

MINUTES  
OF THE  
ORDINARY  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 15TH NOVEMBER  
2017  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

PREPARED BY PAULA M. HALL  
TOWN CLERK



Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, IB East.

Cllr Sally Ann Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

No further interests were declared.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**136.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 18TH OCTOBER 2017.**

The Minutes of the Ordinary Meeting held on 18th October 2017 were considered.

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

**137.17-18 ELECTION OF VICE CHAIRMAN OF INGLEBY BARWICK TOWN COUNCIL FOR THE REMAINDER OF THE COUNCIL YEAR 2017/2018.**

The Chairman requested nominations for the position of Vice Chairman of Ingleby Barwick Town Council for the remainder of the Council year 2017/2018.

Cllr James Emmerson was proposed and seconded.

No further nominations were received.

Cllr James Emmerson was elected as Vice Chairman/Deputy Town Mayor for the remainder of the Council year 2017/2018.

Cllr Emmerson thanked Members for their support and stated that he would endeavour to fulfil the position to the best of his ability.

**138.17-18 VACANCY IN THE OFFICE OF COUNCILLOR, INGLEBY BARWICK TOWN COUNCIL, INGLEBY BARWICK WEST WARD.**

The notice of vacancy in the Office of Councillor had been displayed from 20th October 2017, advising that an election will be held to fill the vacancy if ten electors for the Parish write to the Proper Officer at SBC by noon on 9th November 2017.

SBC have confirmed that a request for an election was not received and the vacancy must now be filled by the Town Council by co-option as soon as practicable. The council may co-opt whoever it pleases to fill a casual vacancy, however, that person must be qualified to serve as a councillor. Although there is no legal requirement to do so, it is generally regarded as good practice to make the vacancy as widely known as possible.

The Town Council considered the matter.

**IT WAS RESOLVED** that the vacancy be advertised for 'expressions of interest' from persons wishing to be considered, with the closing date being 6th December 2017. The vacancy to be considered by the Town Council at its Ordinary Meeting on Wednesday 13th December 2017, when applicants would be expected to attend to give a presentation.

**139.17-18 PUBLIC PARTICIPATION.**

The following matter was raised:

**Proposed Community Centre, The Rings, Ingleby Barwick**

Jean Kirby, member of the Proposed Community Centre Working Group advised that, should the Town Council agree to continue discussions with Onsite Building Trust, then she would be available to assist with preparation of a brief, listing the Town Council's requirements in order to pursue costings.

The offer of assistance was noted and would be taken into account when the Town Council considered the matter under agenda item no. 11(e).

**140.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.**

The Chairman invited the representatives from the Enforcement Service to address the meeting.

Helen Dobson introduced herself and her colleague John Skerritt.

Helen provided a brief overview of issues which had been or were continuing to be dealt with. It was noted that there has been an increased incidence of anti-social behavior at Sandgate Park shopping centre.

A general discussion took place and various comments were raised.

Reference was made to a recent incident which had taken place on the estate, the details of which had appeared on social media. It was agreed that the matter be followed up.

The Chairman thanked the Enforcement officers for their attendance and the information provided. The officers left the meeting at this point.

**141.17-18 CCTV PROVISION, INGLEBY BARWICK.**

Reference was made to the correspondence received from Ward Cllr Kevin Faulks regarding the possibility of a funding contribution towards the proposal for a CCTV scheme.

A general discussion took place and various comments were raised.

The importance of progressing coverage at Barwick Way/Greys Court, Ingleby Barwick and the need to initiate this at the earliest convenience was highlighted. Cllr Sally Ann Watson advised that the matter is currently being progressed.

It was agreed that consideration be given to the proposal for a CCTV scheme and the associated financial implications, at the Town Council's budget meeting in January 2018, as previously resolved at the Special meeting of the Town Council on 8th November 2017.

**142.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.**

It was noted that a progress meeting had taken place with SBC on Monday 6th November 2017. Feedback from discussions is included in the items below.

**(a) Appointment document for the Engineer**

The Town Council's solicitor is continuing to progress the matter and is in contact with the structural engineer. A draft appointment document has been sent to the Engineer. Once returned, the solicitor will forward the document to the Town Council for approval and signature.

**(b) Land transfer/Agreements**

SBC have now forwarded the relevant draft documents in respect of the lease and funding agreement to the Town Council's solicitor.

**IT WAS RESOLVED** that the Town Clerk be given delegated authority, in conjunction with the Chairman and Jean Kirby (Working Group), to liaise with the Town Council's solicitor and SBC, during consideration of the legal documents, prior to the documents being laid before the Town Council for consideration and approval.

It was noted that SBC have issued the draft Heads of Terms to Persimmon Homes.

Discussions are ongoing between SBC and Persimmon Homes regarding any required variation of the S106 agreement.

SBC anticipate that the 'open space' advert may not be required, which is to be confirmed.

Kinsler & Partners LLP are currently updating the programme.

**(c) Covenants**

The Town Council's solicitor is continuing to progress the draft deed of covenant required and has been corresponding with the relevant party, in connection with the restrictive covenant. It has been confirmed that the relevant draft deed of covenant will be ready for approval/signature, when required.

The expected legal fees in connection with the same which may be payable by the Town Council are £350 + VAT.

**(d) VAT registration**

VAT registration is being progressed.

**(e) Onsite Building Trust (OBT)**

The meeting with OBT on 25th October 2017 had been attended by Cllrs Stefan Barnes, James Emmerson, Ann Kenyon, Megan Patterson, the Town Clerk and Jean Kirby (WG). The following information had been circulated to Councillors for their information:

- Presentation Slides 25.10.17
- Letter of Representation OBT
- Accounts OBT for the year ended 31.3.17

A general discussion took place and a brief overview was provided of the meeting with OBT.

At the meeting with SBC on 6th November 2017, the building management was referred to and SBC were advised that an initial meeting had taken place with OBT to discuss management opportunities of the Community Centre, in respect of the possible services which OBT could offer. It was confirmed that, should the Town Council agree to continue discussions with OBT and enter into any agreement, the Town Council would retain overall control with rights to terminate the agreement as required. SBC highlighted the need for the Town Council to 'protect' against any liabilities/risk to themselves. A clause to this affect will feature within the Lease Agreement.

The Town Council considered the matter.

**IT WAS RESOLVED** that the Town Council agrees to continue discussions with OBT, in respect of reviewing the opportunities for OBT to take on the 'facilities and property management activities'.

**IT WAS RESOLVED** that the Town Clerk and Jean Kirby (WG) draft a brief to outline the activities and services which the Town Council would require from OBT, in order to obtain costing information. The brief to be brought back to Town Council for consideration.

It was suggested that consideration be given to establishing a Project Steering Group with Terms of Reference. It was agreed that this matter be considered at the Town Council meeting on 13th December 2017.

**(f) Youth facility element**

The Working Group met on 7th November 2017. Two people who have been involved with Youth Services in Stockton, had also been invited to attend.

The Group considered the proposed survey of the young people created by Cllr Megan Patterson and agreed minor alterations before finalising the survey on survey monkey.

A general discussion took place.

**IT WAS RESOLVED** that the information be distributed to local secondary schools, youth groups etc.

It was noted that the Town Clerk and Jean Kirby (WG) would be visiting Stillington Youth Club on 16th November 2017.

**143.17-18 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:**

<b>Date</b>	<b>Cheque No.</b>	<b>To whom</b>	<b>Purpose</b>	<b>Amount</b>
27/10/17	102284	Royal British Legion	Wreath	£ 16.00
31/10/17	102285	Agelec Ltd	Re-site defibrillator	£ 114.00
31/10/17	102286	Document Solutions	Printing costs	£ 29.57
31/10/17	102287	Cornerstone BS Ltd	3-Year Anti-virus	£ 228.00
31/10/17	102288	Lyreco Uk Ltd	Office Equip/Stationery	£ 78.53
02/11/17	102289	CASH	Petty Cash	£ 50.00
03/11/17	102290	Cornerstone BS Ltd	IT Support	£ 60.00
03/11/17	102291	G. Prudhoe & Co. Ltd	Bake Off Rosettes	£ 78.84
08/11/17	102292	Cornerstone BS Ltd	Payment re: Inv.18416	£ 8.00
08/11/17	102293	Gossip Publications	Bake Off Poster	£ 30.00
08/11/17	102294	Cornerstone BS Ltd	Offsite Backup (replacement invoice)	£ 12.00
08/11/17	102295	Cornerstone BS Ltd	Offsite Backup	£ 12.00

**Direct debit payment November:**

<b>Date</b>	<b>To whom</b>	<b>Purpose</b>	<b>Amount</b>
09/11/17	EE	Telephone & Broadband	£ 39.75

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

**Chairman.....**  
**Wednesday 13<sup>th</sup> December 2017**

The following accounts are due for payment:

**Cheques:**

Date	Cheque No.	To whom	Purpose	Amount
15/11/17	102296	SBC	Enforcement Service Quarter 3	£15,019.38
15/11/17	102297	CASH	Petty Cash	£ 100.00
15/11/17	102298	CPC Computing	Website Oct 2017 & payment for domain renewal	£ 34.00
15/11/17	102299	Holder Print Ltd	Bake Off 2017 - Leaflets plus artwork adjustment	£ 90.20 Invoice awaited
15/11/17	102300	Cornerstone BS Ltd	Office 365	£ 18.72
15/11/17	102301	IBCH	Use of Hall 8.11.17 & 15.11.17	£ 24.38

**Standing Orders November:**

Date	To whom	Purpose	Amount
28/11/17	Town Clerk	Remuneration November 2017	
28/11/17	Admin Assist	Remuneration November 2017	
28/11/17	HMRC	Employer NI/Clerk Tax & NI Nov 2017	
28/11/17	Teesside PF	Employer/Clerk Contribution Nov 2017	
28/11/17	Robinsons	Rent due 05/12	£ 291.67

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

**(c) Debit Card**

The relevant paperwork has been completed and submitted to Barclays for issue of a debit card on the Town Council's main account.

**(d) Seamer Wind Farm Community Fund**

It was noted that the meeting which had been scheduled to take place on Wednesday 25th October 2017 had been postponed.

**(e) Great North Air Ambulance**

The Town Council considered the request for financial assistance.

**IT WAS RESOLVED** that the Town Council approves a donation of £ 200 to Great North Air Ambulance using its powers under S137 of the LGA 1972.

**(f) SBC Mayor's Charity Dinner**

The Town Council considered donating to SBC's Mayor's charities.

**Chairman.....**  
**Wednesday 13<sup>th</sup> December 2017**

**IT WAS RESOLVED** that the Town Council approves a donation of £ 55 towards SBC's Mayor's charities using its powers under S137 of the LGA 1972.

**144.17-18 MATTERS ARISING AND UPDATES.**

**Minute 114.17-18 Boundary between the parishes of Ingleby Barwick and Maltby – Proposed Housing Numbers for Little Maltby Farm/Thornaby Road**

Receipt of correspondence from Cllr Sally Ann Watson providing a copy of the response from SBC regarding the proposed housing figures, which she had requested on behalf of the Town Council.

SBC have advised that 'the total figure of housing which has permission, or a live application is c.1200. They are also aware of another application for increasing housing on the Thornaby Road site, but as yet they have no figure for what this may be.

Correspondence has also been received from Ward Cllr Kevin Faulks regarding the housing which provides a breakdown of the housing numbers. The above information was circulated to Councillors.

**Minute 116.17-18 Remembrance Sunday 12th November 2017.**

The Clerk advised that a wreath had been purchased at a cost of £ 16.00. It was noted that the Service had been extremely well attended. Reference was made to 2018 being a significant year which may require additional arrangements being made.

**Minute 123.17-18 Correspondence - Update on Leisure Centre Project, Ingleby Barwick**

In response to the Town Council request for an update on the Leisure Centre project from SBC, a response was provided by Ward Cllr Ken Dixon. It is noted that to further facilitate the Leisure Facility and School expansion works, the existing utility services supplying All Saints Academy need to be diverted. In order to avoid an intermittent undertaking of these service works, and taking into consideration the current commitments of the individual utility providers, liaison with the different companies is focused on establishing a mutual beneficial window of opportunity. When a firm date for the utility work is established, which is expected to be in the near future, SBC will then have an expected construction start date of the Leisure Facility. Both the School expansion and Leisure Facility works are expected to be completed by the summer of 2019.

**145.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.**

The Clerk advised that she is currently seeking advice from SBC in respect of the suggestion that, if the Town Council were to pursue a Community Governance petition, it is envisaged that the most appropriate route given the number of signatures required, would be by means of an online petition. To cater for those without internet access, corresponding paper copies would also be provided for signature. Reference has been made to the possibility of creating a petition using SBC's e-petitions system.

The Clerk is ascertaining as to whether this would be an acceptable means of obtaining the required information to satisfy the relevant criteria for a community governance review to be undertaken.

SBC have advised that they have contacted The Boundary Commission in relation to the query.

**146.17-18 WELCOME SIGN, QUEEN ELIZABETH WAY.**

No further information to date.

**147.17-18 INGLEBY BARWICK LEISURE FACILITY, BARWICK LANE, INGLEBY BARWICK - STOPPING UP ORDER.**

The Town Council considered the information and plan provided by SBC in respect of the Stopping Up Order relating to part of the adopted footpath known as Barwick Lane, to enable the construction of the new leisure facility on the site of All Saints CofE Academy.

**IT WAS RESOLVED** that the Town Council has no concerns to raise.

**148.17-18 THE RINGS/LULLINGSTONE CRESCENT, INGLEBY BARWICK – PROPOSED BUS SHELTER LOCATION.**

The Town Council considered the information provided by SBC in respect of the proposed bus shelter location.

**IT WAS RESOLVED** that the Town Council is in support of the proposal.

**149.17-18 TEESSIDE PENSION FUND, INTERNAL DISPUTE RESOLUTION PROCEDURE, APPOINTMENT OF ADJUDICATOR.**

**IT WAS RESLOVED** that Cllr Jenny Rutland be appointed as Adjudicator to deal with appeals.

**150.17-18 PROVISION OF ELECTRIC VEHICLE CHARGING STATIONS.**

Cllr Ted Strike referred to possible Government grants which may be available for the provision of electric vehicle charging stations.

It was noted that the recent planning application submitted by Bannatynes Health Club contained provision for electric vehicle charging stations.

A general discussion took place and various comments were raised.

Reference was made to general usage and demand, site locations, future proposals etc.

**IT WAS RESOLVED** that the matter be revisited in the future.

**151.17-18 GENERAL DATA PROTECTION REGULATIONS.**

Reference was made to the recent training event held at Spennymoor Town Hall on 1st November 2017, which was attended by the Chairman, Town Clerk and Administration Assistant.

The cost incurred for the training session was £30.00 per attendee which equates to £ 90.00. An invoice for payment is awaited.

A brief overview was provided of the event and particular reference was made to the requirement for a Data Protection Officer.

The Chairman advised that he had obtained various information from the appropriate websites, which he would circulate to Councillors for their information.

Further advice and guidance is expected to be provided by the relevant official bodies.

**152.17-18 DEFIBRILLATOR AT COMMUNITY HALL.**

**(a) Resiting of defibrillator on wall**

It was noted that the cost of the associated works to resite the defibrillator was £ 114.00.

**IT WAS RESOLVED** that the costs be taken from the Seamer Wind Farm Community Fund.

Members discussed the possibility of having a sign erected to draw attention to the importance of looking after the equipment.

It was agreed that the Town Council bring the suggestion to the attention of the Community Hall Management Committee to ascertain their comments. The Clerk to contact the Management Committee accordingly.

**(b) Risk Assessment/Methodology Statement**

It was noted that the required paperwork is currently being prepared for approval by Town Council.

**(c) Awareness Training**

To date preferences have been received for training sessions to be held on a Monday/Wednesday evening and Wednesday daytime.

**IT WAS RESOLVED** that the defibrillator 'awareness training sessions' be arranged, with the Town Council incurring the costs for hire of the hall. The Clerk to make arrangements accordingly.

**153.17-18 BAKE OFF COMPETITION 2017.**

A brief update was provided on arrangements and costings to date.

It was noted that the following expenditure has been approved to date:

Hall hire	£ 67.50
Advert	£ 250.00 + VAT
Leaflets	£ 75.20

Additional expenditure:

Poster	£ 25.00 + VAT
Leaflets	£ 15.00 Adjustment to poster
Rosettes	£ 65.70 + VAT

Overall Spend to date **£ 498.40 + VAT** (VAT to be reclaimed)

**IT WAS RESOLVED** that the Town Council agrees with the costs incurred to date for the Bake-Off competition 2017. Payments, if not already made, to be paid accordingly.

It was noted that further anticipated expenditure would be required for the following:

Prizes – adults & junior 8 x £20 (max) = **£ 160.00 max**  
Sweet jar, room décor, refreshments, crayons etc.

Any additional expenditure will be reported to the Town Council in due course.

A discussion took place and general arrangements were finalised.

**154.17-18 TOWN COUNCIL NEWSLETTER.**

It was suggested that the possible publication date be January 2018.

The draft newsletter to be progressed with the view to consideration by the Town Council in due course.

**155.17-18 PLANNING APPLICATIONS**

**(a) List of applications registered with SBC in October 2017**

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

No observations or comments were raised.

**(b) List of SBC delegated decisions made in October 2017**

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

**(c) Planning Application Consultations**

The Town Council considered the letter received from SBC regarding consultation on planning applications.

It was noted that, at present the Town Council receives the planning application lists on a weekly basis from SBC which will remain the same. The lists include individual householder applications for planning permission for works or extension to a dwelling.

It was noted that any further information on individual householder applications can be obtained from SBC website.

The importance of continuing to be formally consulted on all other applications was highlighted.

**IT WAS RESOLVED** that the Town Council respond to SBC requesting that they be formally consulted on all applications within and in the nearby vicinity of the parish, except for individual householder applications for planning permission for works or extension to a dwelling.

**156.17-18 CLERKS REPORT.**

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

**157.17-18 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.

**158.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL –  
Wednesday 13<sup>th</sup> December 2017 at Ingleby Barwick Community Hall,  
commencing at 7 pm.**

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