

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 12th May 2022 at 6.30pm.



The agenda for the meeting is set out below.
Steven Young - Town Clerk
4th May 2022

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 2022 - 23
2.	To Receive the Mayors Declaration of Acceptance of Office.
3.	Election of Deputy Mayor for The Year 2022 – 23 <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 14 th April 2022. (Draft minutes distributed to members).
b.	To discuss any matters arising from the minutes of the last meeting held on 14 th April 2022 that are not included as agenda items.
c.	<p>Annual Meeting of The Town 2022.Draft Minutes</p> <p>The Council are requested to NOTE the DRAFT copy of the minutes of The Annual Meeting of The Town held on 22nd April 2022 as a true record of the meeting. (Distributed to members) <i>Note - Draft minutes have been distributed to all electors in attendance at the meeting with a request for suggested amendments. These draft minutes cannot be formally approved until the next Annual Meeting of The Town – Date to be arranged 2023.</i></p>

2. MATTERS FOR DISCUSSION / DECISION

Matters for Discussion / Decision	
a.	<p>i. Council Meeting and Services Committee Meetings November 2022. The Council is requested to discuss and decide upon any public meeting arrangements for November 2022. (The Clerk will be on annual leave for the whole of November 2022. <i>(Members do not have the legal authority to issue full council meeting summons).</i></p> <p>ii. 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 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 are asked to NOTE the continuation of the following Working 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 – procurement / recruitment of event providers / liaison and reporting with event providers / organisation of directly delivered events (Remembrance / Armed Forces Day / Christmas lights switch on etc.) 3) Communications Working Group – newsletter / consultations / publicity / website and social media etc. 4) Neighbourhood Plan Working Group – Neighbourhood Plan completion 5) Finance Working Group – Accounts / Financial Planning / Reserves / Budgeting / Precept Preparation etc. 6) Staffing and Governance Working Group – Council Policies / Procedures / Services Standards / Complaints / Risk Assessments (not financial risks) / Insurance / HR / Salaries / Recruitment. 7) Youth Support Programme – Appointment / Liaison / procurement /Reporting with Youth Support provider(s). 8) Planning Working Group – consider planning applications where comment has been requested from Planning Authority etc.
c.	Committee / Working Group Terms of Reference. The Council are requested to discuss, review, and approve the DRAFT terms of reference distributed. (Draft distributed).
d.	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.
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.

	<ul style="list-style-type: none"> iii. Bedlington Community Centre Trustee Rep. iv. Any other bodies determined by members.
f.	<p>Internal Audit.</p> <ul 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 2022/23. ii. The Council are asked to discuss and approve the DRAFT Internal Audit Terms of Reference (distributed to members). iii. The Council are asked to NOTE the Internal Audit Report for April 2022. (Distributed to members).
g.	<p>Cheque Signatories / Bank Mandate. The Council are asked to review its cheque signatory arrangements (Bank Mandate). The Council is required to hold 3 (Three) cheque signatories at any one time. (Banks will require a credit check for signatories). Currently Councillors Crosby, Hedley, and Hogg.</p>
h.	<p>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.</p>
i.	<p>Queen Elizabeth II Platinum Jubilee – Events. The Council are asked to discuss and decide upon the following events to celebrate the Platinum Jubilee of Queen Elizabeth II</p> <ul style="list-style-type: none"> i. Beacon Lighting and Torch Parade. (Proposal distributed) Councillor Reed. ii. Tea Dance for residents of Bedlington Care Homes. (Proposal distributed) Councillor Reed. iii. Bedlington Front Street Jubilee Decorations – to discuss and decide if / and how to “dress” Front Street, Bedlington to mark the Platinum Jubilee.
j.	<p>Funding of Bedlington Food Banks - Review.</p> <ul style="list-style-type: none"> 1. The Council are requested to discuss, review, and decide upon any financial support to: <ul style="list-style-type: none"> i. Bedlington Salvation Army. ii. Bedlington Matthew Project. iii. Wansbeck Valley Food Bank. 2. The Council are requested to discuss and determine next review dates for the funding of Food Banks. <ul style="list-style-type: none"> i. Bedlington Salvation Army. ii. Bedlington Matthew Project. iii. Wansbeck Valley Food Bank. <p>Any approved funding would be in respect of a S137 payment.</p>
k.	<p>Funding Applications. Community Chest Application. The Council are requested to decide upon a Community Chest Application from Bedlington Community Centre. (Application distributed to members).</p>
l.	<p>Youth Provision / Events - Submission of Proposals for forthcoming Events. The Council are asked to discuss and decide upon final submission dates for any forthcoming events as detailed below. (Submission to The Clerk for inclusion upon a future Council meeting agenda).</p> <ul style="list-style-type: none"> i. Summer School Holiday 2022 (18th July 2022 – 4th Sept 2022) Events for Children by 1st June 2022. (BCC room availability distributed for information only – other venues may be available and will require the landowner’s permission). ii. October School Half Term 2022 (24th October 2022 – 28th October 2022) Events for Children by 31st August 2022. iii. Spooktacular Event 2022 by 31st August 2022. iv. Christmas School Holidays 2023 for Children 2022 by 5th October 2022. v. Christmas Lights Switch on Event 2022 by 31st August 2022. vi. Easter 2023 School Holiday (3rd April 2023 – 14th April 2023) Events for children by 5th October 2022. vii. Any other Schools Holidays (half term breaks) not included above.
m.	<p>Working Groups / Committees (items for decision or discussion). Services Committee.</p> <ul style="list-style-type: none"> 1. The Committee Chair (Councillor Hogg) will provide a verbal report of the meeting decisions. <ul style="list-style-type: none"> ii.
n.	<p>Working Groups / Committees (items for decision or discussion). Governance and Staffing Working Group.</p> <ul style="list-style-type: none"> 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision) – The Working Group Chair (Councillor Crosby) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.

o.	<p>Working Groups / Committees (items for decision or discussion). Events Working Group</p> <p>1. Recommendations from Working Group for decision by full Council. None for this meeting.</p> <p>2. Any Other Items from the Working Group Meeting (not for decision) - The Working Group Chair (Councillor Reed) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
p.	<p>Working Groups / Committees (items for decision or discussion). Communications Working Group</p> <p>1. Recommendations from Working Group for decision by full Council. None for this meeting.</p> <p>2. Any Other Items from the Working Group Meeting (not for decision). Chair (Councillor Reed) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
q.	<p>Working Groups / Committees (items for decision or discussion). Neighbourhood Plan Working Group</p> <p>1. Recommendations from Working Group for decision by full Council. None for this meeting.</p> <p>2. Any Other Items from the Working Group Meeting (not for decision) Chair (Councillor Hogg) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
r.	<p>Working Groups / Committees (items for decision or discussion). Finance Working Group</p> <p>1. Recommendations from Working Group for decision by full Council.</p> <ul style="list-style-type: none"> i. Members are requested to NOTE the financial year end position for Reserves. (Distributed to members). ii. Members are requested to NOTE the “shortfall” in Non-Specific Reserves (Copy of Reserves Policy distributed to members). iii. Members are asked to discuss and decide upon a recommendation from The Working group to make an immediate transfer of £5k from specific reserves for Market Place Bollards to Non – Specific Reserves to address the “shortfall”. <i>The Bollards have been in place for some time and provision was made to contribute to Northumberland County Council which is now unlikely to be requested.</i> iv. Members are asked to NOTE that a full review of the current reserves policy together with a review of all specific reserves will be added to the next Council meeting agenda. <p>2. Any Other Items from the Working Group Meeting (not for decision) Chair (Councillor R Wallace) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
s.	<p>Working Groups / Committees (items for decision or discussion). Youth Support Programme Working Group</p> <p>1. Recommendations from Working Group for decision by full Council. None for this meeting.</p> <p>2. Any Other Items from the Working Group Meeting (not for decision) The Working Group (No Chair) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
t.	<p>Working Groups / Committees (items for decision or discussion). Planning Working Group</p> <p>Planning Applications – Considered by Planning Working Group - Where Comments Have Been Requested.</p> <p>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.</p> <table border="1" data-bbox="228 1279 1474 1576"> <thead> <tr> <th data-bbox="228 1279 456 1379">Ref.</th> <th data-bbox="456 1279 1259 1379">Description</th> <th data-bbox="1259 1279 1474 1379">Response Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 1379 456 1476">22/01082/RENE</td> <td data-bbox="456 1379 1259 1476">Construction of a solar farm together with all associated works, equipment and necessary infrastructure. Location Land East Of Burnt House Farm Netherton Road Bedlington Northumberland</td> <td data-bbox="1259 1379 1474 1476">16th May 2022.</td> </tr> <tr> <td data-bbox="228 1476 456 1576">22/01306/FUL</td> <td data-bbox="456 1476 1259 1576">The Lodge 25 Netherton Road Nedderton Village Northumberland NE22 6AX</td> <td data-bbox="1259 1476 1474 1576">16th May 2022.</td> </tr> <tr> <td data-bbox="228 1576 456 1668"></td> <td data-bbox="456 1576 1259 1668"></td> <td data-bbox="1259 1576 1474 1668"></td> </tr> </tbody> </table> <p>Note: recent notified planning decisions and other planning applications (where comments have not been requested) are shown in PART C for information only).</p>	Ref.	Description	Response Due Date	22/01082/RENE	Construction of a solar farm together with all associated works, equipment and necessary infrastructure. Location Land East Of Burnt House Farm Netherton Road Bedlington Northumberland	16th May 2022.	22/01306/FUL	The Lodge 25 Netherton Road Nedderton Village Northumberland NE22 6AX	16th May 2022.			
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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
	313	Bedlington Resident	Copies of correspondence x 11 to NCC Planning and responses re Planning Application 21/02754	Noted + Circulated
	314	Bedlington Resident	Enquiry re Minutes 14 th April 2022	Noted + Circulated + Replied.
	315	Sports Development Northumberland County Council	Exciting new sporting opportunities for Northumberland	Noted + Circulated
	316	NALC	Enews 13 April 2022	Noted + Circulated
	317	Bedlington Salvation Army	Retirement of Leaders	Noted + Circulated
	318	Northumbria Police	Northumbria Connected - Connected-to-your-Community	Noted + Circulated
	319	Bedlington Resident	Gallagher Park Drivers	Noted + Circulated + Acknowledged + Forwarded to NCC AND Police.
	320	NCC Parks and Green Spaces	Copy of reply to resident ref 319	Noted + Circulated
	321	NALC	Enews 26 April 2022	Noted + Circulated
	322	NALC	Member Council Update General Power of Competence 26 April 2022	Noted + Circulated
	323	Northumberland County Council	Queen's Platinum Jubilee Fund Confirmation of Successful Application	Noted + Circulated
	324	National Trust	Recruiting for Seasonal Posts	Noted + Circulated
	325	Wansbeck Valley Food Bank	Note of Thanks for Funding	Noted + Circulated
	326	Bedlington Salvation Army	Note of Thanks for Funding	Noted + Circulated
	327	St Benet Biscops School	Note of Thanks for Funding	Noted + Circulated
	328	Northumberland County Council	Latest Northumberland News and Jobs April 29, 2022	Noted + Circulated
	329	Bedlington Resident	Reply re Blue Plaque Request For Additional Information.	Noted + Circulated
330	NCC Neighbourhood Services	Meadowdale Play Area Gates	Noted + Circulated	
331	NCC Highways	Amended TTRO 128236772 B1331 Netherton Road	Noted + Circulated	
332	Bluefield Development	Proposed Solar Farm on Land Adjacent to Burnt House Farm – Community Benefit Introduction	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
	Amazon	1,782.00	Jubilee Street Party Packs	
	BigBearPromo Ltd	3,181.20	Jubilee School Gifts	
	Northumberland County Council	-135,155.00	Precept Payment	
	DL Maintenance & Repair	878.85	Bus Shelter Panels	
	Charmaine Hamilton	900.00	Summer Music Event Deposits	
	Gifts2Impress Ltd	2,486.40	Jubilee School Gifts	
	Morrisons Bedlington	189.00	Easter Eggs	
	Zoom Video Communications Inc	103.66	Annual Subscription	
	Glassfibre Flagpole Ltd	61.14	Platinum Jubilee Flag	
	BHIB Ltd	1,834.99	Insurance Premium	
	Information Commissioner	35.00	Data Protection Fee	
	Talk Talk Business	45.54	Telephone + Internet	
	Trophies Plus Medals Ltd	759.00	Jubilee School Gifts	
	Dunelm Hygiene Products Ltd	22.80	Litter Pick Refuge Sacks	
	Reay Security Limited	83.04	CCTV Charges	
	NALC	1,568.85	Annual Subscription	
	Mint Management	5,000.00	Easter Children's Events	
	Defib Machines Limited	4692.00	Annual Lease Costs Defibrillators and Cabinets	
	21CC Group Limited	588.00	Beacon	
	Wireless Logic Limited	499.20	CCTV Sim Card Costs	
	Springview Landscaping	1,760.00	War Memorial Path Repairs	
	Reay Security Limited	83.04	CCTV Charges	
	Groundworks UK	570.00	Return of Unused NP Grant	
	Reay Security Limited	809.64	CCTV Charges	
	Bedlington Community Centre	7,500.00	Annual Office Rent	
	Bedlington Community Centre	450.00	Room Hire – Easter Events	
	Wansbeck Valley Food Bank	500.00	Food Bank Donation	S137
	Bedlington Salvation Army	500.00	Food Bank Donation	S137
	Malcolm Wilkinson	70.00	Internal Audit	
e.	Other Planning Applications Where comments have not been requested.			
	Ref.	Description		
		None For This Meeting.		
f.	Planning decisions notified to West Bedlington Town Council by Northumberland County Council.			
	Ref.	Description	Decision	
	22/00428/FUL	Detached garage with first floor space within roof void Location 80 Windsor Gardens Bedlington Northumberland NE22 5SY	GRANTED	
	21/02754/FUL	Construction of 2 four bedroom dwellings (revalidated 29/10/21) Location 21A And 21B Front Street East Bedlington Northumberland NE22 5DS	REFUSED	
g.	Police Report. No Police report this month. The next scheduled regular report is for June 2022 meeting.			
h.	Bank Reconciliation I. The Council are asked to note checked bank reconciliation of £340,287.53 as of 30th April 2022 and a Deposit Account Balance of £100,454.24 as of 30th April 2021. 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	Matters for Information Only – Any matters that members would like to bring to the attention of other members and residents. For Information only no proposals or voting on these matters.
j.	Date of Next Meeting. The next meeting of the Council will be on Thursday 9th June 2022 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 1st June 2022.

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS: Bill Crosby, Paul Hedley, Adam Hogg, Wendy Reed, Christine Taylor, Victoria Thompson, Jane Todd, Diane Wallace, Russ Wallace.