

MINUTES
OF THE
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 18TH FEBRUARY 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 18th February 2015 at 7.00 p.m.**

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

 Vice Chairman/Deputy Town Mayor: Councillor Stefan Barnes.

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

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

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

 Chris Hunter I.B. Enforcement Service

 Liz Jones, Customer Relations Officer Hill Care

2 Members of the public were 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 February 2015 Meeting of Ingleby Barwick Town Council.

199.14-15 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.

200.14-15 NOTICE OF MEETING.

The notice convening the meeting was taken as read.

Chairman.....
SIGNED: Wednesday 18th March 2015

APOLOGIES FOR ABSENCE.

Apologies for absence were received from or on behalf of the following:

Town Councillors Linda Dixon and Megan Patterson

Ward Councillor David Harrington (Ingleby Barwick West)

Neighbourhood Police Team.

201.14-15 CODE OF CONDUCT.

Declaration of Interests.

Councillor Stefan Barnes declared a personal/non prejudicial interest in matters concerning the following:

Ingleby Barwick Community Hall	Represents the Town Council on the Management Committee.
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Eastern Area Transport Strategy 2014/2015	Represents the Town Council on the Steering Group.
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Agenda Item No. 13	Proposed Community Centre, The Rings Member of the Working Group.
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Councillor Tom Bowman declared a personal/non prejudicial interest as he is a school governor at Whinstone Primary School.

Councillor Gary Corr declared a personal/non prejudicial interest as his spouse is a Member of Stockton-on-Tees Borough Council (S.B.C.)

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

Eastern Area Transport Strategy 2014/2015	Town Council's substitute representative on the Steering Group.
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Agenda Item No. 12	War Memorial, Ingleby Barwick Involved in progressing the project including erection of the ornamental railings.
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Chairman.....
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Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working 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. 12 **War Memorial, Ingleby Barwick**
Involved in progressing the project including erection of the ornamental railings.

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.

Myton Park Primary School School governor.

Councillor Philip English declared a personal/non prejudicial interest in matters concerning the following:

Ingleby Barwick Community Hall Represents the Town Council on the Management Committee.

Cleveland Local Council Association (CLCA) Represents the Town Council on CLCA.

Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working Group.

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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.

Ingleby Barwick Community Hall Represents the Town Council on the Management Committee.

Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working Group.

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.

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.....
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202.14-15 MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD ON 28TH 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 Special Meeting held on 28th January 2015 were considered.

IT WAS RESOLVED that the minutes are confirmed as a true and accurate record; the Chairman to sign the minutes of the meeting, accordingly.

203.14-15 PUBLIC PARTICIPATION.

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

The following matter was raised:

Town Council Bench which was Located Adjacent to the Pedestrian Underpass in the Vicinity of the Myton House Farm Public House.

Reference was made to the bench which was removed and is now in storage at S.B.C.

It was noted that it was originally suggested that the bench be resited in Romano Park.

A general discussion took place and various comments were made including suggestions for suitable locations for resiting of the bench.

It was agreed that the Clerk confirm the costings involved with regard to installation of the bench, including all associated works i.e. footings etc.

It was agreed that this matter be placed on the agenda for consideration at the Town Council meeting in March 2015.

204.14-15 HILL CARE, CURRENTLY SUPPORT INGLEBY CARE HOME.

The Chairman welcomed Liz Jones, Customer Relations Officer for Hill Care and invited her to address the meeting.

**Chairman.....
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Liz introduced herself and gave a brief overview of Hill Care and the facilities and services it provides.

Reference was made to Ingleby Care Home which is a purpose built home located on Lamb Lane, Ingleby Barwick. The home is near the main bus route and within walking distance of local amenities.

It was noted that Ingleby Care Home provides residential and residential dementia care.

The importance of links with, and keeping actively involved with the community, of all ages, including the local schools etc was raised. Hill Care are always keen to progress new ideas and initiatives.

A number of activities which they have been involved with were referred to.

A general discussion took place and various comments were raised.

The Chairman thanked Liz Jones for the information provided.

205.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).

No representatives were present.

The Clerk reported receipt of the January 2015 figures which are as follows:

Anti Social Behaviour (ASB)	-	33 Reports
Burglary	-	2 Reports
Theft	-	16 Reports
Robbery	-	0 Reports

Reference was made to the bike security marking session which had taken place on Saturday 24th January 2015. It was noted that the session had been very well attended.

The next session is scheduled to take place on Saturday 21st February 2015 at the Community Hall, 2 pm to 3.30 pm.

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206.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.

Ward Councillor Kevin Faulks submitted his apologies and left the meeting during consideration of this item.

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

The Chairman invited Chris Hunter, I.B. Enforcement Service Officer to address the meeting.

Chris provided a brief overview of issues which had been dealt with or were continuing to be dealt with.

A general discussion took place and various comments were raised.

Specific reference was made to the following:

Bus Shelter on Beckfields Avenue, Adjacent to the Shopping Centre - Concerns were raised in respect of litter at the location, particularly after the weekend.

Parking Issues at the Primary Schools - Parking issues at the Primary Schools continue to be a concern. Various comments were raised which included reference to the 'Walking to School' scheme.

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

207.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 14TH AND 28TH JANUARY 2015.

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

It was noted that this matter had been discussed at the Management Committee meeting on 6th February 2015 and the Committee have agreed to a defibrillator being installed in the Community Hall (possibly the kitchen).

It was agreed that the Clerk pursue costings and report back to the Town Council.

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Minute No. 184.14-15 Lowfields and Beckfields Shopping Centres, Ingleby Barwick - Signage.

The Clerk referred to the information provided by S.B.C., which was noted.

Minute No. 197.14-15 Cleveland Local Councils Association (CLCA), Nomination for Buckingham Palace Garden Party on 12th May 2015.

The Clerk reported receipt of correspondence from CLCA advising Member Councils of the chosen nominees. Unfortunately, on this occasion the Town Council's nominee was unsuccessful.

208.14-15 USE OF SOCIAL MEDIA.

No further information to date.

209.14-15 WAR MEMORIAL, INGLEBY BARWICK.

Licence Agreement

At the Special Meeting of the Town Council on 28th January 2015 it was agreed that the Town Council respond to S.B.C. advising that the Licence Agreement for the Memorial itself be progressed, with the view to having the Licence signed and in place as soon as possible.

A copy of the 'Draft Terms and Conditions' for the proposed Licence Agreement, have now been provided by S.B.C.

The draft terms and conditions are as per the terms and conditions previously agreed at the Town Council meeting on 11th June 2014 with the following alterations:

- 'Lease' Agreement changed to 'Licence' Agreement - as previously notified and agreed
- Any reference to 'fencing' and 'railings' removed

The Clerk has confirmed to S.B.C. that the terms and conditions are as those previously agreed by the Town Council, noting the above alterations and the Licence Agreement to be progressed accordingly.

The Licence Agreement is awaited.

To receive an update on ornamental railings

It was noted that signed letters of support from residents for the proposed erection of the ornamental railings are currently being pursued.

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210.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.

Councillor Jean Kirby provided a brief update from the Working Group who had met on Tuesday 10th February 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:

- Planning Permission
- Specification for the Community Hall
- Land Ownership
- Town Council Office Requirements
- Funding - Business Plan - Public Meetings
- Tender Process
- Project Manager
- Management of the Community Hall

A general discussion took place and various comments were raised.

The correspondence received from S.B.C. was discussed, which refers to the following:

- S.B.C. December 2014 Cabinet Report
- Land Transfer
- Planning Permission
- Business Case
- Overall Funding
- Youth Cafe Funding

A general discussion took place and various comments were raised.

Reference was made to the funding for the Youth Cafe.

It was suggested that it might be worthwhile visiting other Youth Clubs/Cafes in the Borough to ascertain as to how they are set up and function.

It was noted that a number of 'expressions of interest' for using the facility have been received.

It was noted that S.B.C. have proposed a meeting take place with key Town Council representatives and S.B.C. Officers, to discuss details as we move forward.

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It was agreed that Members of the Working Group and the Clerk meet with S.B.C. Officers. Possible dates in March 2015 were discussed.

The Clerk to liaise with S.B.C. and arrange a mutually agreeable date, time and venue for the meeting.

Reference was made to the Public Meeting which is being held on a 'Drop In' basis 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, comment sheets, Councillors in attendance etc. The details were finalised.

The Chairman thanked Liz Jones from Hill Care for her attendance and she left the meeting at this point.

211.14-15 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.

No further information to date.

212.14-15 CONSULTATION ON THE REGENERATION AND ENVIRONMENT LOCAL PLAN PUBLICATION DRAFT AND THE COMMUNITY INFRASTRUCTURE LEVY PRELIMINARY DRAFT CHARGING SCHEDULE.

The Town Council considered the consultation documents and supporting information.

A general discussion took place and various comments were raised.

Reference was made to the housing requirement and how this will be delivered.

IT WAS RESOLVED that the Town Council submits the following general comments:

The Town Council has considered the Local Plan and supporting information provided.

The Town Council recognises that the Plan is required to meet all the legal requirements and to be consistent with the Government's 'National Planning Policy Framework'.

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The Town Council would however refer to the housing requirement and how this will be delivered and, although it is not ideal, the Town Council acknowledges that new sites are required across the Borough. The Town Council has also considered the Community Infrastructure Levy Preliminary Draft Charging Schedule and supporting information, and has no comments to raise.

213.14-15 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL AND RISK ASSESSMENT AND REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2014/2015.

The Accounts and Audit (England) Regulations 2011, Regulation 4 requires that 'The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control, which includes the arrangements for the management of risk'. This review must be minuted as reviewed by the full council.

The Clerk referred to the information provided.

It was agreed that this matter be considered at the Town Council meeting in March 2015.

214.14-15 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:

Seamer Wind Farm Community Fund

I.B. Community Hall - Use of Hall for Bike Security Marking 24/01/15	£	15.00
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I.B. Community Hall - Use of Hall for Bike Security Marking 21/02/15	£	11.25
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Town Council Account

I.B. Community Hall - Use of Hall for Public Meeting 'Drop In' 28/02/15	£	45.00
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Richardson Moving and Storage Storage of Christmas Tree - Jan/Feb 2015	£	46.80
St. Francis of Assisi PCC - Use of Meeting Room at Church Hall on 28/01/15	£	38.25
Document Solutions - Copy Costs Invoice Date 30/01/15	£	95.01

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

Accounts Due for Payment:

Paula M. Hall – Remuneration February 2015
(Including backdated pay rise to 1st January 2015 and one-off consolidated payment for December 2014, as agreed at Town Council meeting on 28th January 2015)

HMRC Paula M. Hall - Tax and N.I. Contribution February 2015
HMRC Employer - N.I. Contribution February 2015

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

Reimbursement to the Clerk for the following:		
Postage Costs 14th Jan 2015 to 18th Feb 2015	£	4.96
Stationery	£	5.00

Robinsons Rent for Office Due 5th March 2015 - Paid by Standing Order	£	250.00
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CPC Computing - Website January 2015	£	20.00
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I.B. Community Hall - Use of Hall February 2015	£	18.75
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Richardson Moving and Storage Storage of Christmas Tree - Feb/March 2015	£	46.80
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S.B.C. Collect/Install/Dismantle Christmas Tree	£	432.00
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S.B.C. Provision of Fence for Christmas Tree	£	594.00
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Ingleby Barwick Enforcement Service & CCTV Quarter 4	£	14,154.75
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Direct Debits:

- March 2015 - £ 36.62 EE Broadband & Tel
- £ 13.21 PC cover
- Monitor cover now cancelled

(c) Seamer Wind Farm Community Fund.

No further information to date.

215.14-15 PLANNING APPLICATIONS:

(a) Planning Applications - Registered with S.B.C. month ending January 2015.

It was noted that the Clerk had circulated to Members the list of planning applications registered with S.B.C. for the month of January 2015.

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 January 2015.

The Clerk had also circulated the list of delegated decisions made during the month of January 2015.

IT WAS RESOLVED that the decisions be noted.

216.14-15 COMMUNITY COMMUNICATION.

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

- Proposed Community Centre, The Rings, Ingleby Barwick
- Bus Services, Ingleby Barwick
- Seamer Wind Farm Community Fund
- Meeting Date - March 2015
- Contact Information

Chairman.....
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217.14-15 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 agreed that Councillor Tom Bowman would attend the River Tees Rediscovered Landscape Partnership, Welcome Aboard Community Launch at Ropner Park, Stockton on Saturday 28th February 2015, 11 am - 3pm.

The Clerk advised that the Police and Crime Commissioner for Cleveland Barry Coppinger, had asked to attend a forthcoming meeting to give an update on the work he is undertaking and hear any community safety concerns.

It was agreed that the details of the Town Council's March and April 2015 meetings be provided, for consideration.

IT WAS RESOLVED that the correspondence received be noted.

218.14-15 STOCKTON-ON-TEES BOROUGH COUNCIL, MAYOR'S CIVIC AWARDS 2014/2015.

The Town Council considered the information provided.

No nominations were received.

219.14-15 DATE OF MARCH 2015 MEETING OF THE TOWN COUNCIL.

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

The Chairman thanked everyone for their attendance and closed the meeting at 8.45 p.m.

Chairman.....
SIGNED: Wednesday 18th March 2015

Clerk.....