

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summonsed to attend the meeting of **WEST BEDLINGTON TOWN COUNCIL** to be held at **Bedlington Community Centre**, Front Street West, Bedlington.
On Thursday 11th May 2023 at 6.30pm.



The agenda for the meeting is set out below.
Steven Young - Town Clerk
3rd May 2023.

PRESENTATIONS

- There are no presentations for this meeting.

ELECTION OF CHAIR (MAYOR) FOR THE YEAR 2022/23.

1.	Election of Chair (Mayor) For the Year 2023 - 24
2.	To Receive the Mayors Declaration of Acceptance of Office.
3.	Election of Deputy Mayor for The Year 2023 – 24 <i>It is at the Councils discretion whether to elect a Deputy Mayor or not.</i>
4.	To Receive the Deputy Mayors Declaration of Acceptance of Office.

The meeting will be suspended by the Chair to allow public questions to the Council.

QUESTIONS TO THE COUNCIL

- The Chair will invite members of the public present to put questions and bring matters to the attention of the Council.
- This question time will last for a period of up to 15 minutes overall (which may be extended if the Chairman deems it necessary)
- To give every member of the public a fair chance of asking a question, the number of questions asked by any individual person may be limited at the Chairs discretion. The above covers both verbal and written submissions.
- Any member of the public who speaks should first state their name and address.
Please note that Members of the Public are not permitted to speak after question time is completed.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Attendance / Apologies and Declarations of Interests.	
1.	Apologies for Absence. i. To receive and note any apologies for absence from Councillors. ii. To consider and determine any dispensations for absent Councillors.
2.	Declaration of Interests. i. Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 12th July 2012. ii. To consider any requests for dispensations. Members are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification should contact the Town Clerk.

PART B – MATTERS FOR DECISION

1. MINUTES OF THE LAST MEETINGS / SUMMARY OF DELEGATED DECISIONS

Details of Meeting or Delegated Decisions	
a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 13 th April 2023. (Draft minutes distributed to members).
b.	To discuss any matters arising from the minutes of the last meeting held on 13 th April 2023 that are not included as agenda items.

2. MATTERS FOR DISCUSSION / DECISION

Matters for Discussion / Decision	
a.	<p>Schedule of Council Meetings for the year. The Council is asked to discuss and approve a schedule of Council meeting dates for the forthcoming year. (A draft schedule is provided and distributed to members). <i>Note Standing Order 3.2. Meetings will take place on the second Thursday of each month (unless the date is prohibited by law) or it is resolved otherwise by a meeting of the Council.</i></p>
b.	<p>Council Committees / Working Groups. <i>Note Standing Order 10.2. Any committee / task and finish group established will remain in place for the duration of each Council term (the period between elections) unless otherwise resolved by a meeting of The Council or until the task is completed and signed off.</i> <i>Committees meet in public and may have powers to spend and make decisions (in line with any terms of reference).</i> <i>Working / Support Groups meet privately – and make recommendations to full council - all formal decisions and spending must be made at a full Council meeting.</i></p> <p>The Council is asked to discuss and decide upon the continuation of the following Working / Support Groups or Committees.</p> <ol style="list-style-type: none"> 1) Services Committee – front line service provision – bus shelters / public seats / litter bins / play areas / road traffic speed sign / community defibrillators / CCTV etc. 2) Events Working Group – support Event Organiser / receive their feedback and suggestions / review performance, approve time limited decisions where a delay would be detrimental or prohibit an event etc. 3) Neighbourhood Plan Working Group – Neighbourhood Plan completion 4) Finance Working Group – Accounts / Financial Planning / Reserves / Budgeting / Precept Preparation etc. 5) Staffing and Governance Working Group – Council Policies / Procedures / Services Standards / Complaints / Risk Assessments (not financial risks) / Insurance / HR / Salaries / Recruitment. 6) Planning Working Group – consider planning applications where comment has been requested from Planning Authority etc.
c.	<p>Committee / Working Group Terms of Reference. The Council are requested to discuss, review, and approve the DRAFT terms of reference distributed. (Draft distributed).</p> <ol style="list-style-type: none"> 1) Services Committee. 2) Events Working Group. 3) All Other Working Groups.
d.	<p>Committee / Working Group Membership. The Council are requested to discuss and agree (considering any agreed terms of reference in c above) the membership of each working group.</p>
e.	<p>Council Representation to Other Bodies. The Council are requested to discuss and decide upon elected representation on External Committees / Bodies.</p> <ol style="list-style-type: none"> i. Northumberland Association of Local Councils (NALC) ii. Town / Parish Council Town Liaison Committee – usually Council Chair. iii. Any other bodies determined by members.
f.	<p>Internal Audit.</p> <ol style="list-style-type: none"> i. The Council are requested to discuss and decide upon the reappointment of Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2023/24. ii. The Council are asked to discuss and approve the DRAFT Internal Audit Terms of Reference (distributed to members).

g.	Cheque Signatories / Bank Mandate. The Council are asked to review its Bank Mandate signatories. The Council is required to hold 3 (Three) Bank Mandate signatories at any one time. (Banks will require a credit check for signatories). Currently Councillors Crosby, Hedley, and Hogg.										
h.	Monthly Bank Reconciliation Counter Check Councillor – The Council are requested to review its nominated Councillor to provide Confirmation of Monthly Bank Reconciliation on behalf of Members. Currently Councillor Todd.										
i.	Finance Report to 31st March 2023. The Council are asked to discuss and NOTE. 1. The Financial Report (Budget v Spending) to 31 st March 2023. 2. The explanation of overspends. 3. The position of reserves as at 31 st March 2023. 4. The shortfall of £5,857 (against The Town Councils Reserves Policy). No action is recommended other than to review periodically.										
j.	Subscriptions. The Council are requested to discuss and decide upon the renewal of an Annual Subscription to NALC (Northumberland Association of Local Councils) at a cost of £1603.02.										
k.	Bedlington Railway Station. The Council are asked to decide upon a proposal that will provide “Support to prevent demolition of station building at Bedlington Station”. Councillors Hogg and R Wallace. (Details distributed to members)										
l.	Play Area Extension. The Council are asked to consider a proposal to investigate the possibilities and costs associated with an extension of the current play area provision on 20 Acre Playing Field. (Councillor Thompson).										
m.	Working Groups / Committees (items for decision or discussion). Services Committee. The Committee Chair (Councillor Hogg) will provide a verbal report of the meeting decisions.										
n.	Working Groups / Committees (items for decision or discussion). All Other Support / Working Groups. a. Any Recommendations from any Working Group for decision by full Council. From Events Working Group. i. Approve the date(s) of 2023 Christmas Lights Switch on Event as Friday 24 th and Saturday 25 th November 2023. ii. Approve Charmain Hamilton as the Christmas Lights Switch on Event Organiser. iii. Approve an increase in the Christmas Event Budget from £12k to £15k to provide additional items. iv. Approve the setting aside of £1500 within reserves as a contingency available to The Events Working Group without recall to Full Council. v. Approve the use of the unspent Armed Forces / Everyday Heroes Event budget for the provision of the already approved residents Gardening Competition. vi. Approve the purchase of Commemorative Coronation Pens for guests at Coronation Tea Party. Cost £317.07. b. Any Other Items from any Support / Working Group Meeting (not for decision).										
o.	Working Groups / Committees (items for decision or discussion). Planning Working Group Planning Applications – Considered by Planning Working Group - Where Comments Have Been Requested. After considering any recommendation of its Planning Working Group, The Council are asked to discuss and decide if it wishes to make any comments in relation to the Planning applications received for comment.										
	<table border="1"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>23/01292/FUL</td> <td>Widening of current garage to enable a car to be parked within and to create a bedroom with en-suite above the garage Location 18 Towers Close Bedlington Northumberland NE22 5ER</td> <td>18th May 2023.</td> </tr> <tr> <td>23/01439/VARYCO</td> <td>Variation of condition 2 on approved application 21/04021/FUL to allow minor changes to building facade and external works as result of design development to internal floor plans. Location 86 - 88 Front Street East Bedlington Northumberland NE22 5AB</td> <td>19th May 2023.</td> </tr> </tbody> </table>		Ref.	Description	Response Due Date	23/01292/FUL	Widening of current garage to enable a car to be parked within and to create a bedroom with en-suite above the garage Location 18 Towers Close Bedlington Northumberland NE22 5ER	18th May 2023.	23/01439/VARYCO	Variation of condition 2 on approved application 21/04021/FUL to allow minor changes to building facade and external works as result of design development to internal floor plans. Location 86 - 88 Front Street East Bedlington Northumberland NE22 5AB	19th May 2023.
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	Note: recent notified planning decisions and other planning applications (where comments have not been requested) are shown in PART C for information only).										
p.	External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.										

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

Matters for Information or To Be Noted				
a.	Correspondence.			
	The Council are requested to accept all correspondences and the actions noted in respect of each.			
	Ref	From	Brief Description	Action Taken
	99	Northumberland County Council	Cramlington, Bedlington & Seaton Valley LAC - 19 April	Noted + Circulated
	100	Bluefield Developments	Broadway House solar farm and battery storage project	Noted + Circulated
	101	Healthwatch Northumberland	Chair Recruitment	Noted + Circulated
	102	Northumberland County Council	Northumberland Day Newsletter	Noted + Circulated
	103	Northumberland County Council	Latest Northumberland News and Jobs April 14, 2023	Noted + Circulated
	104	Wansbeck Valley Food Bank	Note of Thanks	Noted + Circulated
	105	Bedlington Food Bank	Note of Thanks	Noted + Circulated
	106	Bedlington Salvation Army	Note of Thanks	Noted + Circulated
	107	Ashington Town Council	Carbon Literacy Training	Noted + Circulated
	108	Northumberland County Council	Latest Northumberland News and Jobs April 21, 2023	Noted + Circulated
	109	Northumberland County Council	Bedlington to Bedlington Station LUF Scheme	Noted + Circulated
	110	NALC	ENews April 2023	Noted + Circulated
	111	NALC	ENews April 23	Noted + Circulated
	112	Northumberland County Council	TTRO 33896214 A1068 Choppington Road, Choppington Level Crossing	Noted + Circulated
	113	Cultural Services Northumberland County Council	Playzone Update	Noted + Circulated
114	Bedlington West End School	Note of Thanks	Noted + Circulated	
115	Northumberland County Council	Northumberland Line Newsletter - April 2023	Noted + Circulated	
116	Northumberland County Council	Latest Northumberland News and Jobs April 28, 2023	Noted + Circulated	
117	The Local Government Boundary Commission for England	Have your say on our draft recommendations for new electoral arrangements in Northumberland County Council	Noted + Circulated	
b.	Consultations.			
	From	Description	Details	
	None	For This	Meeting	
c.	Invitations.			
	From	Event	Response Details	
	None	For This	Meeting	
d.	Schedule of Payments and Receipts.			
	Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.			
	Payee	Amount £. p	Description	Notes
	Northumberland County Council	-136,425.00	First Instalment – precept Receipt	
	Broxap Limited	754.68	New Litter Bins	
	House of Hamilton	450.00	Childrens Event – Pirate Show	
	House of Hamilton	300.00	Childrens Event – Magic Show	
	House of Hamilton	300.00	Childrens Event – Games and Pizza	
	House of Hamilton	40.00	Childrens Events - Accessories	
	BHIB Ltd	1,966.24	Annual Insurance Premium	

	Information Commissioner	35.00	Annual Subscription	
	House of Hamilton	265.00	Childrens Event – Easter Disco	
	House of Hamilton	250.00	Childrens Event – Lets Act	
	House of Hamilton	300.00	Childrens Event – Pottery Class	
	Zoom Video Communications Inc	143.88	Annual Software Subscription	
	Talk Talk Business	48.54	Telephone + Internet	
	Reay Security Limited	83.04	CCTV Charges	
	Bedlington Community Centre	250.00	Childrens Events – Room Hire	
	Bedlington Community Centre	8,040.00	Office Rent + Van Hire	
	Bedlington Community Centre	200.00	Room Hire + Refreshment - Annual Meeting of Town	
	Reay Security Limited	809.64	CCTV Charges	
	Reay Security Limited	446.40	Play Area Gate Locking Charges	
	Bedlington Salvation Army	500.00	Food Bank Donation	
	Bedlington Food Bank	500.00	Food Bank Donation	
	Wansbeck Valley Food Bank	500.00	Food Bank Donation	
	HMRC	-22,883.65	Refund of paid VAT	
	Rural Services Partnership	146.18	Annual Subscription	
	Aviva Insurance	-91.75	Insurance Claim – Damage to Market Place Seat	
	Physical Education & Active Kids Ltd	5,034.96	Jubilee Games Charges	
	House of Hamilton	3,000.00	Coronation Tea Party + Childrens Disco	
	Northumberland County Council	3,950.86	April Payroll Charges	
	House of Hamilton	317.07	Coronation - Giveaways	
e.	Other Planning Applications Where comments have not been requested.			
	Ref.	Description		
	23/01310/MISC	Permitted development under Class A of Part 16 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended (the GPDO), involve the installation of the following electronic communications apparatus. Removal of 3No. Antennas 13.09m, 3No. ERS units, 1No. RBS Cabinet and Installation of 3No Antennas @13.1m, 1No GPS Antenna, 6No ERS units and of Ancillary Equipment. Communications Mast Glebe Road Bedlington Northumberland NE22 6JX		
f.	Planning decisions notified to West Bedlington Town Council by Northumberland County Council.			
	Ref.	Description	Decision	
	22/04060/FUL	Erection 2no 2-storey 4 bed detached dwellings (validated 06/01/23, notice served) Location Land South West Of 21 Front Street East Bedlington Northumberland	REFUSED	
	22/02717/FUL	Change of use from existing Grass football pitch to a 3G artificial grass pitch; replace existing sports rail. Location Welfare Park, Bedlington Terriers Football Club Park Road Bedlington Northumberland NE22 5DP	GRANTED	
	23/00369/FUL	Change of use from daytime breakfast/lunch takeaway only to mixed daytime takeaway and night time burger takeaway. Location One Street Kitchen 64 Front Street East Bedlington Northumberland NE22 5AB.	GRANTED	
	23/00628/FUL	Demolish garage and replace with a 2-storey extension. Location 38 Windsor Gardens Bedlington Northumberland NE22 5SY	GRANTED	
g.	Police Report. No Police report this month. The next scheduled regular report is for June 2023 meeting.			
h.	Bank Reconciliation I. The Council are asked to note checked bank reconciliation of £343,035.87 as of 30th April 2023 and a Deposit Account Balance of £100,707.63 as of 30th April 2023. Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls. Councillor Todd as the nominated member has independently verified the monthly bank reconciliation.			

i.	<p>Date of Next Meeting. The next meeting of the Council (subject to approval on the current agenda) will be on Thursday 8th June 2023 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 31st May 2023.</p>
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WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS: Bill Crosby, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Jane Todd, Diane Wallace, Russ Wallace.