

MINUTES  
OF THE  
ORDINARY MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 19TH APRIL 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 19th April 2017 at 7.00pm**

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

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

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

**OFFICER:** Paula Hall, Town Clerk/Responsible Financial Officer

**IN ATTENDANCE:** Barry Coppinger Cleveland Police & Crime Commissioner  
PCSO Jane Gibson Neighbourhood Police Team

Vicky Hatton Operations Manager Community Safety Team, SBC  
Marc Stephenson Operations Manager Community Services  
(incl. Security & Surveillance), SBC

Ward Councillor Kevin Faulks Ingleby Barwick East

Jean Kirby Proposed Community Centre  
Working Group

Kay Aucott IBTC Administration Assistant

4 Members of the public

The Chairman welcomed all present to the April 2017 Ordinary Meeting of the Town Council.

**268.16-17 HOUSEKEEPING.**

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

**269.16-17 NOTICE OF MEETING.**

The notice of the meeting was taken as read.

**270.16-17 APOLOGIES FOR ABSENCE.**

Apologise for absence were received from Cllr Tom Bowman and Cllr Ann Kenyon.

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**271.16-17 CODE OF CONDUCT.**

**Declaration of Interests**

Councillor Ross Patterson declared an interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor for I.B. West.

Councillor Sally Ann Watson declared an interest in all items involving her role as an SBC Ward Councillor for I.B. East.

No further interests were declared.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**272.16-17 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 15<sup>TH</sup> MARCH 2017.**

The Minutes of the Ordinary Meeting held on 15th March 2017 were considered.

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

**273.16-17 PUBLIC PARTICIPATION.**

No matters were raised.

**274.16-17 CRIME PREVENTION INGLEBY BARWICK.**

Town Cllr Philip English and Ward Cllr Kevin Faulks arrived at the meeting during consideration of this item.

The Chairman welcomed Barry Coppinger Cleveland Police & Crime Commissioner (PCC) and the representatives from the Police, SBC Enforcement and SBC Security & Surveillance to the meeting.

The Chairman referred to the list of questions which had been submitted by Councillors for discussion at the meeting.

In respect of question one to Barry Coppinger PCC it was confirmed that it would not be possible for the Town Council to fund its own 'dedicated' Community Police Officer as Cleveland Police need to have overall control of deployment of their Police Officers and PCSO's.

Question two regarding deployment was directed to PCSO Jane Gibson.

PCSO Gibson introduced herself and provided a brief outline of her job role.

The following information and statistics were referred to:

<u>Ingleby Barwick</u>	<u>December 2016</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>Percentage increase/decrease from Dec 2016 to March 2017</u>
AS21- Personal	25	11	13	25	0% Decrease/Increase
AS22 – Nuisance	17	22	15	32	88% Increase
AS23- Environmental	0	1	2	1	100% Increase
Reported calls Totals	42	34	30	58	38% Increase
Previous Year	-	-	-	58	Same number of reports from Mar 2016 to Mar 2017

<u>Ingleby Barwick</u>	<u>December 2016</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>Percentage increase/decrease from Dec 2016 to March 2017</u>
Burglary	9	12	1	0	100% Decrease
Criminal Damage	8	3	4	4	50% Decrease
Road Related	2	7	3	8	300% Increase
Reported Calls Totals	19	22	8	12	36% Decrease

### Overview

- The above tables show that reported ASB has increased by 38% from December 2016 to March 2017 and that reported crime has decreased by 36% for Ingleby Barwick.
- The main areas that have experienced ASB are Myton Road, Tesco's and around the Lowfields area.
- Joint agency work has involved patrolling and visiting victims. As a result, the Wi-Fi facility at Tesco has been switched off between 6pm and 6am as an ongoing solution. CCTV monitoring for a 6-week period has been implemented at a victims property by Stockton Council ASB team.
- Operation Impact has been utilised nightly in Ingleby Barwick and the Op Impact sheet updated with relevant information. Op Impact are high visibility patrols by Thornaby Officers and any incidents or offenders recorded and challenged.

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- PCSO Jane Gibson carrying out assembly's and one to one work in all Ingleby Barwick Secondary and Primary schools around ASB and any issues that arise whilst she attends the school sites. Referral's to be made to troubled families if any vulnerable/troublesome students come to light as part of prevention and intervention work.
- Ingleby Barwick Ecins record 95963 created 17/03/17 updated nightly with PCSO patrols and engagement with residents around Lowfields. No significant issues since daily engagement began.
- Facebook and Cleveland Connected continually updated to provide appropriate information to the community regarding 'good news' and crime prevention advice based on criming trends in the wards.

Reference was made to the colours Red, Amber and Green, which are used to indicate the level of concern/risk associated to a specific area, Red being a problem area.

It was noted that Ingleby Barwick is classified as a Green profile area.

A general discussion took place on the risk approach being used and various comments were raised.

An outline was provided on follow-up procedures and investigations in respect of burglaries, criminal damage etc. Reference was made to lines of enquiry, house to house enquiries, the appointments system used to visit the victims etc.

It was noted that the Police receive on average approx. 1,000 calls per day.

Reference was made to the factors used in prioritisation, which take into account the crime, vulnerability etc.

A discussion took place regarding access to WiFi and Tesco was referred to.

It was requested that the Police confirm in writing that since the Wi-Fi has been switched off at Tesco Myton Road, there has been a significant reduction in the reporting of nuisance youths. It was also noted that the Police have not received any reports from the public in relation to youths congregating outside to date.

Reference was made to the possible provision of Wi-Fi in the parks and it was noted that this is already being investigated.

The Chairman referred to the five questions submitted in respect of the provision of CCTV and addressed the matters to Marc Stephenson, SBC Operations Manager Community Services (incl. Security & Surveillance).

A discussion took place relative to the first question which was identifying areas or situations where CCTV could or has been useful.

An outline was provided on the use of cameras at various problem locations. Various views were expressed and general comments received.

The next question raised was to ascertain as to whether SBC could provide guidance on the 5 most appropriate locations for the erection of CCTV cameras.

A discussion took place.

It was noted that to provide this type of guidance the Town Council would need to formally request that SBC undertake an Evidence Based Study in respect of CCTV provision in Ingleby Barwick.

It is understood that a scoping exercise would be undertaken, Heat Maps considered as well as consultation with Police/Fire/CFYA/Traffic etc.

It was agreed that the Study would be required in order to ascertain the relevant information to assist the Town Council in their deliberations.

**IT WAS RESOLVED** that the Town Council agrees to formally request that the Evidence Based Study be undertaken by SBC. The Clerk to advise SBC in writing accordingly.

Public consultation was referred to.

The remaining three questions related to costings which were outlined as follows:

▪ Erection of a column including all civils works	£ 1,000
▪ Checks on line of sight	£ 100
▪ If only power required to existing column	£ 400
▪ Supply of camera (8 years life)	£ 1,600
▪ Relocation of camera between columns	£ 300
▪ Monitoring fee - per week per camera	£ 75
▪ Monitoring fee - annual cost per camera	£ 3,900

A discussion took place regarding the effectiveness of CCTV.

Examples were given in respect of graffiti and fly tipping and reference was made to looking at the cost effectiveness of installing a camera as opposed to the costs associated with dealing with the aftermath of the criminal activity i.e. cleaning off the graffiti etc.

It was highlighted that a full feasibility study is required.

Monitoring of the cameras was discussed.

An update was requested on the progress with a CCTV camera being sited at the recycling facility at Tesco. It was noted that the site is on Tesco land and the matter is continuing to be progressed.



### **Elder Lester McGregor Architects, Agreement for Appointment**

The draft document was referred to.

The Town Council considered the amendments suggested by the Town Council's Solicitor. Confirmation of the amendments is awaited.

The following information was referred to:

- |                           |  |
|---------------------------|--|
| ▪ Payment Notices         | Payments to be made period increased from 14 to 21 days (as per Kinsler Appointment Particulars) |
| ▪ Time Limit for action   | Confirmed that the 6 years runs from the date of knowledge                                       |
| ▪ Professional Indemnity  | £1m recommended  |
| ▪ Reference to Warranties | To be included   |
| ▪ Dispute Resolution      | by Arbitration recommended   |

**IT WAS RESOLVED** that the Town Council approves the amendments to the Agreement for Appointment as advised by the Town Council's Solicitor.

**IT WAS RESOLVED** that once all amendments have been finalised the document to be signed by two Councillors and countersigned by the Town Clerk.

### **Moorehead Sutton & Laing Appointment**

It was noted that this is being pursued by the Town Council's Solicitor.

### **Advertisement of the Contract Opportunity/Standing Orders/The Public Contracts Regulations 2015**

The Clerk outlined advertisement of the Contract Opportunity.

It was noted that the opportunity to 'express an interest' in tendering had been advertised both on Contracts Finder and the Town Council's website.

Seven organisations had expressed an interest in tendering.

Reference was made to The Public Contracts Regulations 2015 and the Town Council's Standing Orders.

**IT WAS RESOLVED** that the Town Council is satisfied that the matter has been considered and Members agreed that they have complied with Regulations.

It was agreed that **Standing Order 18 Financial Controls and Procurement** be considered when the Town Council undertakes a full review of its Standing Orders at the Annual Meeting of the Town Council in May 2017.



**Update on Tender**

The following information was provided:

- Contract out to Tender **Wednesday 29<sup>th</sup> March 2017**  
Documents sent on CD
- Return of Tenders **12 noon on Friday 12<sup>th</sup> May 2017**
- 2 Organisations have declined to Tender 1 due to start date  
1 due to workload

**Opening of Tenders**

**IT WAS RESOLVED** that Cllr Allan Mitchell be present at the opening of the Tenders.

**Date to be agreed for a Special Meeting of the Council**

The Clerk provided an overview of the timescales to be met on the Project, the process and procedures to be adhered to, the Business Plan, costings, agreements/approvals/resolutions required etc.

Reference was made to the following:

- **Criteria to be met for approval from SBC**
- **Relevant Cabinet dates** **12<sup>th</sup> July 2017**  
**14<sup>th</sup> September 2017**  
**12<sup>th</sup> October 2017**
- **Decisions on Borrowing Required**  
To decide on amount and to borrow  
To seek borrowing approval from the Secretary of State (via Department of Communities and Local Government DCLG)
- **Consultation with the Public**  
The Town Council do not need to raise the precept so no consultation is required on that element  
Consultation is however required on the project, borrowing and loan repayments (e.g. newsletter/website/agendas & minutes).  
An update to be provided on progress with the project including guide figures for the loan/repayments for the Town Council website and inclusion in the proposed Newsletter.
- **Borrowing Approval**  
Takes 15 working days – on receipt of the application if any further information or clarification is required prior to consideration the 15 working days commences from receipt of that information.  
The Clerk to contact DCLG to advise that the loan amount may go over the £ 500,000 mark and ascertain if any additional information is required should this be the case.

The programme was referred to and it was noted that the time limits are extremely tight.

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**IT WAS RESOLVED** that the Town Council holds a Special Meeting to deal with a number of matters specific to the project including the Tender, costings, VAT element, Business Plan, Public Consultation etc.

The Clerk to ascertain a suitable date at the end of May 2017 for the Special Meeting and arrangements be made accordingly.

Following the meeting the figures for the project can then be incorporated in the Report/Business Plan to be presented to Council. This is anticipated to take place at Full Council on Wednesday 14<sup>th</sup> June 2017 when it is expected that a decision will be made on borrowing, the amount required and seeking borrowing approval from the Secretary of State.

**The Clerk advised that when the decision is made to seek Borrowing Approval all Members of the Town Council must be present.**

## 276.16-17 FINANCE.

### (a) Current balance sheet

The following documents were considered:

Budget for 2017/2018 (Updated copy of version provided at the Budget Meeting on 1<sup>st</sup> February 2017 with figures allocated at meeting highlighted separately)

Budget for 2017/2018 Final Copy

Bank balances to date

**IT WAS RESOLVED** that the documents provided be approved.

### (b) Accounts due for payment

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

**Cheques:**

Date	Cheque No.	To whom	Purpose	Amount
29/03/17	102207	Admin Assist	Payment 20.3.17 – 31.3.17	
30/03/17	102208	Parkinson Partnership	VAT Report	£ 500.00

**Direct debit payment:**

Date	To whom	Purpose	Amount
11/04/17	EE	Telephone & Broadband	£ 40.38

**IT WAS RESOLVED** that the Town Council approves the above list of payments, including cheques and direct debits.

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The following accounts are due for payment:

**Cheques:**

Date	Cheque No.	To whom	Purpose	Amount
19/04/17	102209	Lyreco UK Ltd	Office Equip/Stationery	£ 95.38
19/04/17	102210	Cornerstone BS	IT Support April 2017	£ 60.00
19/04/17	102211	CPC Computing	Website March 2017	£ 20.00
19/04/17	102212	Cornerstone BS	Computer – Office 365	£ 18.72
19/04/17	102213	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contrib. April 2017	
19/04/17	102214	IBCH	Hire of Hall 19.4.17	£ 18.75

**Cheques from Seamer Wind Farm Community Fund:**

Date	Cheque No.	To whom	Purpose	Amount
19/04/17	100023	WEL Medical Ltd	Defibrillator and Cabinet	£ 1,627.50

**Standing Orders:**

Date	To whom	Purpose	Amount
28/04/17	Robinsons	Rent due 5/5	£ 291.67

**IT WAS RESOLVED** that the Town Council approves the above list of accounts due for payment, including cheques, direct debits and standing orders.

Reference was made to the invoices from Scribe and Cornerstone BS which are pending payment.

**(c) Standing Orders for Staff Costs**

**IT WAS RESOLVED** that the Town Council approves the following:

- A new Standing Order to be set up for the Administration Assistant's monthly salary
- Amendment to the existing Standing Order for the Town Clerk's monthly salary
- Amendment to the existing Standing Order to Teesside Pension Fund

**Standing Orders:**

Date	To whom	Purpose	Amount
28/04/17	Town Clerk	Remuneration April 2017 (amended)	
28/04/17	Admin Assist	Remuneration April 2017 (New)	
28/04/17	Teesside PF	Employer/Clerk Contrib. April 17 (amended)	

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**IT WAS RESOLVED** that the Town Council approves the above list of standing orders for payment.

**277.16-17 LOCALITY FORUM AREA TRANSPORT STRATEGY 2017/2018, SCHEME PROPOSALS.**

The Town Council considered the information provided.

**IT WAS RESOLVED** that the Town Council propose the following three schemes and the information be submitted to SBC accordingly:

- **Beckfields Avenue, Ingleby Barwick – Road Safety Issues**
- **Sober Hall Avenue, Ingleby Barwick – Road Safety Issues**
- **Leven Bank – Footpath provision**

**278.16-17 PROVISION OF HUMAN RESOURCE SERVICES TO THE COUNCIL.**

The Town Council considered the information provided.

It was noted that the Town Council has limited access at present to specialist information and advice in respect of Employment Matters and Employment Law.

Human Resource Management is a specialist field and engaging a Consultancy such as Mayberry would enable the Town Council to have a 'health check' undertaken of all their employment related documents to ensure that all necessary policies and procedures etc. have been adopted and that they are compliant with employment law.

Assistance would be provided with formulating/reviewing any employment documentation which is required/advised to be in place including Contracts of Employment. Unlimited telephone based support and regular information would be provided. There would be no long-term contract.

A general discussion took place.

**IT WAS RESOLVED** that the Town Council engage the HR Services of Mayberry Consultancy Ltd for a twelve-month period at the annual cost payable of £ 216.00. The Letter of Engagement to be signed by the Chairman Cllr Stefan Barnes and Cllr Jenny Rutland, countersigned by the Clerk.

**279.16-17. PLANNING APPLICATIONS:**

**(a) List of applications registered with S.B.C. in March 2017**

The list of planning applications registered with SBC in March 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

**(b) Planning Applications - SBC Delegated Decisions in March 2017.**

The list of SBC delegated decisions made in March 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

The Clerk referred to two applications which the Town Council has been consulted on i.e. Planning Application nos. 17/0919/REM and 17/0862/OUT.

Given the short timescale from receipt it was not possible to put the applications on the agenda for this meeting however SBC have confirmed that any comments from the Town Council could be submitted after the meeting in May 2017.

It was agreed that the applications be included on the agenda for consideration at the Annual Meeting of the Town Council on 17<sup>th</sup> May 2017.

**280.16-17 CLERKS REPORT.**

**IT WAS RESOLVED** that the Clerks Report which included updates and supporting information in respect of agenda items, be noted and received.

**281.16-17 CORRESPONDENCE.**

**IT WAS RESOLVED** that the list of correspondences received into the Town Council office be noted.

Reference was made to the invitation from Egglecliffe & Egglecliffe Council to the Annual Parish Meeting & Chairman's Social Evening on Thursday 27<sup>th</sup> April 2017. The invitation was noted.

**282.16-17 DATE OF ANNUAL PARISH/TOWN MEETING 2017.**

The Annual Assembly of the Town Meeting for the Parish of Ingleby Barwick 2017 to be held on Wednesday 10<sup>th</sup> May 2017 in the Small Hall at Ingleby Barwick Community Hall commencing at 7 pm.

**282.16-17 DATE OF ANNUAL MEETING OF THE TOWN COUNCIL 2017.**

The Annual Meeting of the Town Council to be held on Wednesday 17<sup>th</sup> May 2017 in the Small Hall at Ingleby Barwick Community Hall commencing at 7 pm.

Reference was made to the voting method for the Election of Chairman & Vice Chairman.

**283.16-17 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**284.16-17 STAFFING MATTERS.**

The Clerk advised of her intention to take annual leave in July 2017. The details were noted.

**Part Time Administration Assistant – Employment Matters**

The Clerk referred to the draft contract of employment.

It was confirmed that the part time Administration Assistant had commenced employment with the Town Council on Monday 3<sup>rd</sup> April 2017, a 6 months probation period is applicable.

Reference was made to holiday entitlement which had been calculated via the government website. It was agreed that bank and public holidays would be additional to the statutory entitlement.

**IT WAS RESOLVED** that the Town Council confirms approval of the following which are to be included in the contract of employment:

Start date: Monday 3<sup>rd</sup> April 2017  
Probation period: 6 months  
Holiday Entitlement: As calculated plus bank and public holidays

A general discussion took place regarding sick pay entitlement.

**IT WAS RESOLVED** that Mayberry Consultancy Ltd once engaged, be instructed to prepare the contract of employment for the part time Administration Assistant with the view to approval by the Town Council at its Annual Meeting on 17<sup>th</sup> May 2017.

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