

MINUTES  
OF THE  
SPECIAL MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 1<sup>ST</sup> FEBRUARY 2017  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

**MINUTES of the SPECIAL MEETING of INGLEBY BARWICK TOWN COUNCIL  
held at  
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick  
on  
Wednesday 1<sup>st</sup> February 2017 at 7.00pm**

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

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

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

**OFFICERS:** Paula Hall, Town Clerk/Responsible Financial Officer  
Tina Mansell, Acting Town Clerk

**IN ATTENDANCE:** Vicky Hatton Stockton Borough Council (SBC)  
Enforcement  
Jamie Stephenson SBC Enforcement  
Jean Kirby Proposed Community Centre Working Group

2 Members of the Public

**211.16-17 HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.

**212.16-17 NOTICE OF MEETING.**

The notice of the meeting was taken as read.

**213.16-17 APOLOGIES FOR ABSENCE.**

No apologies were received.

**214.16-17 CODE OF CONDUCT.**

**To consider as to whether the Town Council require a dispensation to be put in place for all Town Councillors in respect of setting the precept**

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

Reference was made to the Government Guidance 'Openness and Transparency on Personal Interests - A Guide for Councillors, September 2013' which gives basic practical information to Councillors of all tiers about how to be open and transparent about their personal interests. It replaced the earlier guide published in March 2013.

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The guidance confirms that owners or tenants of land **do not have a disclosable pecuniary interest** in the matter of setting the Council Tax or Precept since decisions on the Council Tax or Precept do not materially affect their interest in the land. For example, it does not materially affect the value of a home, the prospects of selling that home, or how one might use or enjoy that land.

**IT WAS RESOLVED** that the information be noted and no dispensation was required.

**Declaration of Interests**

Cllr Ted Strike declared a personal interest in the following item:

**Agenda Item No. 7**                                      **General Donations Policy**  
Chairman of I.B. Community Partnership

Cllr Tom Bowman declared a personal interest in the following item:

**Agenda Item No. 12**                                      **Nomination for Buckingham Palace Garden Party May 2017**  
Cllr Bowman putting himself forward for consideration

No further interests were declared.

**215.16-17 PUBLIC PARTICIPATION.**

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

The following matter was raised:

**Ingleby Barwick Enforcement Service**

It was questioned as to whether Ingleby Barwick was getting value for money from the dedicated Enforcement Service.

Specific reference was made to dog fouling, littering and anti-social behaviour (ASB), in respect of how the issues were being dealt with regarding fixed penalty notices, AS13's, ASB Orders (ASBO's) etc.

The representatives from Enforcement, Vicky Hatton and Jamie Stephenson addressed the concerns raised.

The importance of taking an educational approach was highlighted. Support and prevention was also referred to.

Reference was made to perceptions of ASB.

The guidance in respect of public order offences was referred to, pertaining to situations where the incidence of causing 'harassment/alarm/distress' is assessed.

It was noted that an Acceptable Behaviour Contract (ABC) is an early intervention made against individuals who are perceived to be engaging in anti-social behaviour.

It was also confirmed that ASBO's have now been replaced by the following:

- Injunction to Prevent Nuisance and Annoyance (IPNA)
- Criminal Behaviour Order

Vicky and Jamie outlined in detail the services provided by Enforcement, including the work undertaken behind the scenes.

A general discussion took place and various comments were raised.

No further matters were considered.

**216.16-17 CRIME PREVENTION – INGLEBY BARWICK ENFORCEMENT SERVICE AND PROVISION OF THE MAINTENANCE SERVICE COVERING BECKFIELDS CCTV 2017/2018.**

It was noted that a copy of the proposed Service Level Agreement 2017/2018 which includes the costing information, had been circulated to Councillors for their observation prior to the meeting.

The Chairman welcomed Vicky Hatton and Jamie Stephenson from SBC Enforcement Service.

Reference was made to the meeting with residents, which had taken place on 18<sup>th</sup> January 2017 regarding the issues at Beckfields. It was noted that the residents in attendance had expressed their appreciation of the assistance provided by the Enforcement Service.

A lengthy discussion then took place.

Cllr Strike referred to the budget meeting which had taken place in January 2016, when it was agreed that a Working Group be established to progress the review of the Enforcement Service.

Cllr Strike provided information on CCTV cameras, which included installation and monitoring costs.

A discussion took place on the cost implications presented, including the figures and coverage aspect. This needs clarification from SBC.

It was suggested that consideration be given to factoring in CCTV with Enforcement coverage. A discussion took place on the cost effectiveness of providing CCTV.

It was agreed that full details and costings for the possible provision of CCTV needs to be obtained before any further consideration could be given to the matter.

The information and statistics which are provided by Enforcement were discussed.

It was requested that more detailed information be provided, including the 'key' time demands on Enforcement and information on call outs. This would assist when considering the hours/coverage/shift patterns etc., of the Enforcement Officers.

Specific reference was also made to the 'self-generated' incidents recorded. If possible, details of the time, place and outcome of the incidents be provided by Enforcement.

The Town Council considered continuation of the Enforcement Service and provision of the maintenance service covering Beckfields CCTV in 2017/2018.

The relevant figures are as follows:

Enforcement Service £ 49,588.42 + VAT per annum

Maintenance Service for Beckfields CCTV £ 476.18 + VAT per annum

**Total Service Level Agreement = £ 50,064.60 + VAT per annum**

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

**Cost per household** £ 50,064.60 divided by 7478.69 (tax base) = **£ 6.69 per annum** which equates to **13p per week**.

A discussion took place and various options were considered.

Taking all matters into account, the two workable/feasible options available, were proposed as follows:

Proposal 1: To continue the dedicated Enforcement Service and provision of the maintenance service covering Beckfields CCTV for a further 12 months

Proposal 2: To give approval to continue the Service for an initial 6 months, whilst any matters and issues are reviewed.

It was agreed that the two proposals be put to the vote.

Proposal 1 received a majority vote and hence the proposal was agreed, without the need for Proposal 2 to be put to the vote.

**IT WAS RESOLVED** that the Town Council agrees to continue the Enforcement Service and provision of the maintenance service covering Beckfields CCTV in 2017/2018 for a further 12 months' period. The costs to be included in the budget for 2017/2018 accordingly.

**IT WAS RESOLVED** that crime prevention, including provision of the Enforcement Service, CCTV etc., be reviewed over the next 12 months.

It was confirmed that Barry Coppinger, Police and Crime Commissioner, would be attending the Ordinary Meeting of the Town Council on Wednesday 19<sup>th</sup> April 2017.

**217.16-17 GENERAL DONATIONS POLICY.**

The Town Council considered the draft policy, which had been amended following the changes agreed at the meeting on 18<sup>th</sup> January 2017.

Reference was made to the maximum amount of grant to be awarded.

The information provided in respect of the grant amounts previously allocated was discussed.

Reference was made to the grants which have been allocated to Ingleby Barwick Community Partnership.

**Cllr Strike declared a personal/prejudicial interest and left the meeting room for the remainder of the discussion.**

A general discussion took place and various comments were made.

**IT WAS RESOLVED** that item 3 of the draft Policy which refers to the maximum amount of grant to be allocated, be removed from the Policy and the Policy to be adopted accordingly.

**Cllr Strike returned to the meeting room at this point.**

**218.16-17 TOWN COUNCIL STANDING ORDERS.**

**IT WAS RESOLVED** that the Town Council agrees to pass a special motion to reconsider amendment of Standing Order 18 Financial Controls and Procurement.

The Town Council considered the proposed amendments to 18(d) and 18(f).

**IT WAS RESOLVED** that the amendments to Standing Order 18(d) and 18(f) be approved.

**219.16-17 PROPOSED COMMUNITY CENTRE, THE RINGS.**

**Financial matters relative to setting the Budget/Precept 2017/2018**

The Clerk referred to the supporting information which provides details of the following:

**Commitments to Date:**

- **Solicitor Costs** - Archers Law LLP
- **QS Costs** - Kinsler Partners LLP
- **Architect Costs**  
**Incl. Topographical Survey** - Elder, Lester, McGregor
- **Engineering Costs** - Moorehead Sutton & Laing

### **VAT Implications:**

At present the Town Council requires clarification on whether the VAT element of the Project can be reclaimed.

In light of this and for budget purposes only the Town Council will need to work on the worst-case scenario, that is, with the VAT element included.

Once clarification has been received regarding the VAT and the tender process has been completed etc., the costings can be re-visited prior to applying for 'Borrowing Approval' from DCLG.

### **Public Works Loan Board (PWLB) Calculations**

#### **Example Calculations on Funding Requirements:**

- **Approx. Overall Project Build Costs (Including and Excluding VAT) -** these are guide figures for budget purposes only
- **Funding:** Town Council Contribution  
SBC Contribution – Youth Café  
Loan – PWLB

#### **Information/Matters to be considered by the Town Council:**

- The figures to be allocated in the budget to be given careful consideration.
- When the time comes to apply for the 'borrowing approval' the figure may be reduced as the information on VAT implications, tender value etc. will be available.
- The Project is anticipated to commence on site in early 2018. There will be a time delay between award of the contract and commencement of works on-site which may incur a financial implication.
- In respect of the land transfer, do SBC require the actual funding to be in the Town Council's bank account when the matter is considered by SBC Full Council OR would just the letter from DCLG giving 'Borrowing Approval' suffice?
- Worst case scenario the funding is required to be in the Town Council's account, hence the loan repayments would start in 17/18
- One half yearly repayment would be required (this has been confirmed with PWLB). Consideration to be given to allowing for approx. three months of the next payment in the budget for 17/18.
- Future Running Costs needs to be considered in respect of how this will be financed.
- Consideration as to any financial implications on the Precept for 2018/2019

**IT WAS RESOLVED** that, for budget purposes only the Town Council work on the figures for borrowing £ 800,000, which would require a figure in the budget of £ 34,000 to cover 9 months' loan repayments.

**Agree date for Public Meeting to be held in February 2017**

**IT WAS RESOLVED** that the Public Meeting, to be held on a 'Drop In' basis, would take place on Saturday 25<sup>th</sup> February 2017 in the small hall at Ingleby Barwick Community Hall, between 12 noon and 4 pm.

**220.16-17 FINANCE - BUDGET/PRECEPT 2017-2018.**

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

It was noted that the precept set for 2016/2017 was **£ 138,172** which equated to **£ 18.909** per annum per Band D property.

The tax base figure for Ingleby Barwick 2017/2018 is **7,478.69** (based on 98.25% collection rate and adjusted for the impact of localisation of council tax support). The funding allocation which the Town Council will receive from SBC is **£ 3,445**.

When calculating the Precept, the amount of funding allocation (£ 3,445) is deducted from the total requirement to get the Precept amount.

The Clerk provided Members with a draft budget for 2017/2018.

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

Consideration was given to the proposed Community Centre at The Rings, regarding funding requirements to pursue the project.

Reference was made to the detailed information provided and the loan repayment figures obtained from the Public Works Loan Board website.

The Town Council set the budget for 2017/2018.

The precept requirement is as follows:

<b>Total Requirement 2017/2018</b>	<b>£ 141,617</b>
Deduct Funding Allocation S.B.C.	<b>£ 3,445</b>
<b>Precept 2017/2018</b>	<b><u>£ 138,172</u></b>

**Calculation of Cost per annum per Band D property:**

**£ 138,172** (Precept) divided by **7,478.69** (Tax Base) = **£ 18.475** per household/annum.

Reduction per Band D property = **2.295 %**

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It was noted that the precept for 2017/2018 remains the same as 2015/2016 and 2016/2017, however given the increase in the tax base the cost per household has reduced by 2.295 %

**IT WAS RESOLVED** that the Town Council's Precept requirement for 2017/2018 is **£ 138,172**. The Clerk to advise S.B.C. accordingly.

A copy of the agreed budget and Reserve Accounts is held on the Town Council file.

**Cllr Ross Patterson and Cllr Ted Strike submitted their apologies and left the meeting at this point.**

**221.16-17 HENSHAW DRIVE, HOLYSTONE DRIVE, ROCHESTER COURT AND BLAIR AVENUE, INGLEBY BARWICK, SCHOOL TIME WAITING AND LOAD RESTICTIONS.**

The Town Council considered the information and plans provided by SBC.

**IT WAS RESOLVED** that the Town Council has no comments to raise in respect of the proposals and looks forward to implementation of the scheme.

**222.16-17 NOMINATION FOR BUCKINGHAM PALACE GARDEN PARTY ON TUESDAY 16<sup>TH</sup> MAY 2017.**

The Town Council considered the nomination of a Councillor to be put forward for attending the Garden Party.

A general discussion took place.

**IT WAS RESOLVED** that Councillor Tom Bowman be nominated, given his record of long standing service as a Councillor on the Parish now Town Council.

**223.16-17 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.**

The next Ordinary Meeting of the Town Council will take place on Wednesday 15<sup>th</sup> February 2017, in the small hall at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick at 7.00pm.

Tina Mansell, Acting Town Clerk left the meeting at this point.

**224.16-17 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS.**

**IT WAS RESOLVED** that 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**225.16-17 STAFFING MATTERS.**

The Town Council considered the information provided.

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**IT WAS RESOLVED** that the position of Acting Town Clerk was no longer required. The position to be terminated as per the terms of the contract.

**IT WAS RESOLVED** that the Town Council employ a temporary part time Administration Assistant in the interim period, until the permanent part time position is filled.

**IT WAS RESOLVED** that the hours of work and the hourly rate be as agreed for the permanent position of part time Administration Assistant. A temporary contract to be issued accordingly.

The Clerk provided an update on the vacancy currently advertised for a permanent part time Administration Assistant.

It was noted that the closing date for applications is Wednesday 22<sup>nd</sup> February 2017.

There being no further business to be transacted, the Chairman thanked everyone for their attendance and closed the meeting.