

**MINUTES**  
**OF THE**  
**MEETING**  
**OF**  
**INGLEBY BARWICK TOWN COUNCIL**  
**HELD ON**  
**WEDNESDAY 18TH MARCH 2015**  
**AT**  
**INGLEBY BARWICK COMMUNITY HALL**  
**HARESFIELD WAY**  
**INGLEBY BARWICK**

PREPARED BY  
PAULA M. HALL  
CLERK TO THE TOWN COUNCIL



**221.14-14 APOLOGIES FOR ABSENCE.**

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

Town Councillors Gary Corr and Linda Dixon

Ward Councillors Kevin Faulks (IBE) and David Harrington (IBW)

Revd. Clay Roundtree, St Francis of Assisi Church.

**222.14-15 CODE OF CONDUCT.**

**Declaration of Interests.**

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

<b>Ingleby Barwick Community Hall</b>	Represents the Town Council on the Management Committee.
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<b>Eastern Area Transport Strategy 2014/2015</b>	Represents the Town Council on the Steering Group.
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<b>Agenda Item No. 14</b>	<b>Proposed Community Centre, The Rings</b> Member of the Working Group.
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Councillor Tom Bowman declared a personal/non prejudicial interest in the following item:

<b>Agenda Item No. 19(c)</b>	<b>Request for Financial Assistance from Myton Park Primary School Gardening Club</b> School Governor at Whinstone Primary School.
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Councillor Philip English declared a personal/non prejudicial interest in matters concerning the following:

<b>Ingleby Barwick Community Hall</b>	Represents the Town Council on the Management Committee.
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<b>Cleveland Local Council Association (CLCA)</b>	Represents the Town Council on CLCA.
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The following matters were raised:

**Planning Application No. 15/0497/OUT**

Reference was made to the importance of submission of individual representations to S.B.C. Planning Department on the application.

**Questions for the Police & Crime Commissioner**

It was agreed that questions would be taken for the Police and Crime Commissioner following his update on the work he is undertaking.

**225.14-15 POLICE AND CRIME COMMISSIONER FOR CLEVELAND BARRY COPPINGER.**

The Chairman introduced Barry Coppinger, Police & Crime Commissioner for Cleveland and invited him to address the meeting.

Mr Coppinger thanked the Town Council for the opportunity to attend the meeting and referred to his commitment to regularly attending community meetings.

Police Commissioner Coppinger provided an update on policing matters. He referred to his leaflet which had been distributed titled '2014-15 Progress Against My Priorities for Cleveland'.

The leaflet outlines the following achievements:

**RETAIN AND DEVELOP NEIGHBOURHOOD POLICING**

- Commissioned a new community safety messaging system, Cleveland Connected to provide information on local crime and anti social behaviour issues.
- Started work on developing a single information sharing system for agencies to better tackle anti social behaviour.
- Engaged with 'hard to reach' groups across Cleveland in raising awareness around hate crime.

**DEVELOPED BETTER COORDINATION BETWEEN AGENCIES**

- Created a PCC Community Safety Initiatives Fund to support community safety activities across Cleveland.
- Established quarterly meetings with Community Safety Partnerships to scrutinise the progress of projects I have funded.
- Continued to encourage collaboration across emergency services, including colocation of buildings.

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### **DIVERT PEOPLE FROM OFFENDING**

- Championed the development of Restorative Justice across Cleveland allowing victims a say over reparation activities carried out by perpetrators.
- Supported the development of a single Integrated Offender Management hub across Cleveland.
- Developed an effective working relationship with the consortium responsible for supervising offenders sentenced to 12 months and under.

### **ENSURE A BETTER DEAL FOR VICTIMS & WITNESSES**

- Launched Operation Encompass to provide support for children who experience or witness domestic abuse.
- Hosted a regional Human Trafficking and Slavery awareness raising event to highlight the issues.
- Commissioned victim support services for domestic and sexual abuse.

### **WORK FOR BETTER INDUSTRIAL AND COMMUNITY RELATIONS**

- Introduced a wide ranging Community Safety Awards Scheme.
- Agreed to work with North Yorkshire Police on the development of a new Community Safety Hub.
- Continued to promote tolerance, equality, fairness and transparency.

A further leaflet was also distributed at the meeting which provided information on 'Cleveland Connected' which as outlined above is a crime and community safety messaging and advice system operated by Cleveland Police working in partnership with other relevant community safety organisations, agencies and Watch schemes. Messages can be received by email, voice, text and social media.

At the conclusion of the presentation Councillors and members of the public were given the opportunity to ask questions. Specific reference was made to the following:

- Loss of the Police helicopter base on Teesside
- Talk of amalgamation of 3 Police Forces to form a North East Police Force
- Reduction in the number of Police Officers
- Explanation of the £ 37 million savings referred to in the Council Tax precept leaflet from the PCC

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The Chairman thanked Police Commissioner Barry Coppinger for his attendance at the meeting and for the information provided. Mr Coppinger left the meeting at this point.

**226.14-15 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).**

The Chairman invited PC Paul Eastick and PCSO Rob Gilpin to address the meeting.

PCSO Gilpin provided an update on figures for Ingleby Barwick for the month of February 2015, which were as follows:

Anti Social Behaviour (ASB)	-	46 Reports
Burglary	-	9 Reports
Theft	-	22 Reports
Robbery	-	0 Reports

It was noted that there had recently been a number of burglaries in the Ingleby Barwick/Yarm/Eaglescliffe areas. A brief update was provided on progress with investigations/arrests.

Reference was made to the incidence of ASB, which is spread right across the area and is mostly youth related.

Feedback was provided from the bike security marking sessions which were held in January and February 2015. It was noted that the sessions had been well attended and proved to be very successful.

The Chairman thanked PC Eastick and PCSO Gilpin for their attendance and the information provided. The Officers left the meeting at this point.

**227.14-15 INGLEBY BARWICK ENFORCEMENT SERVICE.**

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

Chris referred to the Performance Report dated 1st February 2015 to 28th February 2015, a copy of which is held on the Town Council file.

A general overview was provided of the incidents in Ingleby Barwick East (33) and Ingleby Barwick West (20).

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Chris gave a verbal report on incidents which have been dealt with or were continuing to be dealt with.

Reference was made to the issue of AS13 letters.

**Service Level Agreement (SLA) 2015/2016**

The Town Council considered the SLA 2015/2016, which covers the following:

- Provision of Enforcement Officer Service
- Provision of a Maintenance Service covering Beckfields CCTV

The total cost for the SLA is **£ 48,120.55** + VAT (recoverable) per annum.

**IT WAS RESOLVED** that the Town Council is in agreement for the SLA document to be signed by the Chairman and Vice Chairman of the Town Council accordingly.

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

**228.14-15 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 18TH FEBRUARY 2015.**

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

The Clerk referred to the update which had been provided to Councillors.

Following initial enquiries with the British Heart Foundation (BHF) they have advised that 'in principle' the Town Council is eligible to apply for a Community Package (applications take 8-10 weeks) and would be required to make a donation of £ 400 towards the PAD. However, there is stipulated criteria which needs to be met.

BHF have also advised that, eligibility for funding of a PAD inside the building would depend on opening hours, the alternative would be siting the defibrillator outside.

In the event of the Town Council providing the overall funding the Clerk has requested a list of suppliers from BHF, which they have provided.

It is recommended that the Town Council contact the NHS Ambulance Service for guidance on defibrillators (which type they recommend) and their siting, housing required etc.

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The Clerk has contacted the Ambulance Service accordingly and is currently liaising with one of their representatives.  
The Clerk has provided the above information to the Community Hall Management Committee who met on Friday 6th March 2015.

The Committee have suggested that the representative from the Ambulance Service be invited to attend a meeting of the Management Committee. The matter is continuing to be progressed.

**229.14-15 TOWN COUNCIL BENCH.**

The Clerk advised that she has received confirmation from S.B.C. that the price previously quoted for installation of the bench, including all associated works i.e. footings etc., remains the same.

It was noted that the bench is in storage at S.B.C. and no costs have been incurred to date.

It was noted that it had previously been agreed, that the bench be relocated to Romano Park, which would be funded by Ingleby Barwick West Ward Councillors.

A general discussion took place.

Town/Ward Councillor Ross Patterson agreed that he would pursue the matter.

**230.14-15 USE OF SOCIAL MEDIA.**

Councillor Megan Patterson advised that she has prepared a page for the Town Council to put on Facebook, which is ready to be set up when agreed.

It was noted that the page would be restricted to the Town Council providing information only, as per information provided on their website.

It was agreed that Councillor Megan Patterson liaise with the Chairman and the Clerk on the matter.

**IT WAS RESOLVED** that the Town Council is in agreement for the Facebook page to be set up, accordingly.

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**231.14-15 WAR MEMORIAL, INGLEBY BARWICK.**

**Licence Agreement**

S.B.C. are currently progressing the matter.

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 continuing to be pursued.

**232.14-15 PROPOSED COMMUNITY CENTRE, THE RINGS.**

Councillor Jean Kirby provided a brief update from the Working Group who had met on Thursday 12th March 2015. A copy of the notes from the meeting are held on the Town Council file.

It was noted that submission of the planning application is still being progressed.

Particular reference was made to funding and it was noted that the Town Council is eligible to apply for Lottery Funding, further details on which are to be pursued from Catalyst Stockton-on-Tees.

Various ideas had been raised at the Working Group meeting, as to how further funding could be obtained, by way of donations or such like.

Approaching businesses on the local Industrial Estates was suggested, as well as inviting residents to buy a brick for the Community Hall. It was agreed that draft letters be progressed for future consideration by the Town Council.

Visits to other Youth Clubs/Cafes in the Borough are being progressed.

Reference was made to the Public Meeting/Drop In, which had been held on Saturday 28th February 2015, which had been well attended. A number of comment sheets had been completed and the feedback was positive.

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It was noted that Members of the Working Group and the Clerk would be meeting with S.B.C. Officers, on Monday 23rd March 2015 to discuss the matter. Reference was made to the list of questions which had been formulated and the information to be obtained.

**233.14-15 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.**

No further information to date.

**234.14-15 PROPOSALS FOR A COMMUNITY WIDE INITIATIVE, LITTER PICK AND SPRING CLEAN.**

Reference was made to the information received from Revd. Clay Roundtree, St. Francis of Assisi Church regarding a community clean up on Thursday 2nd April 2015.

Residents are invited to join them at St Francis Church or simply concentrate on their own corner of Ingleby Barwick, and do a litter pick, especially in the hedgerows and areas that are within reach.

The Town Council discussed the clean up initiative and a number of Councillors expressed an interest in being involved.

The Clerk advised that she has contacted S.B.C.'s Care for your Area Team who have agreed to provide gloves, bags, etc and arrange for collection of the rubbish.

It was agreed that the Clerk ascertain further details on times and locations and advise Members accordingly.

**235.14-15 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL AND THE MANAGEMENT OF RISK (ANNUAL RISK ASSESSMENT) AND REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2014/2015.**

The Clerk referred to the Town Council's 'Review of the Effectiveness of the System of Internal Control and the Management of Risk (Annual Risk Assessment).

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The Clerk advised that the Accounts and Audit (England) Regulations 2011, regulation 4(2) 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. An effective system of internal control can be split essentially into three parts:

- Identification of the potential risk (Risk Assessment)
- Controls or procedures in place to mitigate the risks identified (Control Systems)
- System for testing the adequacy of internal controls (Internal Audit)

The Town Council considered the Risk Assessment and Management Report for the period 1st April 2014 to 31st March 2015.

The Town Council reviewed each risk identified and considered the management of the risk as laid out in the Report.

No additional risks were identified.

**IT WAS RESOLVED** that having reviewed the Town Council's 'Effectiveness of its System of Internal Control and the Management of Risk' as identified in the Report, the Report be accepted and approved. The comments and actions contained within the report to be initiated.

**REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2014/2015.**

The Clerk referred to Ingleby Barwick Town Council 'Procedure for Carrying out of Internal and External Audits', a copy of which had been provided to Members.

It was noted that whilst there is no longer a statutory requirement to separately minute a review of the effectiveness of internal audit, the Practitioners' Guide recommends that it is undertaken as part of the review of the effectiveness of the system of internal control.

The Town Council reviewed the 'Effectiveness of the System of Internal Audit 2014/2015'.

No comments were raised.

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**IT WAS RESOLVED** that having reviewed the Town Council's effectiveness of the system of internal audit 2014/2015, the 'Procedure for the Carrying out of Internal and External Audits' be accepted and approved.

**236.14-15 TOWN COUNCIL OFFICE, ANNUAL FIRE RISK ASSESSMENT AND PATTESTING.**

**IT WAS RESOLVED** that Councillor Stefan Barnes undertakes the annual Fire Risk Assessment of the Town Council office.

**IT WAS RESOLVED** that the Clerk arrange for PAT Testing to be undertaken.

**237.14-15 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.**

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

Paula M. Hall – Remuneration March 2015

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

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

Reimbursement to the Clerk for the following:

Postage Costs 18th February 2015 to 18th March 2015	£ 6.20
Stationery	£ 18.25

Governance & Accountability (England) Practitioners Guide 2014	£ 20.00 plus delivery
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Robinsons Rent for Office Due 5th April 2015 - <b>Paid by Standing Order</b>	£ 250.00
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CPC Computing - Website February 2015	£ 20.00
I.B. Community Hall - Use of Hall March 2015	£ 18.75
Richardson Moving and Storage Storage of Christmas Tree - March/April 2015	£ 46.80
Direct Debits:	
April 2015 - £ 37.07 EE Broadband & Tel	
- £ 13.21 PC cover	

**CLCA LCR Publication**

Renewal of 3 annual subscriptions @ £ 17 each	£ 51.00
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**(c) Request for Financial Assistance from Myton Park Primary School Gardening Club**

The Town Council considered all of the information provided.

It was noted that the grant of £ 250.00 applied for by the School Gardening Club, would be used for the purchase of barrels, plants and compost.

A general discussion took place and various comments were raised.

**IT WAS RESOLVED** that the Town Council is in agreement to approve a grant for the sum of £ 250.00, using its Powers under S137 of the Local Government Act 1972, which is to be allocated from the Seamer Wind Farm Community Fund.

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

It was noted that a payment had been received from Infinis on 13th March 2015 for the sum of **£ 528.54.**

Reference was made to the response which had been received from S.B.C. in respect of the suggestions considered at the Town Council meeting in November 2014, which included the provision of seats/benches, flagpoles and maps.

It was noted that the positioning of any seats/benches would have to be given careful consideration to ensure that they do not attract anti-social behaviour and complaints from residents living nearby.

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Suitably positioned seats/benches adjacent footways/cycleways on S.B.C. owned/adopted land would be adopted as an S.B.C. asset and maintained as required. However, there is concern about seats/benches along the circular trail with incidents of vandalism being reported at some locations. Any seats/benches positioned along this walk may require to be removed if vandalised rather than being repaired. Any works to install a seat/bench on S.B.C. owned/adopted land would have to be undertaken by S.B.C.'s own contractors or appointed sub-contractors. The style of seat/bench would also have to be agreed by S.B.C.

The comments in respect of the provision of flagpoles were referred to. It was noted that, if considered further, they would have to be erected outside of adopted highway (outside the ownership/control of S.B.C.).

The comments in respect of the provision of maps were also referred to. It was noted that the erection of maps and the provision of laybys would not be supported within adopted highway at the entrances.

S.B.C. provided other possible options for the Town Council to consider, which are as follows:

Contributing to artwork generally and specifically for the enhancement of existing roundabouts.

Introduction of sign posting and information boards at appropriate locations around the circular trail (see seat/bench comment above).

Production of circular trail information leaflets showing route and points of interest (could be something with the Stockton Healthy Walks).

Contributing to the Area Transport Strategy funding. The Town Council have submitted 2 requests for next year's allocation. Naming of the various roundabouts across Ingleby Barwick and the creation of footpath at Leven Bank.

Contributing to the Local Transport Plan review and removal of street clutter - improving the street scene in Ingleby Barwick by removing any unnecessary signage and other infrastructure.

Enhancement of avenue tree planting and cyclamineus bulb planting to improve the street scene.

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Reference was also made to the suggestions which S.B.C. had received from a resident of Ingleby Barwick regarding funding for youth club and football sessions for teenagers.

A general discussion took place and various comments were raised.

It was suggested that consideration be given to providing flower beds on the wide grassed area along Ingleby Way.

Reference was made to the underground services and it was agreed that Councillor Ross Patterson would obtain further information from S.B.C. on the matter.

**238.14-15 PLANNING APPLICATIONS:**

**(a) Planning Applications - Registered with S.B.C. Month Ending February 2015/Part March 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 February 2015/Part March 2015.

Reference was made to the comments which had been submitted to S.B.C.

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

**(b) Planning Applications - S.B.C. Delegated Decisions Month Ending February 2015.**

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

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

**COUNCILLOR JEAN KIRBY LEFT THE MEETING ROOM WHILST THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED.**

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**(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.**

**A Further Chance to Comment: Revisions to Site Layout and Site Position.**

**Location: Land at Low Lane, High Leven, Yarm.**

The Town Council considered the 'Revisions to Site Layout and Site Position', in respect of planning application No. 14/3281/REM.

**IT WAS RESOLVED** that the Town Council reiterates its previous comments/concerns submitted in respect of the application which are still applicable.

**(d) Planning Application No. 15/0497/OUT**

**Proposal: Outline Application for Residential Development of up to 550 Dwellings, Local Centre up to 2500 m2 and Means of Access.**

**Location: Land at Little Maltby Farm, Low Lane, Ingleby Barwick.**

The Town Council considered the information and plans provided in respect of planning application no. 15/0497/OUT.

**IT WAS RESOLVED** that the Town Council **OBJECTS** to this proposal on the same grounds as the previous planning applications for the site, which are as follows:

- Development within the Designated Green Wedge
- Protection of Wildlife
- Lack of Infrastructure:
  - Highways
  - Road Safety
  - Education
  - Health Care Facilities - emphasis to be put on the impact on access to health care services, such as the local doctors and dental surgeries which are already over stretched, with people struggling to get appointments or even register as patients
  - Amenities - Supermarket, Shops, Leisure Activities & Facilities, etc
  - Proposed Local Centre - too small

**COUNCILLOR JEAN KIRBY RETURNED TO THE MEETING ROOM AT THIS POINT.**

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**239.14-15 COMMUNITY COMMUNICATION.**

**IT WAS RESOLVED** that the next article includes meeting dates and contact details only.

**240.14-15 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.

The Clerk referred to the additional correspondence which had been received from a resident in respect of road safety at the roundabout on Barwick Way which meets with Beckfields Avenue/Blair Avenue. Concerns are raised in respect of the difficulty crossing Barwick Way at the location, for pedestrians going to and from the nearby primary schools on Lamb Lane.

It was agreed that the matter be referred to S.B.C. for consideration as to whether anything can be done to address the concerns.

It was also suggested that the Town Council raise the matter with the local Neighbourhood Police Team at the next meeting to ascertain as to whether a Community Speed Watch Initiative exercise could be undertaken.

The Clerk to update the resident accordingly.

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

**241.14-15 DATE OF APRIL 2015 MEETING OF THE TOWN COUNCIL.**

The next meeting of the Town Council is scheduled to take place on Wednesday 15th April 2015 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m. It was noted that the meeting will have a limited agenda due to the forthcoming elections on 7th May 2015.

The Chairman thanked everyone for their attendance and closed the meeting at 8.50 p.m.

**Chairman.....**  
**SIGNED: Wednesday 15th April 2015**

**Clerk.....**