

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 12TH JULY 2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY PAULA M. HALL
TOWN CLERK

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 12th July 2017 at 7.00pm**

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

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

OFFICER: Paula M. Hall, Town Clerk/Responsible Financial Officer (RFO)

IN ATTENDANCE: Jamie Stephenson SBC Enforcement Service

 Louise Crisp Youth Outreach Coordinator,
 Youth Direction SBC

 James Attey Youth Outreach Patrol Worker,
 Youth Direction SBC

 Janice McColm Rural Development Officer,
 Tees Valley Rural Community Council

 Jean Kirby Proposed Community Centre
 Working Group

No members of the public were present at the meeting.

The Chairman, Cllr Stefan Barnes opened the meeting and welcomed all present to the July 2017 meeting of Ingleby Barwick Town Council.

57.17-18 HOUSEKEEPING.

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

58.17-18 NOTICE OF MEETING.

The notice of the meeting was taken as read.

59.17-18 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Town Councillors Allan Mitchell and Megan Patterson.

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60.17-18 CODE OF CONDUCT.

Declaration of Interests

Cllr Ross Patterson declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, I.B. West.

Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as an SBC Ward Councillor, I.B. East.

Cllr Ted Strike declared an interest in agenda item no. 19 Planning Applications, with specific regard to the possibility of planning application no. 17/1613/OUT being discussed.

Cllr Strike advised that the applicant has provided a prize voucher for the Ingleby Barwick Community Partnership Family Fun Weekend 15th/16th July 2017.

No further interests were declared.

To consider any requests for dispensations

No requests for dispensations had been received.

61.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 14TH JUNE 2017.

The Minutes of the Ordinary Meeting held on 14th June 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.

62.17-18 PUBLIC PARTICIPATION.

No matters were raised.

63.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Jamie Stephenson from the Enforcement Service to address the meeting.

Jamie introduced himself and provided an update on Enforcement.

Reference was made to the restructure which had been undertaken within the Enforcement Service.

Jamie gave a verbal overview of the statistics in the period from 1st April 2017 to 30th June 2017. A written report would be provided for the Town Council meeting in September 2017.

It was noted that there had been 182 service requests, 52% of which had been generated by residents. Repeated calls in respect of specific locations were highlighted. The overall service requests included incidents of anti social behaviour, fly tipping, littering, vehicle related, etc.

Reference was made to crime prevention/enforcement officers attendance at local secondary school assemblies. The school holiday period was also noted.

An update was provided on incidents which have been dealt with or were continuing to be dealt with.

The busiest times/evenings were referred to.

Particular reference was made to the shopping areas. It was noted that issues in respect of noise/parking at Sandgate shopping area were continuing to be dealt with. Licensing was referred to.

It was noted that the Family Fun Weekend would be taking place on 15th/16th July 2017.

A general discussion took place.

Councillor James Emmerson arrived at the meeting at this point.

The Chairman thanked Jamie Stephenson for the information provided.

64.17-18 YOUTH DIRECTION, ANTI SOCIAL BEHAVIOUR.

The Chairman invited Louise Crisp and James Attey from SBC Youth Direction to address the meeting.

Louise introduced herself and James and provided a brief outline of the work undertaken by Youth Outreach.

It was noted that their main aim is to engage with young people on the street and encourage them to attend activities of a positive nature.

Youth Outreach had recently secured funding of £400 to help young people, some of which had enabled them to arrange football activities.

Particular reference was made to building up trust with the young people in the first instance which would then allow them a basis to work with them more closely.

Wi-fi was referred to and reference was made to possible provision at the Community Hall on Haresfield Way, Ingleby Barwick. It was suggested that contact be made with the Management Committee to discuss the possibility.

It was noted that the Corner House Youth Project hold a youth session once a week at the Community Hall on a Tuesday evening, however an organised session such as this does not appeal to all young people.

Breaking down the barriers was highlighted as an important key to successful engagement.

Youth Outreach workers undertake 5 patrols per week, 6pm – 8 pm on average. Ingleby Barwick receives 1-2 visits per week and they generally cover about 3 areas in one visit.

A general discussion took place and reference was made to the increased amount of facilities in Ingleby Barwick, which have been and are continuing to be provided.

It was noted that members of the proposed community centre working group had visited various youth clubs/cafes in the borough to ascertain information and guidance in setting up a new youth café. The importance of keeping things simple and providing a comfortable environment had been highlighted with wi-fi being a massive attraction.

It was suggested that a questionnaire could be prepared to obtain the views of the young people which is essential and would prove beneficial when establishing the youth café.

The Chairman thanked Louise Crisp and James Attey for the information provided.

Jamie Stephenson, Louise Crisp and James Attey were thanked for their attendance and they left the meeting at this point.

65.17-18 CCTV PROVISION.

Marc Stephenson (SBC Security & Surveillance) has advised that they have gathered together the crime data in respect of the Study relating to the provision of CCTV and are awaiting comments from strategic partners. It is hoped that the information will be available for presentation at the Town Council's meeting in September 2017.

66.17-18 STEP FORWARD TEES VALLEY.

The Chairman invited Janice McColm from Tees Valley Rural Community Council (TVRCC) to address the meeting.

Janice introduced herself and provided a brief outline of the work undertaken by TVRCC.

She then provided an overview of the '*Step Forward Tees Valley*' initiative.

Step Forward Tees Valley is a partnership of organisation funded by the European Social Fund and the Big Lottery that supports people who experience barriers to employment. They offer long term support to enable the achievement of work, training and volunteering goals.

They work across the Tees Valley in Darlington, Stockton-on-Tees, Middlesbrough, Hartlepool and Redcar & Cleveland.

They are committed to building upon people's strengths and helping them overcome the barriers which have prevented them from finding work or getting training before.

They offer:

- One-to-one support from a range of health and finance specialists
- Access to a range of training and vocational courses
- Guidance, support and advice

Two drop-in sessions are being held in September 2017 at Ingleby Barwick Community Hall, 12th September 1pm – 3pm and 14th September 10am – 12noon.

A general discussion took place.

The Chairman thanked Janice McColm for her attendance at the meeting and the information provided. Janice left the meeting at this point.

67.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Update on progress to date

Application to the Secretary of State for Communities for Borrowing Approval - The application including the Business Plan and supporting information was hand delivered to CLCA on 3rd July 2017. CLCA having checked the documentation for completeness, sent the information to the Department for Communities and Local Government on 4th July 2017.

The **Business Plan** and supporting documentation has been provided to SBC.

The Minutes of the meeting with SBC on 20th June 2017 which had been circulated to Councillors, were noted.

Heads of Terms for Lease – The updated version of the draft Heads of Terms for the Lease was considered. No comments were received.

IT WAS RESOLVED that the updated version of the draft Heads of Terms be noted and accepted.

Update on progress for the website and circulation – The update on the project dated June 2017 was considered and noted.

Working Group (WG) – Receipt of notification that Cllr Cheryl Thomas has resigned from the Working Group. The information was noted.

Youth Café – Jean Kirby WG has made initial contact with Corner House Youth Project and Five Lamps to invite representatives to a meeting of the Working Group.

VAT Element - On request from the Town Council for advice, The Parkinson Partnership has confirmed that 'the professional fees associated with the proposed Community Centre are part of the cost of providing the new building, so the advice on page 3 of their report applies to the fees just as much as it does to the construction costs.

If the Council adopt options 1 or 3, they will be able to reclaim the VAT on the costs as a non-business activity. If the council choose option 2 and make an Option to Tax, it will not be able to reclaim VAT in relation to taxable supplies that it intends to make until it is registered for VAT.

Ideally, the Council will also make the Option to Tax before incurring VAT on its costs. However, there are circumstances (described in 9.2.2 of VAT Notice 742A) where the council will be able to reclaim VAT from before the Option is in place.

Once registered, the council will only be able to reclaim VAT on invoices for services that are dated within the 6 months prior to the date of VAT registration.

The Clerk confirmed that the Council has agreed 'in principle' that they intend to register for VAT with the view to registering the site of the proposed Community Centre at The Rings for the 'Option to Tax', once all agreements/paperwork and legal documentation are in place (Special meeting 31.5.17).

At this stage, the Town Council is still progressing the lease of the land from SBC which could take several months, so registering for VAT is still pending.

IT WAS RESOLVED that the information be noted and accepted.

Onsite Building Trust – Jean Kirby WG advised that she had made contact with registered charity 'Onsite Building Trust'. A general outline was provided of the services they provide and the work which they have undertaken. A meeting is to be arranged which will be attended by representatives from the WG and the Trust, to ascertain further details. Feedback from the meeting will be reported to the Town Council in due course.

(b) Signature of Appointment document for the Architect – for confirmation only

IT WAS RESOLVED that confirmation be noted and accepted that two copies of the document have now been signed by Cllrs Stefan Barnes and Tom Bowman, witnessed by the Town Clerk. The documents have been returned to the Town Council's Solicitor.

(c) Appointment document for the Engineer – to receive an update

Information awaited from the Town Council's Solicitor.

68.17.18 FINANCE.

(a) Current balance sheet

The Clerk/RFO referred to the financial statement. A copy of the statement is held on the Town Council file.

IT WAS RESOLVED that the financial statement be noted and accepted.

(b) Accounts due for payment

The schedule was considered.

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
19/06/17	102239	Cornerstone BS	Office 365	£ 18.72
03/07/17	102243	Cornerstone BS	Offsite Backup	£ 12.00
03/07/17	102244	Elder Lester McGregor	Architect Fees	£ 6,123.00
03/07/17	102245	Lyreco UK Ltd	Office Equip & Stationery	£ 127.80

Direct debit payment July:

Date	To whom	Purpose	Amount
10/07/17	EE	Telephone & Broadband	£ 39.54

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

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
12/07/17	102246	CASH	Petty Cash	£ 100.00
12/07/17	102247	CLCA	Postage of application to DCLG	£ 10.32
12/07/17	102248	Cornerstone BS	IT Support	£ 60.00
	102249	VOID		
12/07/17	102250	HMRC (Paid at Post Office)	Clerk NI & Tax and Employer NI July 17	
12/07/17	102251	Cornerstone BS	Office 365	£ 18.72
Awaiting Invoice	102253	SBC	Enforcement Service Quarter 1	Bill awaited
Awaiting Invoice	102254	IBCH	Use of Hall 12.7.17	£ 15.00
	102255	VOID		
12/07/17	102256	CPC Computing	Website June 2017	£ 20.00
12/07/17	102557	CPC Computing	Website July 2017	£ 20.00
Awaiting Invoice	102258	Cornerstone BS	Offsite Backup	£ 12.00
Awaiting Invoice	102259	Cornerstone BS	IT Support	£ 60.00
Awaiting Invoice	102260	Cornerstone BS	Office 365	£ 18.72
RTI to be completed	102261	HMRC (Paid at Post Office)	Clerk NI & Tax and Employer NI Aug 17	
12/07/17	102262	Robinsons	Office Service Charges	£ 130.65

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Direct debit payments August & September:

Date	To whom	Purpose	Amount
10/08/17	EE	Telephone & Broadband	Bill awaited
13/08/17	Siemens	Lease of Copier	£ 122.96
11/09/17	EE	Telephone & Broadband	Bill awaited

Standing Orders July:

Date	To whom	Purpose	Amount
28/07/17	Town Clerk	Remuneration July 2017	
28/07/17	Admin Assist	Remuneration July 2017	
28/07/17	Robinsons	Rent due 05/08	£ 291.67
28/07/17	Teesside PF	Employer/Clerk Contribution July 2017	

Standing Orders August:

Date	To whom	Purpose	Amount
29/08/17	Town Clerk	Remuneration August 2017	
29/08/17	Admin Assist	Remuneration August 2017	
29/08/17	Robinsons	Rent due 05/09	£ 291.67
29/08/17	Teesside PF	Employer/Clerk Contribution August 2017	

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

(c) Request for financial assistance from Age UK Teesside – S137 Payment

The Town Council considered the information provided.

IT WAS RESOLVED that the request be declined.

(d) Scribe Accounts Package

It was noted that the three months trial of the Scribe accounts package ends on 31st July 2017.

Feedback was provided to Members and the matter was considered.

IT WAS RESOLVED that the Town Council agrees not to purchase the accounts package at this point in time, the Clerk to advise Scribe accordingly.

It was agreed that the Town Council would not pursue an alternative at this stage.

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69.17-18 EASTERN AREA TRANSPORT STRATEGY (EATS) – Stakeholder meeting held on Thursday 15th June 2017.

The EATS proforma summary was referred to and a general discussion took place.

Feedback was provided on the issues raised by both Ingleby Barwick and Maltby.

It was noted that an update would be provided by SBC later in the year.

70.17-18 TRAINING EVENTS.

The timetable of training events provided by the County Training Partnership was considered.

Reference was made to the NE Regional Event (Free) being held on 7th September 2017 'Your Village, Your Community, Your Hall' 9.30 until 15.30 at Shotton Hall, Peterlee .

It was agreed that further details be ascertained on the event and circulated to Members for their observation.

71.17-18 TOWN COUNCIL OFFICE COVERAGE JULY/AUGUST 2017.

The details provided on office coverage during July and August 2017 were considered.

IT WAS RESOLVED that the information be noted and approved.

72.17-18 MATTERS ARISING AND UPDATES - From the Minutes of the Town Council.

Bake Off November 2017

It was agreed that the date for the Bake-Off competition be the Sunday following BBC Children in Need. It is anticipated that this will be Sunday 19th November 2017.

IT WAS RESOLVED that Ingleby Barwick Community Hall be provisionally booked for Sunday 19th November 2017 accordingly.

73.17-18 DEFIBRILLATOR AT COMMUNITY HALL.

(a) Risk Assessment

It was noted that a risk assessment is required to be undertaken for insurance purposes.

It was agreed that this be followed up by Cllr Ted Strike.

(b) Training

The North East Ambulance Service training officer has contacted the Town Council about organising some Awareness training for the people in the local area.

The awareness session usually lasts for 2 hours depending on how many residents turn up. They can do sessions through the day morning and afternoons which would be Monday to Friday and, they do evening sessions mainly on a Monday or Wednesday between 18:00 – 20:00. They usually say no more than 30 persons to a session.

It was agreed that the Community Hall Management Committee be contacted regarding the matter with the view to arranging Awareness training.

(c) Signage

Directional signage to the defibrillator was discussed.

It was noted that there are currently signs on the public highway directing people to the Community Hall and it would be beneficial to also incorporate signage to the defibrillator, if possible.

IT WAS RESOLVED that the provision of directional signage to the defibrillator be pursued with SBC.

74.17-18 PROVISION OF BENCHES, VILLAGES 5 & 6, INGLEBY BARWICK.

Reference was made to the correspondence which had been received from a resident putting forward the suggestion that more benches be provided around the area, particularly villages 5 and 6.

Members considered the suggestion and agreed to investigate the matter.

IT WAS RESOLVED that SBC be contacted in the first instance, to assist with identifying any possible sites for benches on adopted land at villages 5 and 6.

75.17-18 PLANNING APPLICATIONS:

(a) List of applications registered with SBC in June 2017

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

No observations or comments were raised.

Reference was made to planning application no. 17/1613/OUT which had just been received on the weekly list. The deadline for determination of the application is 29th August 2017.

As the application was not on the agenda for consideration, it was noted for information purposes only.

It was requested that an item be placed on the agenda for the next ordinary meeting of the Town Council which is scheduled to take place in September 2017, to discuss the boundary between the parishes of Ingleby Barwick and Maltby.

(b) List of SBC delegated decisions made in June 2017

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

76.17-18 CLERKS REPORT.

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

77.17-18 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondence received into the Town Council office since the last meeting of the Council, be noted and accepted.

78.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

The next ordinary meeting of the Town Council is scheduled to take place on Wednesday 13th September 2017 in the Small Hall at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

The Chairman thanked everyone for their attendance and closed the meeting.