

MINUTES  
OF THE  
ORDINARY  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 18TH APRIL 2018  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

**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 18th April 2018 at 7.00pm**

- PRESENT:**                   **Chairman/Town Mayor:** Councillor Stefan Barnes
- Vice Chairman/Deputy Town Mayor:** Councillor James Emmerson
- Councillors:** Tom Bowman, Philip English, Ann Kenyon, Jean Kirby,  
Megan Patterson, Jenny Rutland, Ted Strike and Sally Ann Watson
- OFFICER:**                   Paula Hall, Town Clerk/Responsible Financial Officer – Minute taker
- IN ATTENDANCE:**       John Skerritt - IB Enforcement Service
- Jacky Stevely - IBTC Administration Assistant
- 2 members of the public were present at the meeting.

The Chairman, Cllr Stefan Barnes opened the meeting and welcomed all present to the April 2018 Ordinary Meeting of Ingleby Barwick Town Council.

**273.17-18       HOUSEKEEPING.**

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

**274.17-18       NOTICE OF MEETING.**

The notice of the meeting was taken as read.

**275.17-18       APOLOGIES FOR ABSENCE.**

Cllr Megan Patterson had provisionally submitted apologies due to work commitments, however she attended the meeting, arriving late.

**276.17-18       CODE OF CONDUCT.**

**Declaration of Interests**

Cllr Stefan Barnes declared an interest in any matters which may arise in respect of his employment with Ingleby Healthcare.

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

Cllr 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.

**277.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 21ST MARCH 2018.**

The Minutes of the Ordinary Meeting of the Town Council held on 21st March 2018 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.

**278.17-18 PUBLIC PARTICIPATION.**

The following matter was raised:

**Proposed Community Centre, Ingleby Barwick**

It was queried as to why this item was to be discussed under confidential business.

It was confirmed that the matter was also included on the main agenda and an update would be provided. The item was also listed under confidential business, in the event of award of the contract needing to be considered.

**279.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE AND SERVICE LEVEL AGREEMENT (SLA) 2018-2019.**

Councillors James Emmerson and Megan Patterson arrived at the meeting. The Chairman invited John Skerritt from the Enforcement Service to address the meeting.

John provided a general overview on matters which had been or were continuing to be dealt with.

Reference was made to a specific incident which had taken place in the east ward which had involved the gathering of a large group of youths.

The Beckfields Community Centre was referred to and various matters were raised. Particular regard was made to issues which had arisen around the Youth Group.

Concerns were raised in respect of two of the pedestrian underpasses on the estate, where paint had been used to cause vandalism.

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A general discussion took place and various comments were raised.

The Chairman thanked John Skerrit for his attendance and the information provided. John left the meeting at this point.

The Town Council considered the SLA 2018-2019.

**IT WAS RESOLVED** that the Town Council approves the SLA 2018-2019. The document was signed by the Chairman and Vice Chairman, countersigned by the Town Clerk.

**280.17-18 INGLEBY BARWICK LITTER PICKING GROUP**

**The Town council discussed the details given to them.**

IT WAS RESOLVED that the Town Council would allocate from Seamer Windfarm Community Fund of £500 to be used for equipment as and when required.

**281.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.**

*It was noted that all three legal documents in relation to the lease of the land on which the proposed Community Centre is to be built, were signed at the Town Council meeting held on Wednesday 21st February 2018.*

*The documents being:*

- *Agreement for Lease (AforL)*
- *Funding Agreement (FA)*
- *Lease Agreement (LA)*

*The documents are now held by the Town Council's solicitor, to be dated and exchanged at the appropriate time.*

*An overview was provided, and various points were outlined on the current position with progress.*

IT WAS RESOLVED that the Town Council agreed the payment of £960 to be paid to the solicitor in respect of the covenant. Delegated responsibility for this was given to the Clerk to make payment direct to the solicitor.

*It was resolved that the Town Council agreed the payment of £960 to be paid to the Solicitor in respect of the Covenant. Delegated responsibility for this was given to the Clerk to make payment direct to the Solicitor.*

*It was noted that Persimmon Homes, SBC and the Town Council's solicitor are continuing to deal with legal matters, with the view to exchange of the legal documents as soon as possible.*

*A general discussion took place and various comments were raised.*

**IT WAS RESOLVED** that if required, a *Special Meeting of the Town Council* be arranged, as soon as the required legal documentation is in place, in order to progress the project.

**282.17-18 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>
29/03/18	102344	Cornerstone BS	Offsite Backup	£ 12.00
29/03/18	102345	Document Solutions	Cost of Copies	£ 30.93
04/04/18	102346	Cornerstone BS	IT Support	£ 60.00
04/04/18	102347	IBCH	Use of Hall 21.3.18	£ 15.00
04/04/18	102348	Robinsons	Office Services Charges	£ 155.34

**Direct debit payment:**

<b>Date</b>	<b>To whom</b>	<b>Purpose</b>	<b>Amount</b>
09/04/18	EE	Telephone & Broadband	£ 40.43

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**Petty cash payments:**

Date	To whom	Purpose	Amount
22/03/18	Post Office	Pack 12 x 1st Class Stamps	£ 7.80
16/04/18	Till Receipt	Ant Killer Gel & Spray	£ 8.18
16/04/18	Post Office	Postage 1st Class x 12 Agendas	£ 12.12

**IT WAS RESOLVED** that the Town Council approves the above lists of payments.

**The following accounts are due for payment:****Cheques:**

Date	Cheque No.	To whom	Purpose	Amount
18/04/18	102349	CASH	Petty Cash	£ 50.00
18/04/18	102350	CPC Computing	Website March 2018	£ 20.00
18/04/18		CLCA	Membership Renewal	£ 1,276.32
18/04/18		Mayberry Consultancy Ltd	HR Services	£ 216.00

**Direct debit payment:**

Date	To whom	Purpose	Amount
13/05/18	Siemens	Lease of Copier	£ 122.96

**Standing Orders April:**

Date	To whom	Purpose	Amount
30/04/18	Town Clerk	Remuneration April 2018	
<b>30/04/18</b>	<b>Admin Assist</b>	<b>Remuneration April 2018</b>	
30/04/18	HMRC	Employer NI/Clerk Tax & NI April 2018	
30/04/18	Teesside PF	Employer/Clerk Contribution April 2018	
30/04/18	Robinsons	Rent due 05/05/18	£ 291.67

**IT WAS RESOLVED** that the Town Council approves the above lists of payments.

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**The following accounts are due for payment:**

**Cheques:**

**IT WAS RESOLVED** that the Town Council approves the above lists of accounts due for payment.

**(c) Audit 2017 - 2018**

It was noted that the Annual Returns are now called Annual Governance and Accountability Returns (AGAR).

Mazars LLP have advised that the date for the return of the Town Council's AGAR is **Friday 6th July 2018**.

The Clerk advised that she would be attending the Mazars LLP Audit Update event on Wednesday 28th March 2018 in Durham.

**(d) Mayberry HR Services**

**(e) Additional Computer Software**

**283.17-18 MATTERS ARISING AND UPDATES.**

**Minute No. 176.17-18 Planting of Wild Flowers**

An update was given by Councillor Sally Ann to say the area would be sprayed and then rotivation of the top couple of inches. Care For Your Area would be in touch to say when the seeds would be ready to be sown. Councillor Sally Ann said she would let Councillors know for the sowing process and it would be a good photo opportunity to be put on the website and Gossip Magazine article.

**Minute No. Buckingham Palace Garden Party**

**284.17-18 PROVISION OF CCTV, INGLEBY BARWICK.**

Nothing to report at this stage.

**285.17-18 GENERAL DATA PROTECTION REGULATIONS (GDPR), DATA PROTECTION OFFICER.**

Awaiting further guidance once the Clerk has attended meetings on 24th April, 2018 at Guisborough Town Council and can report back.

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**286.17-18 BECKFIELDS AVENUE ROAD SAFETY.**

The Town Council considered the information provided and Councillor Ted Strike was attending the next Transport Strategy meeting. All Councillors were in agreement that the measures currently being proposed did not address speeding on the bends.

**287.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.**

No further information.

**288.17-18 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.**

Ingleby Barwick Town Council considered this matter at its recent meeting.

I can advise that the Town Council is in support of the signs being changed, as per the image provided by SBC, with the funding from the IB West Ward Councillors Community Participation Budget.

In respect of taking ownership and responsibility of the boundary signs, at the Barwick Way and Ingleby Way entrances to Ingleby Barwick, it was questioned as to whether the signs should remain the responsibility of Persimmon Homes at this point in time, until development is complete. It was also queried, that if this was the case, would it still be possible to change the images/signs now.

I can advise that the matter is still under consideration and will be discussed further at the next meeting of the Town Council in May. It would be useful therefore to have your comments on the queries raised prior to the meeting.

**289.17-18 LIVING CHRISTMAS TREE.**

I can advise that this matter was considered by Ingleby Barwick Town Council at its recent meeting.

A lengthy discussion took place at the meeting and several possible locations were discussed, however no specific sites were identified.

Reference was also made to the suggestion that a 'living' Christmas tree be planted in each of the villages in Ingleby Barwick.

The trees would ideally be positioned in prominent visual locations, with ease of access to a power supply for future lighting.

The Town Council would be grateful for the assistance of SBC in identifying suitable locations for consideration.

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It is appreciated that only one tree would be provided in replacement of the tree affected by the Myton Way road improvement works.

The Town Council would therefore require costings for provision of any additional Christmas trees, should they wish to progress the project.

The Town Council thanks you for your continued help and assistance which is very much appreciated.

**290.17-18 CARRIERS FOR CAUSES APPLICATION.**

Councillors discussed applying for funding for projects. However, the majority of Council members agreed at this stage it should be deferred because of the Council's commitment to the Community Hall project at The Rings.

At this stage Councillor Ted Strike expressed his apology and left the meeting.

**291.17-18 PLANNING APPLICATIONS.**

**(a) List of applications registered with SBC in March 2018**

The list of planning applications registered with SBC in March 2018 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 March 2018**

The list of SBC delegated decisions made in March 2018 which had been circulated to Councillors on a week by week basis via email, were noted.

**292.17-18 CLERKS REPORT.**

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

**293.17-18 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.

**294.17-18 DATE OF ANNUAL TOWN MEETING 2018.**

The Annual Town Meeting is to take place on **Wednesday 9th May 2018** at Ingleby Barwick Community Hall commencing at 7 pm.

Confirmation has been received that Barry Coppinger will be attending the Annual Town Meeting on Wednesday 9th May 2018.

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**295.17-18 DATE OF ANNUAL MEETING OF THE TOWN COUNCIL 2018.**

In the Small Hall at Ingleby Barwick Community Hall, 7 pm – To consider the matter.

**Buckingham Palace Garden Party**

Councillor Jean Kirby raised a point that as the Clerk and Councillor Tom Bowman were attending the Buckingham Palace Garden Party the meeting day should be changed. They both would be coming back on the day of the meeting. Councillor Jean Kirby then put forward that the meeting be changed to Wednesday 30th May,

2018. This was agreed by Councillors.

**296.17-18 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEMS 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**297.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.**

This matter was deferred.

**298.17-18 STAFFING MATTERS.**

This matter was deferred.

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

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