

MINUTES  
OF THE  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 14TH JANUARY 2015  
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 14th January 2015 at 7.00 p.m.**

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

**Councillors:** Gillian Corr, Ann Kenyon, Jean Kirby, Ross Patterson and Sally Ann Watson.

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

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

PC Paul Eastick Neighbourhood Police Team  
PCSO Rob Gilpin Neighbourhood Police Team

Helen Dobson I.B. Enforcement Service

Louise Baldock Labour Party Parliamentary Candidate for Stockton South

4 Members of the public were present at the meeting.

**VICE CHAIRMAN TO CHAIR THE MEETING.**

In the absence of the Chairman Councillor Philip English, the Vice-Chairman Councillor Stefan Barnes to Chair the meeting.

The Chairman advised that 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.

The Chairman, Councillor Stefan Barnes opened the meeting and welcomed all present to the January 2015 Meeting of Ingleby Barwick Town Council.

**166.14-15 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 28th January 2015**

**167.14-15 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, Linda Dixon, Philip English, Megan Patterson and Denise Powell.

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

**168.14-15 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 matters concerning the Eastern Area Transport Strategy 2014/2015, as he represents the Town Council on the Steering Group.

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

**All items involving her role as a Stockton-on-Tees Borough Council (S.B.C.) Ward Councillor.**

**Agenda Item No. 13**

**War Memorial, Ingleby Barwick.**  
Involved in progressing the War Memorial project including erection of the ornamental railings around the War Memorial.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**Agenda Item No. 18 (a)(b)**

**Planning Applications.**

Member and also Vice Chairman of S.B.C. Planning Committee. 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.

**Agenda Item No. 18 (c)**

**Planning Application No. 14/3281/REM**

Member and also Vice Chairman of S.B.C. Planning Committee. Councillor Corr advised that she would not be getting involved/giving a view at parish level and reserves her position until planning committee stage.

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

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. 14**

**Proposed Community Centre, The Rings.**

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**Agenda Item No. 18 (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.

**Agenda Item No. 18 (c)**

**Planning Application No. 14/3281/REM**

Member of S.B.C. Planning Committee.

Councillor Kirby advised that she would not be getting involved/giving a view at parish level and reserves her position until planning committee stage.

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 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.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**169.14-15 MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON 3RD DECEMBER 2014 AND MINUTES OF THE MEETING HELD ON 17TH DECEMBER 2014. AFTER CONSIDERATION, TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PERSON PRESIDING AS A TRUE AND ACCURATE RECORD.**

The Minutes of the Meetings held on 3rd December and 17th December 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.

**170.14-15 PUBLIC PARTICIPATION.**

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

The following matters were raised:

**Bus Services, Ingleby Barwick**

Reference was made to the Ingleby Barwick bus services, with particular regard to the additional Number 17 services, evenings and Sundays etc., implemented from 20th July 2014. It was noted that there are only a limited number of people using the evening and Sunday services.

It was agreed that the Town Council would continue to include promotion of the bus services in their articles, drawing residents attention to the importance of using the services to ensure their future viability 'Use it or Lose it'.

**Proposed New Swimming Pool, Ingleby Barwick**

Positive comments were received in respect of the proposed new swimming pool.

**171.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).**

The Chairman welcomed the police representatives present and invited them to address the meeting.

PCSO Rob Gilpin introduced himself and advised that he would be covering the Ingleby Barwick area.

**Chairman.....  
SIGNED: Wednesday 28th January 2015**

PC Paul Eastick also introduced himself as the new Neighbourhood Police Officer for the Ingleby Barwick area. He gave a brief outline of police coverage and advised of the relevant contact information.

PCSO Gilpin addressed the meeting and gave a verbal report on incidents which had been reported in December 2014. The figures included the following:

<b>Anti Social Behaviour (ASB)</b>	-	23 Reports
<b>Burglary</b>	-	27 Reports
<b>Theft</b>	-	21 Reports
<b>Criminal Damage</b>	-	6 Reports

It was noted that reports of ASB are down from the 43 in November 2014.

Three individuals have been arrested and are on bail for the burglaries.

A general discussion took place and various comments were raised.

An update was provided on specific incidents including bike thefts, which had noticeably reduced. The increased sale of locks was referred to.

It was highlighted that people should ensure that all of their property is securely locked, to deter opportunist thieves.

### **Arrangements for 'Bike Security Marking'**

Councillor Ross Patterson arrived at the meeting during consideration of this item. He declared a personal/non prejudicial interest in all items involving his role as an S.B.C. Ward Councillor.

Consideration was given to the arrangements for 'bike security marking'.

The dates and times provided by PCSO Gilpin were referred to.

The Clerk confirmed the availability of Ingleby Barwick Community Hall and noted that the cost to hire the small hall for the sessions is £ 7.50 per hour.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**IT WAS RESOLVED** that 'bike security marking' sessions be arranged as follows and the costs incurred be allocated from the Seamer Wind Farm Community Fund:

- Saturday 24th January 2015 - 10 am to 12 noon
- Saturday 21st February 2015 - 2 pm to 3.30 pm

PC Paul Eastick and PCSO Gilpin were thanked for their attendance and the information provided. The Police representatives left the meeting at this point.

**172.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.**

The Chairman invited Helen Dobson, I.B. Enforcement Service Officer to address the meeting.

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

A general overview was provided of the incidents in Ingleby Barwick East (40) and Ingleby Barwick West (28).

Specific reference was made to the following issues:

- Dangerous/obstructing vehicles
- Throwing missiles
- Parking on grass verges
- Rowdy/nuisance behaviour

The Beckfields and Lowfields areas were referred to, as well as the Community Centre, Tesco and Myton Park shopping area.

Reference was also made to parking issues at the primary schools.

Specific incidents were referred to and an update was provided.

A general discussion took place and various comments were raised.

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

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**



**173.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 17TH DECEMBER 2014.**

**Minute No. 150.14-15 Provision of a Defibrillator at Ingleby Barwick Community Hall**

It was noted that the Town Council's representatives on the Community Hall Management Committee had raised this matter at the meeting on Friday 9th January 2015 and the general consensus of opinion was that the provision of a defibrillator at the Community Hall was a good idea. It had however been questioned as to whether there are any others located in the nearby vicinity and also, would it be sited inside the building.

It was agreed that the defibrillator would need to be sited inside the Community Hall and this be reported back to the Management Committee at the February 2015 meeting.

**Minute No. 150.14-15 Christmas Decorations, Myton Way, Ingleby Barwick**

It was noted that the suggestion received, that in future years the decorations be positioned lower down the lamp columns, had been relayed to S.B.C.

**Minute No. 155.14-15 Election Programme 2015.**

It was noted that information regarding voter registration is now provided on the Town Council website. A link is also provided to the Electoral Commission guidance.

**Minute No. 160.14-15 Town Council Office, Computer System and Seating.**

It was noted that the following items have been purchased:

Chair and footrest purchased from Staples - £ 95.83 plus VAT £ 19.17  
total cost **£ 114.99**

Monitor purchased from Amazon - £ 129.12 plus VAT £ 25.82  
total cost **£ 154.94**

It was noted that the VAT is reclaimable.

**174.14-15 TOWN COUNCIL WEBSITE.**

The website statistics for December 2014 were noted.

The Town Council considered the invoice for December 2014 which had been received for the sum of £ 20.00.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**IT WAS RESOLVED** that the invoice be paid accordingly.

**175.14-15 USE OF SOCIAL MEDIA.**

This matter was considered.

A general discussion took place and various comments were made.

Positive comments were received in respect of the Town Council's website.

It was agreed that this matter be placed on the agenda for discussion at the Town Council's Special Meeting scheduled to take place on Wednesday 28th January 2015.

**176.14-15 THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014.**

The Town Council gave consideration to adopting a Policy on filming, photographing, audio recording and reporting of meetings.

The information provided was considered.

**IT WAS RESOLVED** that the Town Council adopt the 'Protocol for Recording Council Meetings - Policy and Procedure'.

**177.14-15 WAR MEMORIAL, INGLEBY BARWICK - To consider the following:**

**Licence Agreement**

No further information to date.

**To receive an update on ornamental railings**

It was agreed at the Town Council's December meeting that the Clerk contact S.B.C. to request a response on the matter, as soon as possible, in order that the signing of the Licence Agreement can be progressed as well as erection of the railings.

The Clerk has requested a response accordingly.

No further information is available to date as a response is still awaited from S.B.C.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

It was agreed that the Clerk contact S.B.C. once again, to request a response soon as possible, as the Town Council would like to see a satisfactory conclusion to this matter, with the view to signing of the Licence Agreement and erection of the railings, by April 2015 at the latest.

**178.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.**

Councillor Jean Kirby provided an update from the Working Group who had met on Tuesday 6th January 2015. A copy of the notes from the meeting are held on the Town Council file.

The main matters discussed by the Working Group were as follows:

**Submission of Planning Application** It was noted that the application will be submitted and paid for by Persimmon Homes. The Design and Access Statement which is required to accompany the application is currently being progressed.

**Decision on Planning Application** It will be an Officers decision unless there are 6 or more objectors, when it would then go to S.B.C. Planning Committee.

**Specification for the whole of the Community Hall including Youth Café** This to be progressed.

**Confirm with S.B.C. Matters in Respect of Youth Cafe** This to be progressed.

**Town Council Office Requirements** - This to be progressed.

**Funding, Business Plan, Information and Evidence Gathering, Public Meeting etc**

The guidance from NALC on the 'Borrowing Approval System' was referred to. Particular reference was made to Openness and Transparency. Details of the project and plans for borrowing and loan repayment must be available to residents from an early stage. Reference was made to arranging a Public Meeting. Availability of information on the Town Council website and in newspapers was referred to. A Business Plan is to be progressed.

**Tender Process** - To be considered and progressed.

**Project Manager** – To be considered and progressed.

**Chairman.....**  
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**Management of the Proposed Community Centre** – This needs to be considered in more detail. Reference was made to legal assistance to draw up documents, overall responsibility maintained by the Town Council, constitution, formation and structure of Management Committee, responsibilities, running as a business, possible limited company etc.

**Next Meeting** Tuesday 10th February 2015 at 7.30 p.m.

Councillor Jean Kirby and the Members of the Working Group were thanked for the information provided.

A general discussion took place and various comments were raised.

**IT WAS RESOLVED** that a Public Meeting be arranged on a 'Drop In' Basis. A provisional date was set as Saturday 28th February 2015 from 10 am until 4 pm. The Clerk to contact the Community Hall to ascertain if the small hall is available for use, if not, an alternative venue be sought.

A general discussion took place regarding how the Public Meeting would be organised, information available, Councillors in attendance, comment sheets etc. This would need to be finalised.

**179.14-15 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.**

Reference was made to the response provided by S.B.C.

It was noted that in terms of the Borough Council's Boundary Signs Review, this is ongoing and will conclude when final information is available from the Department for Transport (DfT) who are currently in the process of amending the legislation and what is permitted on highway signs.

The consultation process for the amendments concluded last Summer and the response from the Government was received in early November, although it had been expected in September. The information received in November has not included a revised timetable or confirmation that the amendments will be laid before Parliament in February. This has therefore delayed the Boundary Sign Review as the current proposals need to be confirmed to ensure that any suggestions are appropriate.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

In terms of the existing signs, entering Ingleby Barwick on Ingleby Way there are two signs located. On the north side is a brick plinth with 'Ingleby Barwick' in large lettering which is within the adopted highway and would therefore be maintained by S.B.C. as Highway Authority. The green sign on red brick wall to the south of Ingleby Way is within land owned by S.B.C. This is the same for the similar sign on Barwick Way as you enter Ingleby Barwick from Low Lane. They were both introduced by Persimmon Homes but as they are within S.B.C. owned land would be maintained by S.B.C.

Once confirmation is received from the DfT, S.B.C. will consider the appropriate next steps.

Councillor Ross Patterson also provided an update.

A general discussion took place and various comments were raised.

It was agreed that this matter be a standing item on the agenda for Town Council monthly meetings, for an update on progress and to consider any matters.

**180.14-15 CONSULTATION ON THE PROPOSALS FOR A TEES VALLEY COMBINED AUTHORITY.**

The consultation on the proposals for a Tees Valley Combined Authority were referred to, the closing date for which is 31st January 2015.

The information was noted.

**IT WAS RESOLVED** that Councillors submit any comments individually.

**181.14-15 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.**

Paula M. Hall – Remuneration January 2015  
Paula M. Hall - Tax and N.I. Contribution January 2015

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

Local Government Pension Scheme – Clerk And Employer  
 Contribution January 2015  
**Paid by Standing Order**

Reimbursement to the Clerk for the following:

Postage 17th December 2014 to 14th January 2015	£ 3.10
Stationery	£ 20.20
Chair and Footrest	£ 114.99
Monitor	£ 154.94

Robinsons Rent for Office Due 5th February 2015 - <b>Paid by Standing Order</b>	£ 250.00
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Siemens - Lease of Copier <b>Payment due by Direct Debit on 13/02/15</b>	£ 122.96
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CPC Computing - Website December 2014	£ 20.00
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I.B. Community Hall - Use of Hall January 2015	£ 18.75
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Richardson Moving and Storage Storage of Christmas Tree - Jan/Feb 2015	£ 46.80
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Direct Debits:

Feb 2015	-	£ 36.40	EE Broadband & Tel
	-	£ 13.21	PC cover
	-	£ 1.96	Monitor cover

**(c) Seamer Wind Farm Community Fund.**

Reference was made to the suggestions considered at the Town Council meeting in November 2014 which included the provision of seats/benches, flagpoles and maps.

It was agreed that prior to progressing the suggestions further, the Town Council ascertain S.B.C.'s comments on the matter.

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**

**182.14-15 PLANNING APPLICATIONS:**

**(a) Planning Applications - Registered with S.B.C. month ending December 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 December 2014.

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

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

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

**(b) Planning Applications - S.B.C. Delegated Decisions month ending December 2014.**

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

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

**(c) Planning Application No. 14/3281/REM  
Proposal: Reserved matters application for Ingleby Manor Free School and Sixth Form and associated playing fields/outdoor space, landscaping and parking.  
Location: Land at Low Lane, High Leven, Yarm.**

Councillors Gillian Corr and Jean Kirby declared an interest and advised that they would not be getting involved/giving a view on this application at parish level and reserved their position until planning committee stage.

The Town Council considered all of the information and plans provided in respect of planning application No. 14/3281/REM.

**Chairman.....  
SIGNED: Wednesday 28th January 2015**

**IT WAS RESOLVED** that the Town Council submits the following comments/concerns to S.B.C.:

It is suggested that the overall design and layout of the site could have been much better planned out.

**School Building and Playing Fields**

The school building would be better located further down the southern end of the site, so that it is well away from the existing properties. It is suggested that the playing fields be moved to the northern section of the site.

**MUGA and Horticulture Gardens**

Again, the MUGA is located adjacent to the existing properties and would be much better located to the east of the site. The horticulture gardens would be better placed adjacent to the existing properties.

The above comments to be submitted accordingly.

Reference was made to Planning Application No. 14/0208/OUT Outline Application for Residential Development of up to 550 Homes including Provision of Means of Access and Open Space on Land Adjacent to Thornaby Road, Ingleby Barwick, Stockton-on-Tees. It was noted that the Public Inquiry will take place at 10:00 on 10th February 2015 at Stockton Baptist Tabernacle, The Auditorium, The Square, Stockton-on-Tees.

A general discussion took place and various comments were raised.

**183.14-15 COMMUNITY COMMUNICATION.**

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

- Details of Public Inquiry in Respect of Planning Application No. 14/0208/OUT Outline Application for Residential Development of up to 550 Homes including Provision of Means of Access and Open Space on Land Adjacent to Thornaby Road, Ingleby Barwick, Stockton-on-Tees
- Proposed Community Centre, The Rings, Ingleby Barwick - Public Meeting to be held on a 'Drop In' Basis
- Bike Security Marking
- Seamer Wind Farm Community Fund
- Contact Information

**Chairman.....**  
**SIGNED: Wednesday 28th January 2015**



**184.14-15 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.

Reference was made to the correspondence received regarding the lack of signage to Lowfields and Beckfields shopping areas.

It was agreed that the Town Council pursue the matter with S.B.C. to ascertain as to whether the shops could be signposted, as requested.

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

**185.14-15 DATE OF SPECIAL MEETING OF THE TOWN COUNCIL TO SET THE BUDGET FOR 2015/2016 - Wednesday 28th January 2015.**

A Special Meeting of the Town Council is scheduled to take place on Wednesday 28th January 2015 in the Meeting Room at St. Francis of Assisi Church Hall, Barwick Way, Ingleby Barwick commencing at 7.00 p.m.

The Chairman thanked everyone for their attendance.

The Chairman closed the meeting.

Chairman.....  
**SIGNED: Wednesday 28th January 2015**

Clerk.....