

MINUTES
OF THE
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 18TH DECEMBER
2013
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

INGLEBY BARWICK TOWN COUNCIL

**MINUTES of the MEETING of INGLEBY BARWICK TOWN COUNCIL held at
Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on
Wednesday 18th December 2013 at 7.00 p.m.**

PRESENT: **Chairman/Town Mayor:** Councillor Gillian Corr.

 Vice Chairman/Deputy Town Mayor: Councillor Philip English.

 Councillors: Stefan Barnes, Tom Bowman, Gary Corr, Linda
 Dixon, Ann Kenyon, Jean Kirby, Megan Patterson, Ross
 Patterson and Denise Powell.

OFFICER: Paula M. Hall, Clerk/Responsible Financial Officer.

IN ATTENDANCE: Ward Councillor Gillian Corr Ingleby Barwick East
 Ward Councillor Jean Kirby Ingleby Barwick East
 Ward Councillor Ross Patterson Ingleby Barwick West

 PCSO Jonathan Wardle Neighbourhood Police Team

 Helen Dobson I.B. Enforcement Service

 Rev Clay Roundtree St. Francis of Assisi CofE Church

 2 Members of the public were present at the meeting.

The Chairman, Councillor Gillian Corr opened the meeting and welcomed all present to the December 2013 Meeting of Ingleby Barwick Town Council.

144.13-14 EMERGENCY ESCAPE PROCEDURE.

The Chairman advised those present of the emergency escape procedure should the fire alarm sound. It was noted that the nearest emergency exit is signed and located in the meeting room.

145.13-14 NOTICE OF MEETING.

The notice convening the meeting was taken as read.

Chairman.....
Date: 15th January 2014

APOLOGIES FOR ABSENCE.

Apologies for absence were received from or on behalf of Town Councillor Esther Harrington.

Apologies for absence were also received from or on behalf of Ward Councillors David Harrington and Ken Dixon (Ingleby Barwick West).

146.13-14 CODE OF CONDUCT.

Councillors Tom Bowman and Ross Patterson arrived at the meeting during consideration of this item.

Declaration of Interests.

Councillor Stefan Barnes declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as he represents the Town Council on the Community Hall Management Committee.

Councillor Tom Bowman declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as his spouse is treasurer of the Community Hall.

Councillor Gary Corr declared a personal/non prejudicial interest as his spouse is a Member of Stockton-on-Tees Borough Council (S.B.C.).

Councillor Gillian Corr declared a personal/non prejudicial interest in the following items:

All items involving her role as an S.B.C. Ward Councillor.

Specific Reference was made to the following item:

- Agenda Item No. 19** - **Planning Applications.**
Member of S.B.C. Planning Committee (Vice-Chairman).
Councillor Corr advised that she would be giving a view based on the information available to date, and that she reserves the right to consider all of the information available at a later date and to take a different decision/have different views if and when S.B.C. planning committee considers any of the applications listed.

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Councillor Gillian Corr declared a personal/non prejudicial interest as she is a school governor at Myton Park Primary School.

Councillor Linda Dixon declared a personal/non prejudicial interest as her spouse is a Member of S.B.C.

Councillor Philip English declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as he represents the Town Council on the Community Hall Management Committee.

Councillor Ann Kenyon declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she is a user group representative on the Community Hall Management Committee.

Councillor Jean Kirby declared a personal/non prejudicial interest in the following items:

All items involving her role as an S.B.C. Ward Councillor.

Specific Reference was made to the following item:

- Agenda Item No. 19** - **Planning Applications.**
Member of S.B.C. Planning Committee.
Councillor Kirby advised that she would be giving a view based on the information available to date, and that she reserves the right to consider all of the information available at a later date and to take a different decision/have different views if and when S.B.C. planning committee considers any of the applications listed.

Councillor Jean Kirby declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she represents the Town Council on the Community Hall Management Committee.

Councillor Megan Patterson declared a personal/non prejudicial interest as her father is a Member of S.B.C.

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Councillor Ross Patterson declared a personal/non prejudicial interest in the following items:

All items involving his role as an S.B.C. Ward Councillor.

Specific Reference was made to the following items:

Agenda Item No. 16 - Proposed Community Centre, The Rings.

Agenda Item No. 19 - Planning Applications.

No further interests were declared.

147.13-14 MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 20TH NOVEMBER 2013. AFTER CONSIDERATION, TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PERSON PRESIDING AS A TRUE AND ACCURATE RECORD.

The Minutes of the Meeting held on 20th November 2013 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.

148.13-14 PUBLIC PARTICIPATION.

The Chairman advised that 10 minutes would be allocated for public participation.

No matters were raised.

149.13-14 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM.

The Chairman invited PCSO Jonathan Wardle to address the meeting.

PCSO Wardle gave a verbal report on incidents which had been reported in the previous 31 days.

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The figures included the following:

Anti Social Behaviour	-	28 Reports
Criminal Damage	-	1 Reports
Theft	-	8 Reports
Burglary	-	5 Reports
Violence	-	4 Reports

A general discussion took place and various comments were raised.

It was noted that the number of incidents of anti social behaviour had significantly reduced compared to the preceding months of October and November.

Reference was made to Tesco, Ingleby Barwick. It was noted that the store is continuing to address and monitor security.

Youths congregating in and around the pedestrian underpasses was referred to, with particular reference made to the underpass adjacent to the Myton House Farm PH. Police and Enforcement are continuing to monitor the situation.

The lighting at the MUGA was referred to. It was noted that, changing the time of the switch off, if required, can be quite easily altered.

It was agreed that the switch off time of 9 p.m. continues to be monitored.

PCSO Wardle referred to the Teen Shelters provided at the location. It was noted that youths using the shelters had requested that consideration be given to improving the seating and also possible provision of a windbreaker to provide more shelter in inclement weather. The possible provision of clear perspex was raised.

It was agreed that the Ward Councillors present would follow up the matter liaising with their respective Ward Members, East and West.

Reference was made to the incidence of fires in Ingleby Barwick, including the fire which had occurred in the new Hazeldene Play Area at The Rings. Investigations are still ongoing.

The Chairman thanked PCSO Wardle for the information provided.

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150.13-14 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Helen Dobson, Ingleby Barwick Enforcement Officer to address the meeting.

Helen referred to the Performance Report dated 17th November 2013 to 17th December 2013, a copy of which is held on the Town Council file.

A general overview was provided of the reported incidents in Ingleby Barwick East (41 Reports) and Ingleby Barwick West (63 Reports).

Helen gave a verbal report on incidents which have been dealt with or were continuing to be dealt with.

A general discussion took place and various comments were raised.

Reference was made to the incidence of dangerous/obstructive parking as well as parking on grass verges.

Parking issues at the Primary Schools was also referred to. Helen advised that she would refer the matter to Parking Enforcement for their attention.

Reference was made to the incidence of horse fouling and it was confirmed that this does not constitute an offence.

A general discussion took place and various comments were raised with particular regard to use of the MUGA, the pedestrian underpass adjacent to the Myton House Farm PH and the general congregation of youths.

The situation regarding the bench, which has been removed and is currently in storage, is still being monitored.

The Chairman thanked Helen Dobson for the information provided.

151.13-14 MATTERS ARISING FROM THE TOWN COUNCIL MEETING HELD ON 20TH NOVEMBER 2013.

Minute No. 128.13-14 Town Council bench which was Located Adjacent to the Pedestrian Underpass in the Vicinity of the Myton House Farm Public House.

The Clerk provided Members with a plan showing the locations of the existing benches provided by the Town Council, in Ingleby Barwick.

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It was noted that this matter would be on the agenda for consideration at the Town Council meeting in February 2014 when a decision would be made on the location/siting of the bench.

152.13-14 TOWN COUNCIL DEDICATED WEBSITE.

It was noted that at the Town Council meeting on 20th November 2013 Members considered the domain name for the new Website.

The name which was being suggested was www.inglebybarwicktowncouncil.org.uk however it was agreed a price be obtained for use of .gov.uk

The Clerk referred to the information on costings which she had circulated to Members.

Given the cost implications involved, the consensus of opinion from Members was to stay with the domain name www.inglebybarwicktowncouncil.org.uk

The Clerk advised that she has received confirmation from CPC Computing that the domain name has been secured for the next two years.

The Clerk has provided information for the 'About Us' section of the website, a copy of which had been provided to Members for their observation. No comments were raised.

In respect of the section 'Councillor Information' a list of Members names only has been provided, which identifies Ingleby Barwick East and Ingleby Barwick West Councillors.

IT WAS RESOLVED that the Town Council is in agreement with the information provided and the website to be progressed accordingly.

153.13-14 WAR MEMORIAL, FLAGPOLE & ORNAMENTAL RAILING.

The Clerk informed that S.B.C. CFYA Officers have recommended against having the flagpole erected permanently in place, as it is felt that it would be an attraction to vandalism.

Officers have advised that if the Town Council decided that they wish to proceed with a permanent flagpole any maintenance/repair costs to the flagpole would lie with the Town Council.

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It has been confirmed that the cost to erect the flagpole permanently at the Ingleby Barwick War Memorial would be **£329.00 (not including VAT)**.

It was noted that S.B.C. have advised that that they will erect and then take down the flagpole annually, for Remembrance Sunday, 'free of charge'. This has been confirmed in writing.

For any additional events the Town Council would have to incur the costs for erection and then removal of the flagpole.

S.B.C. have also advised that the Town Council would be responsible for any maintenance/repairs to this temporary flagpole as required in the future.

A general discussion took place and various comments were raised.

IT WAS RESOLVED that the flagpole be erected on an annual basis for Remembrance Sunday. The Clerk to advise S.B.C. accordingly.

IT WAS RESOLVED that the Town Council is in agreement to incur expenditure for the flagpole to be erected on additional occasions, as and when required and also for any maintenance/repair costs.

The Chairman, Councillor Gillian Corr and Councillor Gary Corr provided a verbal update on progression of the project to erect ornamental railings around the War Memorial.

Reference was made to design and costings.

Three quotes are being pursued which will be brought to the attention of the Town Council in due course.

The Chairman invited Rev Clay Roundtree to address the meeting.

Reference was made to the wreaths which had been placed at the War Memorial on Remembrance Sunday.

A general discussion took place and various comments were raised. Particular regard was given to the length of time that the wreaths should be left in place at the War Memorial.

IT WAS RESOLVED that the wreaths be left in place from Remembrance Sunday until 5th January of the following year, when it was agreed that a representative from St. Francis of Assisi Church would collect them and thereafter they be displayed/stored in the Church.

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The Chairman thanked PCSO Jonathan Wardle and Enforcement Officer Helen Dobson for their attendance and they left the meeting at this point.

154.13-14 CHRISTMAS TREE, INGLEBY BARWICK.

It was noted that following the concerns raised at the Town Council's November 2013 meeting regarding the proposed height of the fence which was to be erected around the tree, S.B.C. had provided a lower fence.

S.B.C. have confirmed that the cost which would be incurred by the Town Council for provision of the fencing would be £ 495.00 plus VAT. An invoice is awaited.

Confirmation of the cost for installation and later removal of the Christmas tree is awaited from S.B.C.

Reference was made to the 'wishes' made by the local children which had been attached to the fence around the Christmas Tree.

A general discussion took place and it was suggested that this be promoted in future years.

It was agreed that the Town Council send a thank you letter to the organiser.

155.13-14 PROPOSED PLAQUES FOR PLANTED HALF BARRELS AT CHRISTMAS TREE LOCATION.

Councillor Philip English advised that he was progressing the supply of the plaques from Palsec, Security & Engraving Centre.

A general discussion took place and reference was made to the proposed wording on the plaques.

IT WAS RESOLVED that the wording read 'Provided by Ingleby Barwick Town Council'.

Councillors Jean Kirby and Denise Powell advised that they would be undertaking the planting/maintenance of the half barrels/tubs over the coming weeks.

It was confirmed that there would be no cost incurred to the Town Council.

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156.13-14 PROVISION OF DOG BINS, LITTER BINS & SALT BINS, INGLEBY BARWICK.

The Clerk referred to the information which had been circulated to Town Council Members for their observation prior to the meeting.

The Town Council considered the information provided which included costings for the provision of dog bins, litter bins and salt bins.

Plans showing the existing location of bins provided in Ingleby Barwick, are held on the Town Council file.

A general discussion took place and various comments were raised.

IT WAS RESOLVED that the information be noted and held on the Town Council file for future reference.

IT WAS RESOLVED that any requests for bins be referred to S.B.C. and Ward Councillors.

157.13-14 PROPOSED COMMUNITY CENTRE, THE RINGS.

Councillor Ross Patterson provided a brief update and advised that the matter is continuing to be progressed.

Reference was made to the design and specification details which would be required.

Councillor Patterson advised that S.B.C. had agreed to provide the Town Council with an estimated cost for Officers to undertake the work.

IT WAS RESOLVED that a cost for preparing the design and specification details be pursued from S.B.C. This matter to be put on the agenda for consideration at the Town Council meeting on 15th January 2014.

Reference was made to planning permission, transfer of the land, the 'borrowing approval system' and provision of youth cafe facilities.

The Clerk provided Members with information and guidance on the 'Borrowing Approval System'. A copy of 'A Guide to Parish and Town Council Borrowing in England' produced by the Department for Communities and Local Government and NALC was distributed to Members.

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It was noted that 'Borrowing Approval' is a formal approval issued by the Secretary of State to borrow money.

Reference was made to point (7) 'Local Accountability and Transparency', which states that 'When considering whether to apply for borrowing approval, parish councils should be fully open and transparent with their residents and taxpayers in all their dealings. Details of the project and plans for borrowing and loan repayment must be available to residents from an early stage. This could include discussion of proposals in open meetings, and ensuring that information is available for the public before and after a decision is taken, for example on the council website or published in local newsletters. Evidence of this will be taken into account in considering whether to give approval for borrowing.

It was noted that usually loans are taken from the 'Public Works Loan Board' (PWLB) at rates of interest that are very competitive. A parish council is a first class borrower based on the security of the council tax revenues. PWLB also understand the statutory position of the Council.

The Clerk provided Members with information from the PWLB website on loan information and estimated repayment costs.

A general discussion took place and various comments were raised.

Councillor Philip English indicated that he would be interested to be involved in preparing a Business Plan and any consultation documents required.

IT WAS RESOLVED that the information provided be noted and the matter continue to be progressed.

158.13-14 PROPOSED 'BAKE OFF' COMPETITION.

Councillor Megan Patterson advised that the proposed 'Bake Off' competition is continuing to be progressed.

A general discussion took place and various comments were raised.

It is hoped that the competition will take place in the summertime of 2014.

Reference was made to a possible venue. The format and categories for the competition was also raised.

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Reference was made to additional support and assistance in organising the competition.

Councillor Jean Kirby indicated that she would like to be involved.

It was agreed that promotion of the competition be progressed.

Reference was made to help in promoting the competition from the uniformed groups active in Ingleby Barwick.

159.13-14 PROJECTS 2014/2015.

It was requested that consideration be given to the current projects being progressed and any possible future projects.

Reference was made to the current projects which are being progressed which are as follows:

- War Memorial - Ornamental Railings
- Planted Half Barrels - Plaques/Planting/Maintenance
- Proposed 'Bake Off' Competition
- Proposed Community Centre, The Rings

A discussion took place and specific reference was made to general involvement with projects, support, organisation and assistance.

Ideas for possible future projects were requested.

Reference was made to the suggested windbreakers for the teen shelters and additional play equipment for the parks. Councillors Gillian Corr and Stefan Barnes indicated that they would pursue this matter and report back to the Town Council.

Councillor Megan Patterson and Rev. Clay Roundtree submitted their apologies and left the meeting at this point.

160.13-14 FINANCE:

(a) Town Council Current Balance Sheet.

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

IT WAS RESOLVED that the financial statement is accepted.

Chairman.....

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(b) Accounts due for Payment.

IT WAS RESOLVED that the Town Council approves the following accounts for payment:

Paula M. Hall – Remuneration December 2013
Paula M. Hall - Tax and N.I. Contribution December 2013

Paula M. Hall – Remuneration January 2014
Paula M. Hall - Tax and N.I. Contribution January 2014

Mouchel Business Services Local Government Pension Scheme – Clerk And Employer Contribution December 2013

Paid by Standing Order

Reimbursement to the Clerk for the following:

Postage Costs 20/11/13 to 18/12/13	£	6.60
Stationery	£	12.05

Robinsons Rent for Office Due 5th January 2014 - Paid by Standing Order	£	250.00
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Robinsons Service Charges	£	301.02
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I.B. Community Hall - November 2013	£	18.75
I.B. Community Hall - December 2013	£	18.75

Direct Debits:

January 2014	-	£ 20.42	Orange Broadband
	-	£ 13.21	PC cover
	-	£ 1.96	Monitor cover

(c) Reserve Accounts.

Reference was made to the Seamer Wind Farm Community Fund which currently has a total of **£ 2,319.95**.

Ideas/suggestions have been requested from residents on how the fund could be used for the benefit of Ingleby Barwick.

(d) Cheque Signatories.

Notification has now been received from Barclays that the change in cheque signatories is now complete.

Chairman.....

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161.13-14 PLANNING APPLICATIONS:

(a) Planning Applications - Registered with S.B.C. for the month of November 2013.

It was noted that the Clerk had circulated to Members the lists of planning applications registered with S.B.C. for the month of November 2013.

As per the Town Council's Standing Orders the applications have been considered by the Planning Advisory Group and under delegated authority the Clerk has submitted comments to S.B.C. accordingly.

All large or contentious planning applications are considered at a meeting of the Town Council.

IT WAS RESOLVED that the Town Council confirms its approval of the comments submitted.

(b) Planning Applications - S.B.C. Delegated Decisions for the month of November 2013.

The Clerk had also circulated the list of delegated decisions made during the month of November 2013.

IT WAS RESOLVED that the decisions be noted.

(c) Planning Application No.'s 13/2912/SCO & 13/2913/SOR

Proposal: Screening Opinion Request and Scoping Opinion Request for the Proposal of the Erection of up to 675 Residential Dwellings with Associated Open Space and recreational Facilities.

Location: Land Adjacent to Low Lane and Thornaby Road, Ingleby Barwick.

The Town Council considered all of the information and plans provided in respect of planning application nos. 13/2912/SCO & 13/2913/SOR.

It was noted that in advance of the submission of an outline planning application for the proposal, a Screening Opinion and Scoping Opinion have been requested.

A 'Screening Opinion' is required for categories of development above a certain size, or if they are within a sensitive area such as an Area of Outstanding Natural Beauty or Site of Special Scientific Interest.

Chairman.....

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The **Screening Opinion** is the local planning authority's assessment of whether an Environment Statement should be submitted with the application. It is not a planning application and the public are not consulted for comments as their views cannot be taken into account in reaching a decision.

A **Scoping Opinion** is the authority's formal view on what issues an Environmental Statement should contain. The scoping process is to identify only the issues which will be significant and it is perfectly acceptable if it concludes that there are only one or two issues that a Statement needs to cover. There is no mandatory requirement for an applicant/developer to seek a Scoping Opinion.

It was noted that in accordance with Section 5 of the Town and Country Planning (Environmental Impact Assessment) Regulation 2011, Stockton on Tees Borough Council as the Local Planning Authority has adopted an opinion to the effect that the development is not considered EIA development and does not require an Environment Impact Assessment to be carried out in relation to the proposed development.

A general discussion took place and various comments were raised.

Reference was made to the proposed further development on the green wedge. The impact the development would have on the infrastructure, highways, schools and facilities, etc were highlighted.

IT WAS RESOLVED that the matter be given further consideration in respect of the Town Council's comments to be submitted, when the outline planning application is registered with S.B.C.

Reference was made to Planning Application No. 13/3107/OUT which has been submitted to S.B.C. This will be on the agenda for consideration at the Town Council meeting in January 2014.

162.13-14 COMMUNITY COMMUNICATION.

IT WAS RESOLVED that the following items be included in the next article:

- Launch of Website
- Dog Fouling
- Incidence of Fires
- Proposed Community Centre, The Rings
- Roundabout Signs, Ingleby Barwick
- Proposed 'Bake Off' Competition
- Projects 2014/2015

Chairman.....

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163.13-14 CLERKS REPORT AND CORRESPONDENCE.

IT WAS RESOLVED that the Clerks Report which included supporting information for agenda items be noted and approved.

IT WAS RESOLVED that the list of correspondence received which was circulated with the agenda for the meeting be noted. A copy is held on the Town Council file.

There was no further correspondence to consider at this meeting.

164.13-14 DATE OF JANUARY 2014 MEETING OF THE TOWN COUNCIL - Wednesday 15th January 2014.

Reference was made to the budget for 2014/2015 and it was noted that S.B.C. require details of the Town Council's precept for 2014/15 by Friday 14th February 2014.

It was agreed that a Special Meeting of the Town Council be held, to consider the budget for 2014/2015. A provisional date of Wednesday 22nd January 2014 was suggested pending availability of an alternative venue as the Community Hall is unavailable. It was suggested that use of a meeting room in St. Francis of Assisi Church building be progressed.

The Chairman thanked everyone for their attendance and wished everyone a Happy Christmas and Best Wishes for 2014.

The Chairman closed the meeting.

Chairman.....

Clerk.....

SIGNED: Wednesday 15th January 2014