting in October 2014.

It was noted that the Community Hall is available for use on the dates apart from Wednesday 28th January 2015. However, the Meeting Room at St. Francis of Assisi Church is available for use on that date.

IT WAS RESOLVED that the dates be set, as listed. The Church Meeting Room to be used as an alternative venue for the meeting on Wednesday 28th January 2015. The Clerk to confirm the bookings accordingly.

129.14-15 MYTON WAY/BROOM HILL AVENUE, INGLEBY BARWICK, SCHEME PROPOSALS.

The Clerk reported receipt of correspondence from S.B.C.

A copy of the draft S.B.C. Cabinet Member report and drawings regarding the Myton Way/Broom Hill Avenue scheme proposals were included.

It was noted that briefly, the scheme proposes to; dual Ingleby Way between Barwick Way and Myton Way, convert Myton Way to a dual carriageway between the 'Tesco roundabout' and just north of Broom Hill Avenue and install traffic signals to replace the current Myton Way/Broom Hill Avenue roundabout.

The purpose of the report is to seek formal approval for Legal Services to be authorised to process a Notice of Works for the proposed Puffin crossing on Myton Way and to reduce the 40mph speed limit on Myton Way (from Broom Hill Avenue for 75 metres northwards) to 30mph to encourage lower speeds on the approach to the new traffic signals, as recommended via the Road Safety Audit process.

The Town Council's views on the proposals as outlined for inclusion within the final report, are requested.

The Town Council considered the information provided.

IT WAS RESOLVED that the Town Council is in full support of the proposals as outlined in the report and corresponding drawings.

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130.14-15 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 was discussed.

The comments received had been circulated to Members prior to the meeting for their information.

A general discussion took place and various comments were raised.

Reference was made to the verbal comments received by Councillor Philip English at the Remembrance Sunday Service and those received by Councillor Stefan Barnes at the 'Bake Off' competition.

IT WAS RESOLVED that the comments received during the public consultation exercise be submitted to S.B.C. Signed statements from Councillors Philip English and Stefan Barnes outlining the verbal comments received to be included.

A note of thanks was received from a resident in attendance for the Remembrance Sunday Service. St. Francis of Assisi Church and the Town Council were thanked for their efforts.

The Chairman also expressed a note of thanks to the Clerk for her efforts.

Reference was made to the 75th anniversary of the Battle of Britain which is in 2015.

It was agreed that the Town Council contact S.B.C. to ascertain as to what events are being planned.

131.14-15 'THE GREAT INGLEBY BARWICK BAKE OFF' COMPETITION IN AID OF CHILDREN IN NEED.

It was noted that 'The Great Ingleby Barwick Bake Off' competition had taken place on Saturday 15th November 2014.

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The competition had been very successful and had raised £ 103.44 for Children in Need.

A discussion took place and various comments were raised. General feedback from the event was received.

There were a number of constructive comments received in respect of organisation which would be taken into consideration when organising future events.

Various suggestions were raised regarding organising future events and the possibility of either linking in with or receiving support from IBCP was raised.

All involved were thanked for their efforts.

IT WAS RESOLVED that all of the costs incurred in respect of the competition be allocated from the Seamer Wind Farm Community Fund.

132.14-15 INGLEBY BARWICK CHRISTMAS TREE 2014.

The Clerk advised that S.B.C. would be erecting the Christmas tree on Thursday 20th November 2014.

S.B.C. will be erecting a 3/4 ft pedestrian guardrail style fence around the tree as per last year.

Zurich Municipal Insurance have been advised accordingly.

S.B.C. will be inspecting the tree on a weekly basis.

Reference was made to the Christmas 'wishes' made by the local children which had been attached to the fence around the Christmas tree last year.

It was agreed that the Town Council contact the organiser to ascertain as to whether they would be interested in arranging for it to take place this year as well.

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133.14-15 EASTERN AREA TRANSPORT STRATEGY 2014/15 INVITATION TO SECOND STAKEHOLDER MEETING ON TUESDAY 18TH NOVEMBER 2014.

A report was provided by Councillor Tom Bowman, which was circulated to Members at the meeting and read out by the Chairman. A copy of the report is held on file.

In respect of Ingleby Barwick, it was noted that the Quarry Farm roundabout has a problem with a utility service relocation, however they hope to start work in early January 2015.

The Myton Way dual carriageway works should start in mid to late 2015.

The Zebra crossing and a 20 mph speed limit at Broom Hill Avenue are on course to be in use this month for the safety of school children. It was noted that the bridge to Preston Hall is still in abeyance, and has been since 1990!

In March 2015 the rules governing road signs will change, and new proposals will be considered then.

Councillor Tom Bowman was thanked for his report and the information was noted.

Councillor Stefan Barnes submitted his apologies and left the meeting at this point.

134.14-15 TRAINING EVENT ON 'POLICIES, SOCIAL MEDIA AND THE PRESS, HEALTH AND SAFETY AND RISK ASSESSMENTS'.

The Clerk provided a brief report back on the training event.

Reference was made to the following:

Policies

It was noted that Members have been provided with a copy of the handouts distributed at the event, for their information.

Reference was made to the Audit or Statutory requirements which must be in place.

Reference was also made to various 'Best Practice' Documents and Policies.

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Social Media and the press

The following were discussed:

- Websites
- Facebook
- Twitter
- Links
- QR Codes
- Newsletters

Particular reference was made to monitoring. One-way communication was also referred to.

Health and Safety & Risk Assessments

It was noted that Members have been provided with a copy of the handouts distributed at the event, for their information.

A general discussion took place and various comments were raised.

It was agreed that the use of social media be placed on the agenda for discussion at the Town Council meeting in January 2015.

135.14-15 THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014.

A draft policy on filming, photographing, audio-recording and reporting of meetings was tabled at the meeting.

It was questioned as to whether there are any restrictions in the Community Hall Policy in respect of use of the Hall, regarding this. It was agreed that confirmation be sought on the matter.

It was agreed that this matter including the draft policy, be considered at the Town Council meeting to be held in December 2014.

The Town Council gave consideration to updating their Standing Orders to take account of the changes in law - amendment of 3(l) and removal of 3(x). Amendment was also considered to Standing Order 23(b).

IT WAS RESOLVED that the amendments be agreed and the Standing Orders to be updated accordingly.

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136.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.

Councillor Ross Patterson advised that the planning application is currently being prepared with the view to submission in the near future.

It was confirmed that Persimmon Homes would be paying for submission of the required planning permission.

Reference was made to the press release which would coincide with submission of the planning application. A general discussion took place and various comments were raised.

Timescales were referred to.

IT WAS RESOLVED that the Clerk, in liaison with the Chairman Councillor Philip English, be given the authority to agree the press release on behalf of the Town Council.

Transfer of the land was discussed. A general discussion took place and various comments were raised. Particular reference was made to ownership etc.

Reference was made to obtaining legal advice/representation on the matter.

It was agreed that this would be sought as and when required.

It was suggested that the possibility of setting up a 'Group' to start progressing work on the Business Plan be pursued. Membership was referred to.

It was agreed that the Clerk obtain further information on the suggestion and report back to the Town Council.

137.14-15 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.

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(b) Accounts due for Payment.

The following account has already been paid:

S.B.C. Erect and Remove Flagpole (Centenary 3/08/14) **£ 321.98**

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

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

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

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

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

Reimbursement to the Clerk for the following:

Postage Costs 15th October 2014 to 19th November 2014	£ 3.10
Stationery	£ 25.05

Robinsons Rent for Office Due 5th December 2014 - Paid by Standing Order	£ 250.00
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CPC Computing - Website October 2014	£ 20.00
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I.B. Community Hall - November 2014	£ 18.75
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Richardson Moving and Storage Any o/s Costs for Storage of Christmas Tree - Nov 2014	Awaited
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County Durham and Cleveland County Training Partnership Training Session 10th November 2014	£ 210.00
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Ingleby Barwick Enforcement Service & CCTV Quarter 3	£ 14,154.75
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Bake Off, Invoices for payment:

(Seamer Wind Farm Community Fund)

Robertson, All Saints Academy - Hire of Hall	£ 55.99
Reimbursement to Cllr Sally Ann Watson for purchase of Junior Section prizes from Groupon	£ 79.97
Reimbursement to Clerk for the following:	
Purchase of 4 No. Cake Stands from Hobbycraft	
Adult prizes	£ 40.00
Purchase of Tablecloths/bunting etc for Decoration of Room	£ 12.99
	£ 19.60
	£ 4.00
Tea/coffee/sugar/milk/juice/cups/napkins etc	£ 18.29

Direct Debits:

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

(c) Seamer Wind Farm Community Fund.

Ideas/Suggestions Received.

It was noted that the following suggestions were received at the Town Council meeting in October 2014:

- Provision of seats/benches
- Flagpoles at the 3 entrances
- Maps at the 3 entrances

A general discussion took place and various comments were raised.

In respect of the maps, it was suggested that the Circular Trail could be included.

It was agreed that further information be pursued regarding the possibility of maps being provided, including options, costings etc. The information to be reported back to the Town Council in due course.

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Reference was made to land ownership in respect of the siting of flagpoles. Further information to be sought.

Councillor Jean Kirby advised that she would assist with obtaining further information in respect of the suggestions raised.

138.14-15 PLANNING APPLICATIONS:

Councillor Jean Kirby advised that she is a Member of S.B.C. Planning Committee and 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.

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

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

IT WAS RESOLVED that the decisions be noted.

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COUNCILLOR ROSS PATTERSON LEFT THE MEETING ROOM WHILST REFERENCE WAS MADE TO THE DEVELOPMENT AT 4 FARM LANE , INGLEBY BARWICK AS HE IS ACQUAINTED WITH THE APPLICANT.

Reference was made to the development at 4 Farm Lane, Ingleby Barwick. A general discussion took place.

COUNCILLOR ROSS PATTERSON RETURNED TO THE MEETING ROOM AT THIS POINT.

It was agreed that the Town Council's comments on the conversion of garages into habitable rooms be considered at the December meeting. The matter to be included on the agenda for consideration.

139.14-15 COMMUNITY COMMUNICATION.

It was noted that the Town Council article for the December edition of the local magazines had been submitted in order to meet deadlines.

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

- Seamer Wind Farm Community Fund
- Dog fouling/litter
- Contact Information

140.14-15 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.

141.14-15 DATE OF NEXT MEETING OF THE TOWN COUNCIL.

The next meeting of the Town Council is scheduled to take place on Wednesday 17th December 2014 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

Chairman.....

Clerk.....

SIGNED: Wednesday 17th December 2014