

MINUTES  
OF THE  
ORDINARY MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 13TH JANUARY 2016  
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 ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL held at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on Wednesday 13th January 2016 at 7.00 p.m.**

**PRESENT:** **Chairman/Town Mayor:** Councillor Stefan Barnes.  
**Vice Chairman/Deputy Town Mayor:** Councillor Tom Bowman.  
**Councillors:** James Emmerson, Philip English, Ann Kenyon, Allan Mitchell, Megan Patterson, Ross Patterson, Jenny Rutland, Ted Strike and Sally Ann Watson.

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

**IN ATTENDANCE:** Ward Councillor Kevin Faulks I.B. East  
Ward Councillor Sally Ann Watson I.B. East  
  
Ward Councillor Ross Patterson I.B. West  
  
Helen Dobson Enforcement Service  
  
Rob Gilpin Neighbourhood Police Team  
Louise Dargue Neighbourhood Police Team  
  
Jean Kirby Proposed Community Centre Working Group

4 Members of the public were present at the meeting.

**HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures.

**179.15-16 NOTICE OF MEETING.**

The notice convening the meeting was taken as read.

**180.15-16 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from or on behalf of Town Councillor Cheryl Thomas.

**Chairman.....**  
**SIGNED: Wednesday 17th February 2016**

**181.15-16 CODE OF CONDUCT.**

**Declaration of Interests.**

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

**Agenda Item No. 11**                      **Proposed Community Centre, The Rings**  
Member of the Working Group.

Councillor Tom Bowman declared a personal/non prejudicial interest in matters concerning the following:

**Agenda Item No. 16**                      **Eastern Area Transport Strategy 2015/2016**  
Represents the Town Council on the Eastern Locality Forum who are Members of the Steering Group.

**Agenda Item No. 20**                      **Community Engagements/Events, Reinstatement of the Garden Competition**  
Previously taken the photographs and prepared the posters.

Councillor James Emmerson declared a personal/non prejudicial interest in the following:

**Agenda Item No. 11**                      **Proposed Community Centre, The Rings**  
Member of the Working Group.

**Agenda Item No. 18**                      **Bite the Ballot, National Voter Registration Drive February 2016**  
Involved with Bite the Ballot.

**Ingleby Barwick Community Hall**                      Town Council representative on the Management Committee.

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

**Agenda Item No. 11**                      **Proposed Community Centre, The Rings**  
Member of the Working Group.

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Councillor Ann Kenyon declared a personal/non prejudicial interest in the following:

**Ingleby Barwick Community Hall** Town Council representative on the Management Committee.

**I.B. Divorced/Widowed Social Group** Member of the Group.

Councillor Megan Patterson declared a personal/non prejudicial interest as her father is a Member of Stockton-on-Tees Borough Council (S.B.C.).

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

**Agenda Item No. 11** **Proposed Community Centre, The Rings**  
Member of the Working Group.

**Agenda Item No. 18** **Bite the Ballot, National Voter Registration Drive February 2016**  
Employed by Bite the Ballot.

Councillor Ross Patterson declared a personal/non prejudicial interest in all items involving his role as an S.B.C. Ward Councillor and also:

**Agenda Item No. 18** **Bite the Ballot, National Voter Registration Drive February 2016**  
Daughter is employed by Bite the Ballot.

Councillor Jenny Rutland declared a personal/non prejudicial interest in the following:

**Ingleby Barwick Community Hall** User Group representative on the Management Committee.

**I.B. Over 50's Group** Secretary of the Group.

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Councillor Ted Strike declared a personal/non prejudicial interest in the following:

**Agenda Item No. 16**

**Eastern Area Transport Strategy  
2015/2016**

Represents the Town Council on the Steering Group.

**Ingleby Barwick Community Partnership (IBCP) - Chairman of IBCP.**

Councillor Ted Strike advised that he had stood down as Chairman of UKIP's Stockton Branch and is no longer a Member of the Committee and holds no office within the party. However, he remains a Member as well as a UKIP Town Councillor on the Town Council.

Councillor Sally Ann Watson declared a personal/non prejudicial interest in all items involving her role as an S.B.C. Ward Councillor.

Councillor Watson also declared a personal/non prejudicial interest in the following:

**Ingleby Barwick Community Hall**

Town Council representative on the Management Committee.

Any 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.

Councillor Sally Ann Watson declared a personal/prejudicial interest in the following:

**Agenda Item No. 22 (c)**

**Planning Application No.  
15/3136/FUL**

Fix It DIY are in negotiations with the developer regarding purchasing a shop unit.

Councillor Sally Ann Watson advised that she would be leaving the meeting room when Agenda Item No. 22 (c) was considered.

No further interests were declared.

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**To consider any requests for dispensations**

No requests for dispensations had been received.

**Register of interest forms A & B.**

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

**182.15-16 MINUTES OF THE ORDINARY MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 18TH NOVEMBER 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 18th November 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.

Councillor Ted Strike referred to his withdrawal of the request for a 'Parish Poll' on the two questions he had raised as an elector at the Annual Town Meeting in May 2015.

It was confirmed that the matter had been minuted at the Special Town Council meeting which had been held on 30th September 2015, Minute Ref. No. 120.15-16.

**183.15-16 PUBLIC PARTICIPATION.**

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

The following matter was raised:

**Refuse and Recycling Collections**

S.B.C.'s Care For Your Area team were praised for their excellent work, particularly given the strong winds which had been experienced over recent weeks.

A general discussion took place regarding collections and various comments were made.

It was agreed that the Town Council write to the Care For Your Area team expressing their gratitude for the hard work and commitment shown.

**Chairman.....**  
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**184.15-16 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).**

The Chairman invited the representatives from the Neighbourhood Police Team to address the meeting.

The comparative figures between November and December 2015 were provided, as follows:

<b>Incidents</b>	<b>Nov 2015</b>	<b>Dec 2015</b>
Anti Social Behaviour (ASB)	54	44
Burglary	2	5
Theft	19	20
Criminal Damage	11	11
Robbery	0	0

It was noted that all of the burglaries were garage or shed break-ins except for one when keys were taken and a car stolen.

There has been an increase in ASB in the Tesco area, which resulted in a dispersal order being put in place.

A general discussion took place and the Police representatives highlighted various incidents which had been dealt with or were continuing to be dealt with.

It was noted that there has been a significant decrease in activity at Beckfields shopping area.

PCSO's Dargue and Gilpin were thanked for their attendance at the meeting and the information provided. The Officers left the meeting at this point.

**185.15-16 INGLEBY BARWICK ENFORCEMENT SERVICE.**

The Chairman invited Helen Dobson from the Enforcement Service, to address the meeting.

Helen provided a detailed update on various issues which had been dealt with or were continuing to be dealt with.

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Particular reference was made to seizure of untaxed vehicles, dealing with dog fouling and ASB.

Ward Councillor Kevin Faulks referred to his audit of street lights out in Ingleby Barwick East. These have been reported for repair.

A general discussion took place and various comments were made.

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

**186.15-16. NEIGHBOURHOOD WATCH SCHEMES.**

Councillor Sally Ann Watson informed that she had contacted the Regional Representative for the North East, who if required, could provide a short presentation on the Neighbourhood Watch Scheme.

It was agreed that, depending on the length of the presentation, the representative be invited to attend a forthcoming ordinary meeting of the Town Council, alternatively arrangements could be made for a Special Meeting, if required.

**187.15-16 MATTERS ARISING AND UPDATES FROM THE MINUTES OF THE TOWN COUNCIL.**

There were no updates to report.

Reference was made however, to 'The Great Ingleby Barwick Bake Off' competition and the need to ensure that this year's event does not clash with other events being held on the estate.

**188.15-16 PROPOSED COMMUNITY CENTRE, THE RINGS.**

It was noted that the Public Meeting was held on Sunday 22nd November 2015, which provided the opportunity for residents to view the plans, including the artists impressions, for the proposed community centre with a youth cafe.

It was confirmed that Archers Law LLP would be acting on the Town Council's behalf in respect of Legal matters, with regard to the proposed community centre at The Rings.

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Reference was made to the draft details for the Project Manager and tender document, which had been provided by Jean Kirby from the Working Group, for consideration by the Town Council.

The matter is continuing to be progressed.

**189.15-16 WAR MEMORIAL RAILINGS, INGLEBY BARWICK.**

**IT WAS RESOLVED** that the letters of support for erection of the railings be submitted to S.B.C., with the view to pursuing the project to fruition.

**190.15-16 INGLEBY BARWICK CHRISTMAS TREE 2015.**

It was noted that the Christmas Tree had been unable to be erected for Christmas 2015, due to the service works being undertaken at the location.

The Town Council has approached the supplier of the Christmas Tree, for a guide to costings for repair/replacement etc., should the need arise, in order to make allowance in the budget.

Reference was made to the costs incurred for storage of the Christmas Tree, erection of the Tree and fencing.

The Clerk outlined the information she had obtained from a local Garden Centre with regard to planting real trees. It was noted that trees 18 inches in height cost £5/£10. There may be 2.5/3 ft trees available in July costing approximately £40. Real trees when planted need to be well protected and take roughly 12/15 years to establish to a reasonable height.

A general discussion took place and reference was made to pursuing possible sponsorship of any real trees planted. Provision of a lighting supply would also need to be considered should the suggestion go ahead.

It was suggested that the Town Council contact S.B.C. to obtain further information on options available. This to be pursued.

**191.15-16 WELCOME SIGNS AND ENHANCEMENT OF THE ENTRANCES INTO INGLEBY BARWICK.**

It was noted that information on signage will be available by this spring.

A general discussion took place and various comments were made.

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**192.15-16 PROVISION OF BIKE RACKS.**

It was noted that the Community Hall Management Committee have agreed to cycle stands being installed.

S.B.C. have provided an approximate cost for a cycle stand installed in the paved area, which would be in the region of £225 each, hence provision of 3 no. stands would be £675.

S.B.C. would be happy to go to the site to measure up and then provide a more accurate cost, if the project is to go ahead.

The Town Council considered the information provided.

**IT WAS RESOLVED** that the Town Council is in agreement to fund 3 no. cycle stands at the Community Hall using the Seamer Wind Farm Community Fund allocation budget. S.B.C. to be contacted and instructed to provide an accurate cost accordingly.

It was noted that Ingleby Barwick East Ward Councillors are looking at cycle stand provision at Lowfields and Beckfields shopping areas.

**193.15-16 EASTERN AREA TRANSPORT STRATEGY 2015/16.**

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

It was noted that the costs to provide the proposed new Puffin Crossing on Barwick Way, Ingleby Barwick had increased from £ 25,000 to £ 33,300, due to a new path link being required, in order to provide the crossing in a safe location.

It was noted that there was initially a shortfall of £ 8,300 however, an additional allocation has been received from the Area Transport Strategy (ATS) of £ 2,000, now leaving a revised shortfall of £ 6,300.

It was requested that the Town Council give consideration to an additional contribution to the £ 5,000 already committed.

The Town Council considered the matter.

**IT WAS RESOLVED** that the Town Council is in agreement to provide additional funding of £ 1,300 to add to the £ 5,000 which they have already committed, giving a total contribution of £ 6,300.

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It was noted that Lowfields zebra crossing had increased from £13,000 to £17,000, as in order to address the issue of the speed of traffic approaching the crossing, the inclusion of school time 20mph zone signs has been added to the scheme.

An additional allocation of £ 2,000 has been provided by ATS, with a revised shortfall of £ 2,000, which is suggested to be met by Ingleby Barwick East Ward Councillors.

It was noted that S.B.C. are proposing to install an advisory 20mph zone on Blair Avenue that would cover both All Saints Secondary and Myton Park Primary. This will involve the installation of two new signs which will incorporate flashing amber lights that are solar powered. The lights will operate morning and afternoon term time to coincide with the schools start and finish times.

They are planning to remove the two existing faulty Vehicle Activated signs that have been in place for many years. As the 20mph lights are only part time this will mean that there will be no illuminated warning signs operational other than stated above. Ward Councillors have expressed their support in replacing these by Speed Indication Devices, funded from their Community Participation Budget.

**194.15-16 BUCKINGHAM PALACE GARDEN PARTY.**

**IT WAS RESOLVED** that the Town Council nominate Councillor Tom Bowman for consideration to attend the event. Councillor Bowman has been a Parish now Town Councillor for 30 years.

**195.15-16 BITE THE BALLOT, NATIONAL VOTER REGISTRATION DRIVE FEBRUARY 2016.**

Councillor Megan Patterson gave a brief outline on the National Voter Registration Drive which is being held from 1st - 7th February 2016. Bite the Ballot, a charity whose primary aim is to increase voter registration (particularly young adults) are promoting the campaign.

It was noted that S.B.C. are also supporting the initiative.

Any assistance with promoting the campaign was requested.

Councillor Megan Patterson was thanked for the information provided. The Town Council expressed their support for the campaign.

**Chairman.....**  
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**196.15-16 YOUTH COUNCIL.**

A general discussion took place and various comments were raised.

It was generally agreed that the optimum age would be 13 - 17 year olds.

It was suggested that contact be made with the local Secondary Schools, as Ingleby Barwick feed into several Schools.

It was agreed that the matter continue to be progressed with the support of the Town Council.

Ward Councillor Kevin Faulks submitted his apologies and left the meeting at this point.

**197.15-16 COMMUNITY ENGAGEMENT/EVENTS.**

**Reinstatement of Facebook, Legal Aspects, Policies to be put in Place with Particular Regard to Administration and Content**

A general discussion took place and various comments were raised in respect of the advantages and disadvantages of the Town Council using Facebook.

It was agreed that confirmation was required that the Facebook page could be set up as one-way information only, provided by the Town Council and not an open forum.

It was agreed that until this was investigated the matter would not be pursued any further.

**Reinstatement of the Garden Competition**

**IT WAS RESOLVED** that the Town Council is in agreement to hold the Garden Competition in 2016. This to be progressed.

**Bulb/Tree Planting - Engaging with the Local Schools/Voluntary Organisations**

**IT WAS RESOLVED** that this be progressed.

**Chairman.....**  
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## Events

A general discussion took place and various ideas were raised.

It was agreed that this continue to be progressed.

## Consulting with the Community.

A general discussion took place and various comments were raised.

## 198.15-16 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 schedule was considered:

#### Receipt of the following:

Date	Description	Amount
08/06/15	Business Saver Account Interest	£ 0.04
08/06/15	Base Rate Tracker Account Interest	£ 31.28
12/06/15	Seamer Wind Farm Community Fund	£ 558.34
27/08/15	HMRC VAT Return	£2,406.03
07/09/15	Business Saver Account Interest	£ 0.03
07/09/15	Base Rate Tracker Account Interest	£ 32.34
18/09/15	Seamer Wind Farm Community Fund	£ 501.95
12/10/15	HMRC VAT Return	£ 373.23
11/11/15	HMRC VAT Return	£2,406.03
07/12/15	Business Saver Account Interest	£ 0.03
07/12/15	Base Rate Tracker Account Interest	£ 27.74
17/12/15	HMRC VAT Return	£2,406.03
18/12/15	Seamer Wind Farm Community Fund	£ 526.85

Chairman.....  
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**The following payments have already been made:**

<b>Date</b>	<b>Cheque No.</b>	<b>To whom</b>	<b>Purpose</b>	<b>Amount</b>
30/10/15	102035	Robinsons	Office Service Charges	£ 70.74
30/10/15	102036	IBCH	Use of Hall for Public Meeting	£ 45.00
06/11/15	DD	EE	Telephone & Broadband	£ 36.40
10/11/15	DD	PC World	Computer Cover	£ 13.21
30/11/15	SO	Robinsons	Rent due 05/12/15	£ 250.00
30/11/15	SO	Teesside PF	Employer & Clerk Contributions Nov 15	
30/11/15	102037	Clerk	Remuneration Nov 2015	
30/11/15	102038	HMRC (Paid at P.O.)	Clerk Tax & NI & Employer NI Contributions Nov 2015	
30/11/15	102039	IBCH	Use of Small Hall 18/11/15	£ 18.75
30/11/15	102040	CPC Computing	Website Hosting	£ 20.00
30/11/15	102041	Document Solutions	Cost of Copies	£ 103.61
30/11/15	102042	CPC Computing	Website Domain	£ 14.00
30/11/15	102043	SBC	Enforcement Qtr 3	£14,436.17
08/12/15	DD	EE	Telephone & Broadband	£ 36.93
09/12/15	DD	PC World	Computer Cover	£ 13.21
18/12/15	102044	Clerk	Remuneration Dec 2015	
18/12/15	102045	HMRC (Paid at P.O.)	Clerk Tax & NI & Employer NI Contributions Dec 2015	
18/12/15	102046	CPC Computing	Website Hosting	£ 20.00
18/12/15	102047	Richardsons Storage	Storage of Xmas Tree Nov/Dec 2015	£ 46.80
18/12/15	102048	SLCC	Membership 2016	£ 235.00
29/12/15	SO	Robinsons	Rent due 01/01/16	£ 250.00
29/12/15	SO	Teesside PF	Employer & Clerk Contributions Dec 2015	
08/01/16	DD	PC World	Computer Cover	£ 13.21
12/01/16	DD	EE	Telephone & Broadband	£ 37.30
<b>30/11/15</b>	<b>100018</b>	<b>All Saints (Robertson)</b>	<b>Use of Hall &amp; Sports Hall for Bake Off</b>	<b>£ 309.96 *SWFCF</b>

Seamer Wind Farm Community Fund (\*SWFCF)

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

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

Date	Cheque No.	To whom	Purpose	Amount
13/01/16	102049	Cllr Stefan Barnes	Reimbursement for Town Council Computer Keyboard Purchase	£ 11.48
13/01/16	102050	Clerk	Remuneration Jan 2016	
13/01/16	102051	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions Jan 2016	
13/01/16	102052	CPC Computing	Website Hosting	£ 20.00
13/01/16	102053	Richardsons Mov & Storage	Storage of Xmas Tree Dec/Jan 2016	£ 46.80
13/01/16	102054	IBCH	Use of Small Hall Jan 2016	£ 18.75
28/01/16	SO	Robinsons	Rent due 05/02/16	£ 250.00
28/01/16	SO	Teesside PF	Employer & Clerk Contributions Jan 2016	

Direct Debits February 2016:     EE  
  PC World

**IT WAS RESOLVED** that the Town Council approves the following accounts for payment from the Seamer Wind Farm Community Fund:

Date	Cheque No.	To whom	Purpose	Amount
13/01/16	100019	Cllr Sally Ann Watson	Reimbursement for Bake Off Competition Prizes	£ 79.92
13/01/16	100020	G. Prudhoe	Rosettes for Bake Off Competition	£ 76.92

**Chairman**.....  
**SIGNED: Wednesday 17th February 2016**

**199.15-16 PLANNING APPLICATIONS:**

**(a) Planning Applications - Registered with S.B.C. in Nov/Dec 2015.**

It was noted that the Clerk had circulated to Members the list of planning applications registered with S.B.C. for the months of November and December 2015.

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

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

**(b) Planning Applications - S.B.C. Delegated Decisions in Nov/Dec 2015.**

The Clerk had also circulated the list of delegated decisions made during the months of November and December 2015.

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

**COUNCILLOR SALLY ANN WATSON LEFT THE MEETING ROOM WHILST THE NEXT ITEM WAS CONSIDERED.**

**(c) Planning Application No. 15/3136/FUL  
Proposal: Application for the Erection of 12 No. Commercial Units consisting of Retail and Non-Retail (Use Classes A1, A2, A3 and A5) Uses, to include a Cafe/Bistro (A3 /A4 Use) with Associated Access, Car Parking and Landscaping.  
Location: Land at Sandgate, The Rings, Ingleby Barwick.**

The Chairman invited the residents present to address the Town Council.

The residents raised concerns in respect of access, with particular regard to deliveries to the shopping area.

A general discussion took place and various comments were raised.

It was noted that this planning application would be considered in more detail at a forthcoming Town Council meeting, when more information is available in respect of the access, etc.

**Chairman.....  
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**COUNCILLOR SALLY ANN WATSON RETURNED TO THE MEETING ROOM AT THIS POINT.**

**200.15-16 COMMUNITY COMMUNICATION.**

**IT WAS RESOLVED** that the next article includes general information on meeting dates and contact details.

**201.15-16 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.

There was no additional correspondence to consider.

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

**202.15-16 TO RECEIVE ITEMS FOR INFORMATION AND CONSIDERATION FOR THE NEXT AGENDA.**

Any items to be forwarded to the Clerk.

**203.15-16 DATE OF SPECIAL TOWN COUNCIL MEETING JANUARY 2016 TO SET THE BUDGET FOR 2016/2017 - Wednesday 27th January 2016.**

A Special Meeting of the Town Council is scheduled to take place on Wednesday 27th January 2016 in the Meeting Room at St. Francis of Assisi Church Hall, Barwick Way, Ingleby Barwick commencing at 7.00 p.m.

**204.15-16 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS.**

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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Chairman.....**  
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**205.15-16 TOWN COUNCIL OFFICE ACCOMMODATION IN BARWICK LODGE, RENEWAL OF LEASE.**

The Town Council considered the information provided and the costings in respect of the legal work, for renewal of the lease.

**IT WAS RESOLVED** that the Clerk liaise directly with the landlord Robinsons Estate Agents, at this point.

**206.15-16 TO CONSIDER STAFFING MATTERS.**

This matter to continue to be progressed.

The Chairman thanked everyone for their attendance.

**Chairman.....**  
**SIGNED: Wednesday 17th February 2016**