

MINUTES  
OF THE  
ORDINARY MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 18th JANUARY 2017  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

**MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL**  
**held at**  
**Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick**  
**on**  
**Wednesday 18<sup>th</sup> January 2017 at 7.00pm**

**PRESENT:**      **Chairman/Town Mayor:** Cllr Stefan Barnes

**Vice Chairman/Deputy Mayor:** Cllr Allan Mitchell

**Councillors:** Philip English, Tom Bowman, Ann Kenyon, Jenny Rutland, Ted Strike,  
Megan Patterson, James Emmerson, Ross Patterson, Sally Ann Watson

**OFFICERS:**     Town Clerk Paula Hall, Acting Town Clerk Tina Mansell

**IN ATTENDANCE:**     Ward Cllr Kevin Faulks                     I.B East  
                              Ward Cllr David Harrington           I.B West  
                              Ward Cllr Gillian Corr                     I.B.East  
                              Simon Lewis                                 SBC Enforcement Officer  
                              Jean Kirby                                    Proposed Community Centre Working Group

Members of the Public

**188.16-17      HOUSEKEEPING**

The Chairman advised those present of the emergency escape procedures.

**189.16-17      NOTICE OF MEETING**

The notice of the meeting was taken as read.

**190.16-17      APOLOGIES FOR ABSENCE**

Councillor Cheryl Thomas

**191.16-17      CODE OF CONDUCT**

The Chairman asked members if they had any declarations of interest in any matters on the agenda.

No interests were given.

**192.16-17      MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON 21<sup>st</sup> SEPTEMBER 2016**

Consideration was given to the minutes of the Ordinary Meeting of the Town Council held on Wednesday 21<sup>st</sup> September 2016

**IT WAS RESOLVED** that the minutes be approved as a true and accurate record of the meeting. The Chairman to sign the minutes accordingly

**193.16-17      MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON 14<sup>th</sup> DECEMBER 2016**

Consideration was given to the minutes of the Ordinary Meeting of the Town Council held on Wednesday 14<sup>th</sup> December 2016

**IT WAS RESOLVED** that the minutes be approved as a true and accurate record of the meeting. The Chairman to sign the minutes accordingly

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**Wednesday 15<sup>th</sup> February 2017**

**194.16-17 MATTERS ARISING & UPDATES – From the minutes of the Town Council  
Wednesday 14<sup>th</sup> December (for information only)**

**178.16-17 Finance**

- **(e) Cheque Signatories** - Still progressing
- **(g) Payment of staff remuneration by standing order** - Documentation to be signed at the meeting

**180.16-17 Community Communication**

- Councillor James Emmerson and Megan Patterson have confirmed that they are to become members of the Community Communication Working group

**195.16.17 INGLEBY BARWICK ENFORCEMENT SERVICES**

Enforcement Officer Simon Lewis provided the following update:

- Anti-Social behaviour was very quiet for the months of December and January.
- There will be joint patrols with police officers in regards to ASB issues at the Beckfields.
- Parking on grass verges and dog fouling are still areas of concern.

The Chairman thanked Simon for his update. He then left the meeting.

**196.16-17 PUBLIC PARTICIPATION**

Councillor Ross Patterson arrived during this item.

**Roadworks/New Bus Route**

Reference was made to the finishing of the roadworks and the new bus route through the Beckfields area of Ingleby Barwick

**Public Meeting**

A suggestion was put forward for a public meeting with the Police Commissioner in regards to policing issues.

**Letter of Support**

A representative from GymMad asked the Council for a letter of support in regards to a problem with the setting up of premises for their group.

It was noted that this was a private matter. Further information was provided. A discussion took place and it was agreed in principle that a letter of support be sent.

**Beckfields**

Reference was made to the meeting held with Ward Councillors, Officers from SBC, Enforcement and residents about the issues surrounding the Beckfields.

It was noted that the bushes would be coming out and extra police patrols to take place in regards to Anti-Social Behaviour.

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**197.16-17 FINANCE**

Consideration was given to the following:

**a) CURRENT BALANCE SHEET**

**IT WAS RESOLVED** that the current balance sheet including movements from reserves be approved

**b) ACCOUNTS PAID**

Date	Direct Debit	To whom	Purpose	Amount
08/12/16	DD	PC World	Computer Cover	£ 13.21
12/12/16	DD	EE	Telephone & Broadband	£ 37.87

Date	Direct Debit	To whom	Purpose	Amount
10/01/17	DD	PC World	Computer Cover	£ 13.21
11/01/17	DD	EE	Telephone & Broadband	£ 38.65

Date	Standing Order	To whom	Purpose	Amount
28/12/16	SO	Robinsons	Office Rent Jan 2017	£ 291.00
28/12/16	SO	Teesside PF	Employer/Clerk Contribution December 2016	

Date	Cheque No.	To whom	Purpose	Amount
22/12/16	102163	Cornerstone Business Solutions	Computer – Office 365 Dec 2016	£ 18.72

**IT WAS RESOLVED** that the town council confirm approval of the accounts paid. The Chairman to sign the sheet accordingly

**c) ACCOUNTS DUE FOR PAYMENT**

Date	Cheque No.	To whom	Purpose	Amount
21/09/16	102118	Clerk	Reimbursement - Postage Stationery <b>Total</b>	£ 18.34 £ 10.00 <b>£ 28.34</b>
18/01/17	102164	Lyreco	Purchase of Paper & Envelopes	£ 42.60
18/01/17	102165	Cllr Stefan Barnes	Reimbursement – Purchase of new chair for office on behalf of Town Council	£ 99.99
18/01/17	102166	Cllr Stefan Barnes	Reimbursement – Purchase of new computer desk for office on behalf of Town Council	£ 89.99
18/01/17	102167	Cornerstone Business Solutions	Computer - IT Support January 2017	£ 60.00
18/01/17	102168	IBCH	Hall for TC Meeting Dec 2016	£ 18.75
18/01/17	102169	CPC Computing	Website Hosting December 2016	£ 20.00
18/01/17	102170	S.B.C.	Erect & Take Down Fence around Xmas Tree	£ 561.60
18/01/17	102171	Interim Clerk	Remuneration from 9-12-16 to 13-01-17	

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18/01/17	102172	Clerk	Remuneration January 2017 (less LGPS, Tax & NI)	
18/01/17	102173	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions Jan 2017	
18/01/17	102174	S.B.C.	Enforcement Quarter 3	£14,724.89
18/01/17	102175	Cornerstone Business Solutions	Computer – Office 365 Jan 2017	£ 18.72 Invoice awaited
18/01/17	102176	C. Mitchell	Shredding – 2 Bags	£ 10.00
18/01/17	102177	CASH	Petty Cash	£ 100.00
30/01/17	SO	Robinsons	Rent due 05/02 Backdated Rent (0.67x12)	£ 291.67 £ 8.04
			<b>Total</b>	<b>£ 299.71</b>
30/01/17	SO	Teesside PF	Employer & Clerk Contributions January 2017	

**IT WAS RESOLVED** that the accounts be approved for payment.

Reference was made to the costs for the fencing that surrounds the Xmas tree every year.

A request for the council to go out for alternative quotes for this year be placed on the next council meeting agenda for consideration.

**d) NEW OFFICE SAFE**

**IT WAS RESOLVED** that the proposal to purchase a new office safe at a cost of £185.00 be approved

**e) NEW ACCOUNTING SYSTEM**

**IT WAS RESOLVED** that Scribe 2000 be the preferred accounting system for the town council at a cost of £385.00 per annum. Scribe 2000 to be informed accordingly

**f) DONATION TO MAYOR OF STOCKTON CHARITIES**

**IT WAS RESOLVED** that the town council were in agreement that a donation of £50 be donated

**g) NEW PHONE PACKAGE**

**IT WAS RESOLVED** that the proposal to purchase a new phone package for the council office at a cost of £54.99 be approved

**h) PURCHASE OF LATEST EDITION OF LOCAL COUNCIL ADMINISTRATION BOOK**

**IT WAS RESOLVED** that the town council were in agreement that the book be purchased at the cost of £73.60.

Reference was made to the new sign for the council office front door. Costings to be brought to the next council meeting for approval.

**198.16-17 PLANNING APPLICATIONS**

**a) PLANNING APPLICATIONS** – registered with Stockton on Tees Borough Council for the month of December 2016

The list of planning applications circulated to members via email were noted.

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Reference was made to councillor's comments published on the Stockton Planning Portal in respect of the planning application for the new leisure centre in Ingleby Barwick.

A general discussion took place and various comments were made.

It was highlighted that, if and when, an individual councillor responds to an application, it should be made clear that it is of their own opinion and not that of Ingleby Barwick Town Council

**b) PLANNING APPLICATIONS** – delegated decisions with Stockton on Tees Borough Council for the month of December 2016

The list of delegated decisions circulated to members via email were noted.

**c) PLANNING APP NO. 16/3056/COU**

**Proposal:** Change of use of part of Park Home site to create Public Open Space (relocation of existing bridleway)

**Location:** Leven Bridge Mill, Leven Bank Rd, Yarm

No comments were made

**199.16-17 CCTV CAMERA PROVISION**

Reference was made to the proposal to site a CCTV camera on each road coming into the estate and the information and costs circulated with the agenda.

It was noted that the overall costs could be up to £50,000 per annum.

A general discussion took place and various comments were made.

It was agreed to look into alternative options.

It was agreed that the council extend an invitation to the Police Commissioner Barry Coppinger to attend a town council meeting to discuss ongoing policing on Ingleby Barwick.

**200.16-17 TOWN COUNCIL BENCH**

Reference was made to the information provided by SBC in regards to the location of the Tees Park Heritage Sign.

It was noted that it is there as a way marker on the public right of way which SBC manages.

It was noted that to install a bench adjacent to a public right of way wouldn't fall in within the public right of way management.

Reference was made to the costs for both the refurbishment and reinstallation of the bench.

A general discussion took place and various comments were made.

**IT WAS RESOLVED** that the town council agreed to scrap the bench. SBC to be informed accordingly

**201.16-17 INGLEBY BARWICK COMMUNITY CENTRE MANAGEMENT COMMITTEE (IBCC) REPRESENTATIVE**

It was noted that due to ongoing commitments Cllr Watson was to step down as one of the three town council representatives on the IBCC Management Committee.

Nominations to replace her were invited.

**IT WAS RESOLVED** that Cllr Emmerson agreed to become the new town council representative

**202.16-17 XMAS TREE STORAGE**

Reference was made to the storing of the council's Xmas tree and the offer from SBC to store it at their facility for £180.00 per annum.

**IT WAS RESOLVED** that the town council agreed that the offer from SBC be accepted

**203.16-17 GENERAL DONATIONS POLICY**

Consideration was given to the draft policy circulated to members.

A general discussion took place and various comments were made.

Some changes to the wording on pages 1 and 2 of the policy were agreed.

Reference was made to the maximum amount of grant to be awarded and to the grants previously given out in the past.

It was noted that a grant had been given to Ingleby Barwick Community Partnership. Cllr Strike acknowledged this and declared an interest in this item.

It was agreed that no decision can be made on the maximum amount to be awarded until information pertaining to past grants be brought to the next meeting.

**204.16-17 CLERKS REPORT**

The Acting Town Clerk informed members that the new computer system provided by Cornerstone Business Solutions is now fully functional and that the contract has now been signed by the Chair accordingly.

**IT WAS RESOLVED** that the report be accepted

**205.16-17 CORRESPONDENCE**

**IT WAS RESOLVED** that the list of correspondence received into the town council office be noted.

**206.16-17 DATE, VENUE & TIME OF THE NEXT MEETING OF THE TOWN COUNCIL**

The next meeting of the Town Council will take place on Wednesday 1<sup>st</sup> February 2017, Small Hall, Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick at 7.00pm.

Cllr English gave his apologies for non-attendance to the meetings on 15<sup>th</sup> February 2017 and 15<sup>th</sup> March 2015.

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**207.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS**

Members were provided with an update of the meeting held between the Working group and Kinsler LLP.

Reference was made to the tender process.

It was noted that prior to the tender going out, members had to consider if it should go out as a 'build only' project or 'completed' project.

A general discussion took place and various comments were made.

**IT WAS RESOLVED** that the town council agreed that the tender to go out as a complete project including all fixtures and fittings except for the Youth Café which is to be basic fit only

Consideration was then given to the recommendations from the Working Group in regards to the fixtures and fittings that need to be included in the tender:

- a) Fixtures for the Youth Café to be agreed once building is in use
- b) Both downstairs and upstairs kitchens to be of a stainless - steel finish with two sinks, tall cupboards, fridge, cooker, microwave, water boiler
- c) Flooring Finishes:
  - Main Hall - Wood with sprung floor
  - Youth Café – Half carpet tiles/half linoleum
  - Toilets – Vinyl Safety Flooring
  - Kitchen – Linoleum/Vinyl Safety Flooring
  - Offices – Carpet tiles
  - Lobby – Linoleum
- d) Second entrance door to the upstairs kitchen to the Youth Cafe be turned into a serving hatch
- e) Both serving hatches to the upstairs and downstairs kitchens to be fitted with lightweight roller shutters
- f) Windows to be left as they are and not to be covered with mesh

Reference was made to the remaining items on the list.

A general discussion took place and various comments were made.

It was agreed that further information on some of these items was required before any decisions can be made.

Reference was made to the proposed meeting with Kinsler LLP where further information and advice can be considered in respect of any outstanding items.

It was agreed that the remaining items for consideration be deferred until the council meeting on 15<sup>th</sup> February.

**IT WAS RESOLVED** that the first six items considered on the fixtures and fittings list be approved

Councillor Ross Patterson then left the meeting.

**208.16-17 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 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

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**209.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS**

Consideration was given to the information provided.

**IT WAS RESOLVED** that the costs for Kinsler LLP be approved

Reference was made to the proposed amendments in the draft appointment particulars for Kinsler LLP as recommended by the Town Council solicitor.

**IT WAS RESOLVED** that the amendments be approved

The final document, once received to be brought back to the Town Council for approval

**IT WAS RESOLVED** that costs for the architect be approved

**IT WAS RESOLVED** that costs for the Engineer be approved

**IT WAS RESOLVED** that costs for the geographical survey be approved

**IT WAS RESOLVED** that the Contracts Finder 'Expressions of Interest' notice to tender be noted

Reference was made to the 'Expressions of Interests' received.

**210.16-17 STAFFING MATTERS**

Consideration was given to the proposals.

**IT WAS RESOLVED** that the Administration Assistant hourly wage and hours of work be approved

**IT WAS RESOLVED** that three members of the council and the Town Clerk will form the Recruitment Working Group.

Those members to be Councillors Stefan Barnes, Al Mitchell and Jenny Rutland

**IT WAS RESOLVED** that the terms of reference for the Recruitment Working Group be approved

There being no further business to be transacted the meeting was then closed.