

MINUTES
OF THE
SPECIAL MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 28TH JANUARY 2015
IN THE
MEETING ROOM
AT
ST FRANCIS OF ASSISI CHURCH HALL
BARWICK WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

INGLEBY BARWICK TOWN COUNCIL

MINUTES of the SPECIAL MEETING of INGLEBY BARWICK TOWN COUNCIL held in the Meeting Room at St. Francis of Assisi Church Hall, Barwick Way, Ingleby Barwick on Wednesday 28th January 2015 at 7.00 p.m.

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

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 Ross Patterson Ingleby Barwick West

 1 Member of the public was present at 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 Philip English opened the meeting and welcomed all present to the January 2015 Special Meeting of Ingleby Barwick Town Council.

186.14-15 EMERGENCY ESCAPE PROCEDURE.

 The Chairman advised those present of the emergency escape procedure should the fire alarm sound.

187.14-15 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 Stefan Barnes and Linda Dixon.

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

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188.14-15 CODE OF CONDUCT.

Declaration of Interests.

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. 9 Proposed Community Centre, The Rings.

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.

Agenda Item No. 9 Proposed Community Centre, The Rings.

**189.14-15 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 14TH JANUARY 2015.
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 January 2015 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.

190.14-15 USE OF SOCIAL MEDIA.

The Town Council considered the use of social media.

The increasing use of social media was discussed and reference was made to getting information out to the wider audience and the various age ranges, including younger people.

A general discussion took place and various comments were raised.

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It was suggested that an account be set up on Facebook which could be restricted to the Town Council providing information only, as per information provided on their website. It was highlighted that this would provide another means of communicating information to the public.

IT WAS RESOLVED that the Town Council is in agreement to pursue the use of Facebook for communicating information. Councillor Megan Patterson to progress the matter and report back to the Town Council.

191.14-15 EASTERN AREA TRANSPORT STRATEGY 2015/2016.

Reference was made to the information provided by S.B.C. which included a Locality Forum Area Transport Strategy Scheme Proposal Pro forma for 2015/16.

It was noted that each Area Transport Strategy (ATS) Steering Group Member is given the opportunity to highlight a problem or issue (and propose a possible solution, should they wish) to be considered for funding by the Steering Group at the Spring 2015 meeting.

The changes to ATS funding and Protocol introduced in 2014/2015, which will continue in 2015/2016, were noted.

The minor changes to the Protocol with regard to Area Transport schemes which have also been retained, were noted.

A general discussion took place and various comments were raised.

Reference was made to the information provided with regard to Coleton Gardens and Sober Hall Avenue.

Reference was also made to Fountains Avenue and The Rings.

It was noted that each Steering Group Member can put up to three pro formas in per year.

The completed pro formas are to be returned to S.B.C. by Friday 13th February 2015.

The Town Council considered the matter.

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IT WAS RESOLVED that the following schemes be submitted to S.B.C.:

- Leven Bank - Provision of Footpath, from Bridgewater up the Bank towards Ingleby Barwick
- Ingleby Barwick Roundabout Signs - Naming of Roundabouts (Continuation of Project)

192.14-15 WAR MEMORIAL, INGLEBY BARWICK.

The response which had been received from S.B.C. was referred to.

It was noted that S.B.C. will progress the licence for the Memorial itself however they cannot agree to the issue of a licence to install the fencing.

A general discussion took place and various comments were raised.

Reference was made to the limited response to the public consultation in respect of the proposed erection of the ornamental railings, given that the current electorate for Ingleby Barwick is 15,284.

Reference was made to signing of the Licence Agreement and it was reiterated that the Terms and Conditions for which had already been agreed between the Town Council and S.B.C.

IT WAS RESOLVED that the Town Council is in agreement to progress the Licence for the Memorial itself, with the view to having the Licence signed and in place as soon as possible. The Clerk to advise S.B.C. accordingly.

IT WAS RESOLVED that the Town Council pursue signed letters of support from residents for the proposed erection of the ornamental railings. The signed letters of support to then be submitted to S.B.C. to accompany a request for a licence to install the ornamental railings.

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193.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.

It was noted that a Public Meeting has been arranged on a 'Drop In' basis, which will be held on Saturday 28th February 2015 in the small hall at Ingleby Barwick Community Hall from 10 am until 4 pm.

A general discussion took place and various comments were raised.

Consideration was given to how the Public Meeting would be organised, information available, Councillors in attendance etc. Details to be finalised at the Town Council meeting in February 2015.

Reference was made to the funding for the Youth Cafe and various comments were raised. This matter to be progressed with S.B.C.

194.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE & PROVISION OF THE MAINTENANCE SERVICE COVERING BECKFIELDS CCTV 2015/2016.

A copy of the draft Service Level Agreement (SLA) 2015/2016 had been provided by S.B.C., which was circulated to Members for their observation.

S.B.C. have provided a cost for continuation of the Enforcement Service and provision of the maintenance service covering Beckfields CCTV in 2015/2016, for consideration by the Town Council. The relevant figures are as follows:

Enforcement Service £ 47,662.85 + VAT per annum
(Increase of 1.99%)

Maintenance Service for Beckfields CCTV £ 457.70 + VAT per annum
(Increase of 2.05%)

Total Service Level Agreement = £ 48,120.55 + VAT per annum

It was noted that the VAT element can be reclaimed from HMRC.

Cost per household £ 48,120.55 divided by 7120.09 (tax base) = **£ 6.76** per annum which equates to **13p** per week.

The Town Council gave consideration to continuation of the Enforcement Service and provision of the maintenance service covering Beckfields CCTV in 2015/2016.

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IT WAS RESOLVED that the Town Council is in agreement to continue the Enforcement Service and provision of the maintenance service covering Beckfields CCTV in 2015/2016. The costs to be included in the budget for 2015/2016. The Clerk to inform S.B.C. accordingly.

195.14-15 FINANCE - BUDGET/PRECEPT 2015/2016.

The Clerk referred to the supporting information provided in respect of this item.

It was noted that the precept set for 2014/2015 was **£ 135,163.00** which equated to **£ 19.406** per annum per Band D property.

It was noted that the tax base for Ingleby Barwick 2015/2016 is **7120.09** (based on 97% collection rate) and the funding allocation which the Town Council will receive is **£ 3,445.00**.

The Clerk provided Members with a draft budget for 2015/2016.

Members considered in detail each budget heading in respect of the required budget allocation.

Consideration was also given to the proposed Community Centre at The Rings. Reference was made to the information provided from the Public Works Loan Board.

The Town Council set the budget for 2015/2016, a copy of which is held on the Town Council file. The budget/precept 2015/2016 is as follows:

Budget 2015/2016	£ 162,617.00
Less Anticipated Balance 2014/15 (Excluding Reserves and additional allocations to Reserves)	£ 21,000.00
Total Requirement 2015/2016	£ 141,617.00
Deduct Funding Allocation S.B.C.	£ 3,445.00
Precept 2015/2016	<u>£ 138,172.00</u>

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Calculation of Cost per annum per Band D property:

£ 138,172.00 (Precept) divided by **7120.09** (Tax Base) = **£ 19.406** per household/annum.

It was noted that the cost per household remains the same as 2014/2015, however given the increase in the tax base the precept raised has increased by 2.2%.

IT WAS RESOLVED that the Town Council's Precept requirement for 2015/2016 is **£ 138,172.00**. The Clerk to advise S.B.C. accordingly.

Consideration was given to the Reserve Accounts, including movements and allocation of Funds etc.

Particular regard was given to the allocated Reserve Funds for the Proposed Community Centre at The Rings.

IT WAS RESOLVED that the Reserve Accounts as considered and agreed, be approved.

A copy of the breakdown of the Reserves Accounts is held on the Town Council file.

196.14-15 DATE OF FEBRUARY 2015 MEETING OF THE TOWN COUNCIL.

The next meeting of the Town Council is scheduled to take place on Wednesday 18th February 2015 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

197.14-15 The following items were raised:

Cleveland Local Councils Association (CLCA), Nomination for Buckingham Palace Garden Party on 12th May 2015.

Reference was made to the correspondence received from CLCA inviting member councils to each put forward one nomination (plus accompanying guest) for an invitation to attend the Buckingham Palace Garden Party. The deadline for nominations is 12 noon on Thursday 5th February 2015.

It was agreed that the Town Council nominate the Chairman Councillor Philip English for an invitation to attend.

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S.B.C. Consultation on the Proposed School Admission Arrangements for Admission in September 2016.

The deadline for comments was noted.

The Clerk referred to contact from residents on the matter.

A general discussion took place and various comments were raised.

It was noted that S.B.C. are very keen to hear from as many parents and carers as possible. A number of public meetings have been arranged to allow greater opportunity for people to have their say.

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.

198.14-15 TO CONSIDER STAFFING MATTERS.

The Clerk referred to the supporting information provided.

Reference was made to the agreement by the National Joint Council for Local government Services (NJC) on the following:

- New pay scales for 2014-2016 to be implemented from 1st January 2015.
- A non-consolidated (one off) payment for employees on SCPs 5-49 in December 2014 and employees on SCPs 26-49 in April 2015.
- SCP will be deleted with effect from 1st October 2015. Employees on SCP5 shall progress to SCP6 on 1st October 2015.

NALC and SLCC have now issued new pay scales for clerks and other staff employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from 1st January 2015.

The Town Council considered the information provided.

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IT WAS RESOLVED that the Town Council is in agreement to implement the new pay scales for 2014-2016 in respect of the Clerks salary which is to be effective from 1st January 2015.

IT WAS RESOLVED that the non-consolidated (one off) payment in December 2014 be paid in February 2015 and the April 2015 payment be made in April 2015.

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Clerk.....