

Minutes of the Annual Town Council Meeting, 7.00pm on Tuesday 17th May 2022 at The Community Hub, The Rings, Ingleby Barwick

Present: Cllrs Emmerson, Fryer, Irwin, Kirby, Patterson, Rutland, Strike, Turnbull and Watson.

Also in Attendance: J. McGeeney, Town Clerk. J Stevely, Ward Cllr Faulks, J Stephenson SBC Enforcement, 1 Member of the Public

- 1. Election of Chairman** – Cllr James Emmerson opened the meeting by requesting that the new Chairman take the meeting forward from item 2 to its conclusion. Cllr Emmerson then PROPOSED Cllr Irwin to be the new Chairman explaining he held him in high regard and felt he would be excellent in the role - SECONDED by Cllr Watson and RESOLVED that Cllr Irwin be elected to role of chairman until May 2023.
- 2. Election of Vice-Chairman** – Cllr Irwin requested nominations for Vice Chairman. Cllr Strike PROPOSED Cllr Watson for the role and was SECONDED by Cllr Irwin. Cllr Emmerson PROPOSED Cllr Fryer, however, Cllr Fryer felt that due to other commitments she would not be able to take the role. RESOLVED that Cllr Watson elected as Vice Chair.

Cllr Irwin and Watson then signed their forms of Declaration for the positions of Chairman and Vice chairman respectively.

The new Chairman thanked the Town Councillors for their vote of confidence and also Cllr Emmerson for his work as Chairman for the last three years.

Cllr Irwin suggested Item 18 (Enforcement) be moved forward to this point in the meeting in order to release Jamie Stephenson early from the meeting.

- 3. Enforcement – Update** - Jamie Stephenson from Stockton Borough Council Enforcement Services provided the Enforcement Report showing the following:-

- 62 service calls overall.
- 20 for the East and 42 for the West.

Anti-social behaviour had been highlighted by users of E-bikes. Calls were still being received during peak times between 6.00pm and 9.00pm which was to be expected due to lighter nights.

Bancroft Drive and the Co-op were 'high areas for trouble' and the Enforcement Team were working closely on these areas.

Cllr Watson asked whether there had been any outcome from the exercise with the Police on motorcycle seizures. It had been explained there were no seizures as yet and the rules and legislation on e-bikes was not straightforward but he was continuing to work with the Police on this across the Borough.

Since January 2022 Enforcement had issued 22 ASBs and Jamie credited officer Lee Wright for his hard work in pursuing three main individuals of which two had been charged and they were working hard to identify the third.

They are also still working closely with schools in the area. Jamie explained they would be recruiting another Enforcement Officer, in addition he would be leaving in July to join the Events Team when his role would be undertaken for the moment by Richard Bradford. Cllr Emmerson and Irwin thanked Jamie for his previous work with the Town Council and wished him well in his new role.

4. **Housekeeping** - The new Chairman Cllr Irwin advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation. It was requested mobile phones be switched to silent. If a call was received and had to be taken Members were politely requested to leave the room.
5. **Notice of Meeting** - Public Notice has been given in accordance Schedule 12 of the Local Government Act 1972. The Chairman noted the Notice of the Meeting had been published on the Town Council's website and on the notice board at the Ingleby Barwick Community Hall, Beckfields and the Rings Community Hub.
6. **Apologies for absence** – Cllrs Brown, Barnes and Dodds.
7. **Declarations of Interest** - Cllr Watson declared as her role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor and as the owner of Fix-It DIY. Cllr Strike declared a personal/non-prejudicial interest in all items involving his role as a Stockton-on-Tees Borough Council (SBC) Ward Councillor, Chairman of the Ingleby Barwick Community Partnership (Item 12). Councillor Fryer declared as an employee of Ingleby Manor School.
8. **Public Participation Part 1 – A** member of the public, Pamela Beddow, commented on the large potholes near the Teal Arms and near Beckfields. Cllr Watson advised that both car parks are privately owned and the problems are regularly reported to Stockton Borough Council who do speak to the owners. Mrs Beddow also asked about the state of the refuse at the back of the Beckfields pub and Cllr Watson referred to an email Mrs Beddow should have received on this subject. Cllr Strike had suggested using Parking Eye for the area but had been rejected by owners. However, he would be keeping an eye on that area.

Cllrs Faulks wished to express his thanks to the Town Council for their financial support to CPAD and added they had also received £10,000 from lottery funding.

9. **Formation of Town Council Committees** – the new committees were agreed as follows:-

COMMITTEE MEMBERSHIP 2022-23

Committee	Membership	Chairman	Vice Chairman
Personnel	Cllr Fryer Cllr Rutland Cllr Turnbull Cllr Watson	Cllr Watson	Cllr Fryer
Finance	Cllr Barnes Cllr Emmerson Cllr Irwin Cllr Kirby Cllr Rutland Cllr Watson	Cllr Emmerson	Cllr Rutland
Events	Cllr Fryer Cllr Patterson Cllr Rutland Cllr Strike	Cllr Strike	Cllr Rutland
Youth	Cllr Emmerson Cllr Fryer Cllr Patterson Cllr Watson	Cllr Watson	Cllr Fryer
Town and Hub Maintenance	Cllr Barnes Cllr Brown Cllr Dodds Cllr Kirby Cllr Strike Peter Bainbridge – I Barwick Litter Project by Invitation	Cllr Dodds	Cllr Kirby
Personnel Appeals	Cllr Barnes Cllr Dodds Cllr Emmerson Cllr Irwin Cllr Kirby	Cllr Irwin	Cllr Emmerson
Policy	Cllr Dodds Cllr Emmerson Cllr Irwin Cllr Patterson Cllr Turnbull Cllr Watson	Cllr Patterson	Cllr Irwin

10. Appointment of Representatives to:-

- i) Beckfields Community Hall Management Committee:- Cllrs Brown and Rutland and Emmerson.
- ii) Ingleby Barwick Communities – New representatives:- Cllr Kirby – who would regularly update the Town Council on its work.

11. To note the Asset Register dated 31st March 2022 – The Clerk presented the list of Assets held by the town Council which incorporated the Rings Community Hub and its contents and noted another audit was imminent.

12. To approve the Risk Register dated 1st May 2022 – The Clerk presented the Risk Register which identified key areas of risk including employment matters, finance, insurance, Members’ responsibilities, office, record keeping, procedures and Service Level Agreements. Cllr Patterson noted the reference to Petty Cash listing and suggested this remain on the register should the Town Council wish to re-introduce it. RESOLVED that the Risk Register as presented be APPROVED.

13. Insurance cover 2022/23 – to receive and agree Insurance Cover for the year 2022/23.

The Clerk highlighted the Town Council’s Insurance Policy was due for renewal on 1st June 2022 and at the Finance Committee held in May where it was noted a renewal quote from Zurich of annual premium £2,248.18p had been received. There was an option to take out another policy for three years at a cost of £2,719 or five years at £2,589.96. RESOLVED the policy should be taken for five years.

14. Annual Governance and Accountability Return for the Year ending 31 March 2022

- i) AGREED the Annual Governance Statement for 21/22 would be submitted by the prescribed deadline of 30th June 2022.
- ii) AGREED the Town Council Clerk should also be the Responsible Financial officer for the year 2022/23.

15. To Appoint the Internal Auditor for the year 2022/23 – Councillors AGREED David Holmes be the Internal Auditor for 2022/23.

16. To agree the dates of future Town Council Monthly meetings for 2022/23 as follows:-

Tuesday 21st June 2022 at 7.00pm

Tuesday 19th July 2022 at 7.00pm

Tuesday 20th September 2022 at 7.00pm

Tuesday 18th October 2022 at 7.00pm

Tuesday 15th November 2022 at 7.00pm

Tuesday 20th December 2022 at 7.00pm

Tuesday 17th January 2023 at 7.00pm

Tuesday 21st February 2023 at 7.00pm

Tuesday 21st March 2023 at 7.00pm

Tuesday 18th April 2023 at 7.00pm

Tuesday 16th May 2023 at 7.00pm – ANNUAL MEETING

17. Date of Annual Parish/Town Meeting 2022 – Tuesday 28th June 2022, the Rings Community Hub, The Rings, Ingleby Barwick – AGREED the above date for the Annual/Parish Town Meeting to be held at The Rings Community Hub offering tea, coffee and cakes and Cllr Irwin suggested an item be placed on the next Agenda as to how the evening would run.

18. Minutes of the Town Council Meeting held on 19th April 2022 - PROPOSED by Cllr Rutland and SECONDED by Cllr Kirby. RESOLVED that the minutes of the Town Council meeting held on 19th April 2022 be accepted as a true and accurate record of the meeting.

19. Cleveland Police Ward Newsletters – A newsletter was received from Cleveland Police and was noted it is available on their website.

20. Clerk's Report –

- I) A new Union flag was required and would order one.
- II) The Clerk would be taking annual leave from Monday 6th June returning on Monday 20th June.

21. Committee Minutes and Committee Update Report :-

- I) Personnel Committee – 26th April 2022 – PROPOSED by Cllr Irwin SECONDED by Cllr Fryer. Cllr Irwin gave an update on the Personnel Committee including appraisals carried out for the Town Clerk on 24th March and Administration Assistant 17th May.
- ii) Events Committee – 28th April 2022 – PROPOSED by Cllr Irwin and SECONDED by Cllr Patterson. Cllr Rutland gave an overview of the work of the Events Committee. Including events relating to the Queen's Jubilee celebrations.
- iii) Policy Committee – 3rd May 2022 – PROPOSED by Cllr Irwin and SECONDED by Cllr Watson. Cllr Irwin gave an overview of the work being carried out by the Policy Committee.
- iv) Hub & Town Maintenance - 9th May 2022 – PROPOSED by Cllr Kirby and SECONDED by Cllr Rutland. Cllr Kirby gave an overview of the work of the Hub & Town Maintenance Committee including current room hire costs. The topic of the current Christmas tree was discussed and AGREED the town Clerk would approach Stockton Borough Council with regard to the poor look and quality of the current living tree which would require a site visit to ascertain a new position. Cllr Irwin suggested

either a member of the Town Council or a member from the Hub & Town Maintenance Committee also attend the site visit.

Regarding the Memorial Stone - Cllr Strike commented on the cost to move it, being in the range of £15K to £20K is not viable. He highlighted how the land behind the railings at that site needs some investment and suggested contact be made to Stockton Borough Council to see what could be done with this land.

- v) Finance – 10th May 2022 PROPOSED by Cllr Rutland and SECONDED by Cllr Kirby. Councillor Rutland gave an update on the Finance Committee.

22. Borough Councillors' Reports – A written report from the East Ward Councillors was presented with issues relating to:-

- Town Centre Refurbishment
- ASB Issues
- Bike Marking Event
- Regency Park/Acorn Bank Pathway
- General issues
- CAD Community Fair

A written report was received from the West Ward detailing issues relating to:

- Consultation Results – New park rear of All Saints School
- Road Improvement Schemes
- Progress on defibrillators
- Cllr Faulks is the new Leader of IBIS

23. Ingleby Barwick Communities – Cllr Jean Kirby, Chair of Ingleby Barwick Communities, presented a report. She explained she would be stepping down as Chair and Sam Grogan would be taking this role and would be organising a Halloween Party.

24. Finance – The Town Clerk presented the Town Council's financial transactions for the General Account from 1st to 30th April 2022 and the Hub Account from 1st to 30th April 2022. In addition, the Town Council's monthly bank reconciliation statements for all the Town Council's accounts was submitted for February 2022. RESOLVED that all the financial transactions and bank reconciliation statement be APPROVED. Cllr Emmerson queried the differing amounts of costs for cleaning – the Clerk explained it varies because of the amount of days in a month and the current hourly rate of £12.50 would be increasing to £13.25 from 1st April 2023.

Cllr Kirby noted the timescale of funding to be received from the Seamer Wind Farm to be originally 25 years which she estimated it to have been running for eight to 10 years. The funding being around £500 to £600 per quarter. Cllr Irwin asked the Town Clerk to find out how many years were left to run to be brought to the next meeting.

25. Planning Applications - Details of the Planning Applications up to week ending 1st May 2022 and the Delegated Decisions up to week ending 1st May 2022 were presented.

26. Matters of Concern to Councillors. None.

27. Public Participation – Part 2

Cllr Faulks was pleased the Council were considering that the Memorial Stone would remain in its current position. He queried whether the Wind Farm account was available to the public. The Clerk confirmed the Town Council received approximately £2,000 per annum from this account which is used for the benefit of the whole of Ingleby Barwick including such things as wildflowers.

Mrs Pamela Beddow described how a neighbour had applied for planning permission around six years ago for work on his property but the work has not been completed. Cllrs informed her that planning permission stands for a number of years and in this case may still stand even though the project was not completed.

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

The meeting ended at 8.25pm.