



Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Helen Atkinson
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TO: All Members of Billingham Town Council

You are summoned to attend the next **Full Council** meeting to be held on **Tuesday 21st January 2025 at 6.30pm** in the **Main Hall at Billingham Community Centre, The Causeway, Billingham.**

The Agenda for the meeting is set out below.

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council

16th January 2025

OPEN SESSION (6.30pm to 7pm)

The Chair to invite members of the public present to put questions to or draw relevant matters to the attention of the Town Council, prior to the commencement of business. This is for a period of 30 minutes overall and is limited to no more than 5 minutes per person.

AGENDA (7pm)

1. CHAIRMAN'S ANNOUNCEMENTS

- Housekeeping.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

Members to inform the Chairman/Committee of any Declarations of Interest for matters set out within this agenda.

4. MINUTES OF PREVIOUS FULL COUNCIL MEETING

To approve the minutes of the meeting held on 26th November 2024 as a true and accurate record (see appendix A – draft minutes 26th November 2024).

5. COOPTION FOR THE VACANCY OF COUNCILLOR IN BILLINGHAM SOUTH WARD

Candidates will be allocated 3 minutes (if required) to present to Members why they feel that they would make a good representative of our Town. Completed Co-option application forms have been circulated to all members prior to the meeting.

After all presentations are made there will be a co-option process. This will be when current members of the Council, in attendance, will vote for the person they feel would be suitable to represent Billingham. Once a decision is made, the results will be given within the meeting by the Proper Officer of the Council.

6. STOCKTON BOROUGH COUNCIL WARD COUNCILLOR UPDATES

Verbal updates will be given on the night.

7. REPRESENTATION ON OUTSIDE BODIES

ORGANISATION	COUNCILLOR
Cleveland Local Council Association	Cllr C Besford
Billingham Environmental Link Programme	Cllr Scollen
Billingham Legacy Foundation	Cllr McCall
Billingham Community Partnership	Cllr C Besford
Billingham International Festival of Festival of World Dance	Cllr Snead
Catalyst Health & Wellbeing Committee	Vacancy
Port Clarence in Bloom	Cllr Lacey
Clarences Community Partnership	Cllr Lacey
Stockton Volunteers Coordinators Forum	Town Council Officer
The Voice Forum	Cllr Scollen
Stockton Housing Forum/The Energy	Cllr Bendelow

Advice Forum	
Stockton Funders Forum	Town Council Officer
Stockton & District Citizens Advice & Information Service	Cllr M Besford
Infinity Partnership	Cllr Scollen
Youth Providers Forum	Cllr Snead
NALC	Cllr C Besford
Friends of St Cuthberts	Cllr A Gilburt

8. RECOMMENDATIONS FROM OTHER COMMITTEES

Members are asked to consider the following recommendation from the Finance & General Purposes Committee:

To approve the draft budget for 2025/26 and to formulate a resolution to levy a precept of £384021.00 on Stockton on Tees Borough Council for the financial year 2025/2026 (see appendix B).

9. WOLVISTON ROAD WELCOME SIGN

Members are advised that the Welcome to Billingham sign at Wolviston Road is missing, the two posts remain in the verge. The sign is under the ownership and responsibility of the Town Council.

Members are asked to consider a replacement sign. The Town Clerk will an update on the night.

10. DATE & TIME OF NEXT MEETING

The next Full Council meeting takes place on Tuesday 25th March 2025 at 6.30pm in the main hall at Billingham Community Centre.

11. EXCLUSION OF PRESS & PUBLIC

Members are asked to pass the following resolution:

“That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below”

Business Matters

- a. Business proposal – the Town Clerk will give a verbal update on the night (see appendix C).

Miss Dee Smith
Town Clerk/Responsible Financial Officer to Billingham Town Council
16th January 2025

PLEASE BE ADVISED:

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have the access to the agenda papers. These can be found on the Town Council website www.billingham-tc.gov.uk

Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing, or recording the meeting.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via dee.smith@billingham-tc.gov.uk or telephone 01642 551171.

BILLINGHAM TOWN COUNCIL
DRAFTMINUTES OF THE FULL COUNCIL MEETING
TUESDAY 26th NOVEMBER 2024 AT 7PM
HELD IN THE MAIN HALL, BILLINGHAM COMMUNITY CENTRE

Present: Councillors H Atkinson
 M Bendelow
 C Besford
 M Besford
 C Leckonby
 M Lacey
 G McCall
 A McCoy
 G Snead
 M Stoker
 A Gilburt

Apologies: Councillor Scollen (Personal)
 Councillor G Hedley (Personal)
 Councillor D Forrest (No apologies received)

Officials: Miss Dee Smith - Town Clerk/RFO
 Miss Vicky Lloyd, Deputy Town Clerk

Stockton on Tees Borough Council (SBC) Councillors Marcus Vickers, Katie Weston and Paul Weston, and 2 members of the public were also present.

The meeting commenced at 7.02pm.

106/24 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone present and announced the following:

- Housekeeping

107/24 DECLARATIONS OF INTEREST

Cllr Lacey declared a pecuniary interest in agenda item 8b – Confidential business proposal.

108/24

MINUTES OF THE PREVIOUS FULL COUNCIL MEETING

Members were asked to approve the minutes of the Full Council meeting held on 24th September 2024 as a true and accurate record.

RESOLVED

That the above minutes, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

109/24

STOCKON BOROUGH COUNCIL (SBC) WARD COUNCILLOR UPDATES

The following updates were given:

Billingham North

- New signage has been installed at Haydon Green Play area to discourage dog fouling;
- Walkabouts have taken place with PCSO's. There have been increased levels of vehicle crime across High Grange, and antisocial behaviour involving young people around the Spar area and North Billingham Methodist Church. Visibility patrols have been carried out.;
- New lines being painted at Hepple Close to improve residents parking;
- Still looking at installing a defibrillator at High Grange field;
- Looking at installing security cameras at High Grange play area;
- The cameras on Casson Way at the shops are proving to be effective;
- Resurfacing works have been carried out on Marsh House Avenue and Casson Way;
- Next year's resurfacing schedule will be available soon;
- Next ward surgery is 7pm at High Grange Community Centre on 5th December 2024.

Billingham East

- Casework on trees, grassed areas;
- Looking at parking issues and HGV's on Marsh House Avenue;
- Held a meeting with Neighbourhood Manager from Thirteen Group to look at the moss on side of some houses due to lack of sunlight;
- Looking at parking issues on Flodden Way. Garages in the area used for storage, not parking cars. Investigations being carried out by Thirteen Group;
- In regular contact with PCSO's. Vehicle crime has been reported;

- Minimal disturbance from new build development opposite Neasham Avenue;
- Work continuing on Low Grange Working Club despite recent fire;
- Next ward surgery on 13th December at 4.30pm at New Life centre.

Billingham Central

- Receiving regular updates from Thirteen about Dawson House, concerns about the security of the building and rehousing have been raised;
- A traffic survey has been conducted on Pendle Crescent. This will be carried out again as the result didn't prove anything. The strip will be put in another location;
- Looking at options for the hard standing areas on Melrose Avenue. A site visit will take place with SBC officers;
- Crime figures have dropped on a whole by 24%.

Billingham South

- Looking at parking issues outside Manjaros on zig zag lines, possibly an engineering solution;
- Ongoing issues on New Road, lots of HGV's using the road, looking at a solution which could include thinning the road in places;
- Ongoing issues with no direct bus from Port Clarence to Billingham. Had discussions with Stagecoach and Tees Valley Combined Authority re: a new service once a day which will be trialled for 3 months and timing services to meet others that are going to Billingham at a bus stop in an appropriate place, creating a through ticket;
- Lots of well attended events taking place at Billingham Synthonia Cricket Club however, issues with antisocial behaviour and parking outside the venue. Working with SBC to look at these issues;
- Next surgery to take place on Tuesday 3rd December, 6.30pm at Billingham Town Football Club.

Billingham West

- Had poppies on display;
- Still waiting for noticeboard to be installed;
- Path markings to be installed to discourage dog fouling;
- Looking at installation of speed indicator devices;
- Carrying out casework on planning issues, trees, potholes.

RESOLVED

Information duly noted.

110/24

REPRESENTATION ON OUTSIDE BODIES

Updates were given from representatives on outside bodies:

ORGANISATION	UPDATE
Cleveland Local Council Association – Cllr Besford	No meeting
Billingham Environmental Link Programme – Cllr Scollen	No update
Billingham Legacy Foundation – Cllr McCall	No meeting
Billingham Community Partnership – Cllr Besford	The Town Clerk advised that at the last meeting a presentation was given by Sarah Jones on the Wellbeing Hub in Stockton.
Billingham International Festival of World Dance – Cllr Snead	No meeting
Catalyst Health & Wellbeing Committee	No update and new representative required.
Port Clarence in Bloom – Cllr Lacey	Cllr Lacey advised on 10 th December, Thirteen Group will be planting a Christmas tree in Port Clarence.
Clarences Community Partnership – Cllr Lacey	Meeting was cancelled
Stockton Volunteers Coordinators Forum – Town Council Officer	No update
Stockton Housing Forum/The Energy Advice Forum – Cllr Bendelow	No meeting
The Voice Forum – Cllr Scollen	No update
Stockton Funders Forum – Town Clerk	No meeting
CCIN – Cllr C Besford	No update – remove from agenda
Stockton & District Citizens Advice & Information Service – Cllr M Besford	No update. Cllr Besford advised that no correspondence has been received.
Infinity Partnership – Cllr Scollen	No update
Youth Providers Forum – Cllr Snead	Cllr Snead advised that at the last meeting, vaccination uptakes were discussed. Also, Facebook posts re: antisocial behaviour

NALC – Cllr C Besford	Cllr Besford advised that election of officers took place. There was a discussion around devolution to lowest level of local authorities. NALC have advised that they are facing increases in Employers NIC. A discussion took place around affiliation fees and an increase of 5% was agreed. The National Assembly meeting takes place on 10 th December.
Friends of St Cuthberts	Cllr Gilbert advised that discussions have taken place around the long term viability of the project and energy costs. The group are looking at external funding and are in the process of setting up charity status. Further discussions are happening around the church hall.

RESOLVED

Information duly noted.

111/24 DATE & TIME OF NEXT MEETING

The next Full Council meeting takes place on Tuesday 26th November 2024 at 6.30pm in the main hall at Billingham Community Centre.

112/24 EXCLUSION OF PRESS & PUBLIC

Members were asked to pass the following resolution:

"That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below"

Business Matters

- a. Members were asked to consider the proposed lease for the Café in the Park.
- b. The Town Clerk gave members a report on a business proposal in Port Clarence.

RESOLVED

- a. To agree the lease agreement with Stockton Borough Council in regards to the Café in the Park. Delegation given to the Town

Clerk/RFO to make the necessary arrangements for the signing of the lease.

- b. To refuse the proposal at this time due to the cost of the maintenance listed in the survey. However, to revisit the idea if the maintenance is carried out.

Councillor Lacey declared a pecuniary interest in this matter and left the room at 8.02pm.

The meeting concluded at 8.21pm with Cllrs Atkinson, Bendelow, C Besford, M Besford, A Gilburt, Leckonby, G McCall, A McCoy, G Snead and M Stoker present.

Appendix B

DRAFT BUDGET	2023 / 2024		2024/2025	2025/2026
ADMINISTRATION COSTS				
Staff Costs	£	122,295.00	132,500.00	£147,716.00
Pension	£	30,520.00	35,000.00	£35,000.00
Employers NI	£	13,200.00	18,000.00	£25,000.00
Travel & Subsidence	£	700.00	1,000.00	£750.00
Volunteer Expenses	£	500.00	200.00	£200.00
Staff expenses	£	1,000.00	1,500.00	£2,000.00
OFFICE RUNNING COSTS				
Rent	£	10,000.00	10,000.00	£10,000.00
TOWN COUNCIL OFFICE				
Office equipment	£	500.00	500.00	£500.00
Stationery	£	400.00	900.00	£500.00
Postage	£	100.00	100.00	£100.00
Telephone/Mobiles	£	1,400.00	1,400.00	£800.00
IT & Software	£	13,500.00	14,000.00	£15,000.00
Books/Literature	£	50.00	50.00	£50.00
Insurance	£	2,000.00	2,200.00	£2,600.00
Photocopier/printing	£	1,000.00	1,000.00	£1,500.00
Room hire			500.00	£500.00
Website	£	400.00	450.00	£400.00
TRAINING				
Staff	£	700.00	200.00	£200.00
Members	£	500.00	500.00	£500.00
Volunteers	£	100.00	100.00	£100.00
SUBSCRIPTIONS				
NALC/CLCA	£	3,000.00	3,000.00	£2,400.00
SLCC	£	900.00	900.00	£850.00
ICO	£	55.00	60.00	£55.00
NEREO	£	350.00	350.00	£350.00
CCIN	£	300.00	300.00	£300.00
Canva	£	-	300.00	£150.00
Living Wage Foundation			150.00	£150.00
TOWN COUNCIL Marketing				
Newsletter	£	2,000.00	6,000.00	£6,000.00
Conferences, Events & Awards	£	-	0.00	£0.00
AUDIT				
External Audit	£	1,000.00	1,300.00	£1,000.00
Internal Audit	£	250.00	350.00	£350.00
Accounts Support	£	3,500.00	3,700.00	£3,700.00
ELECTIONS				
Elections	£	8,000.00	0.00	£3,000.00

COMMUNITY HUB & CAFE

Marketing	£	1,000.00	0.00	£0.00
Annexe running costs	£	7,000.00	8,000.00	£8,000.00
Cafe Contingency	£	30,000.00	30,000.00	£28,000.00

EVENTS

Easter	£	-	2,000.00	£2,000.00
Dday			3,000.00	£0.00
Summer	£	3,000.00	5,000.00	£2,500.00
Halloween	£	-	2,000.00	£2,000.00
Xmas	£	4,000.00	10,000.00	£10,000.00
Fundraising events	£	250.00	0.00	£0.00
Events infrastructure	£	750.00	1,500.00	£1,500.00
Remembrance	£	-	0.00	£2,500.00
Half Term Activities	£	-	0.00	£0.00
Town Crier	£	500.00	500.00	£500.00
Carnival	£	2,000.00	2,000.00	£5,000.00
Coronation	£	1,000.00	0.00	£0.00
VE/VJ Day 80			0.00	£4,000.00
Youth Council			0.00	£500.00

DONATIONS

Grants	£	5,000.00	5,000.00	£5,000.00
Subsidies	£	36,000.00	15,000.00	£15,000.00
Sponsorship	£	10,000.00	25,000.00	£25,000.00
Chairmans Allowance	£	1,000.00	1,000.00	£1,000.00

PROJECTS

Community Fund	£	-	3,200.00	£1,800.00
Sunday Lunch Project	£	12,000.00	8,000.00	£0.00
Garden	£	-	0.00	£0.00
CAB Worker				£8,000.00

£	331,720.00	£	357,710.00	£384,021.00
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