

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 13th January 2022 at 6.30pm.

The agenda for the meeting is set out below.
Steven Young - Town Clerk
5th January 2022



PRESENTATIONS

- There are no presentations for this meeting.

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.	
a.	Apologies for Absence. i. To receive and note any apologies for absence from Councillors ii. To consider and determine any dispensations for absent Councillors.
b.	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 9th December 2021.
b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.

2. MATTERS FOR DISCUSSION / DECISION

Matters for Discussion / Decision	
a.	<p>2022 -23 Budget and Precept Requirement. The Council are requested to review and approve the proposed budget, precept requirement and estimate of Reserves for 2022/23 (Budget Summary distributed to members)</p> <ul style="list-style-type: none"> i. A budget for the financial year 2022-23 of £270,310 (For info 2021-22 £270,275). ii. A precept requirement of £270,310 for the financial year 2022-23. (For info 2021-22 £251,775). iii. An estimated year end revised reserves provision to take account of potential new services / events. (Draft Revision of Specific and Non Specific Reserves distributed to members).
b.	Asset Register. The Council are asked to review and approve its updated asset register. (Draft updated register circulated to members).
c.	<p>Internal Controls. The Council are requested to discuss and decide upon the DRAFT Internal Controls (Distributed to members)</p> <ul style="list-style-type: none"> i. Statement of Internal Controls. ii. Financial Risk Assessment.
d.	<p>Funding Applications / Proposals</p> <ul style="list-style-type: none"> i. Funding Proposal. The Council are asked to discuss and decide upon a proposal to financially support Bedlington Community Allotment in replacing a fence damaged during Storm Arwen. Councillor Hedley. ii. Community Chest Application. The Council are requested to decide upon a Community Chest Application from Dr Pit Welfare Park Bowling Club.
e.	<p>External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.</p>
f.	Financial Governance Statement 2021 - 2022. The Council are asked to review its Financial Governance Statement for 2021 – 2022. (Financial Governance Statement circulated to members).
g.	<p>Risk Assessments – Annual Review. The Council are requested to review, update if appropriate and approve the following risk assessments (Draft assessments circulated to members).</p> <ul style="list-style-type: none"> i. Lone Working ii. Slips and Trips iii. Manual Handling iv. Electrical Equipment v. Display Screen Equipment vi. Stress vii. Travelling Whilst at Work viii. Dealing with The Public ix. Fire Procedure
h.	<p>Working Groups / Committees (items for decision or discussion). Services Committee.</p> <ol style="list-style-type: none"> 1. The Working Group Chair (Councillor Hogg) will provide a verbal report of the meeting decisions.
i.	<p>Working Groups / Committees (items for decision or discussion). Governance and Staffing Working Group.</p> <ol style="list-style-type: none"> 1. Governance Recommendations from Working Group for decision by full Council. None for this meeting. None 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.
j.	<p>Working Groups / Committees (items for decision or discussion). Events Working Group</p> <ol 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 Reed) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.

k.	<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>												
l.	<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>												
m.	<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> <p>i. The Council are asked to note the updated financial position of the Council. (Finance report distributed to members).</p> <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>												
n.	<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 Chair (Councillor Thompson) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.</p>												
o.	<p>Working Groups / Committees (items for decision or discussion). Planning Working Group</p> <p>1. 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.</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>21/04663/FUL</td> <td>Demolition of existing conservatory and erection of habitable sun room. Location 3 Durham Close Hazelmere Bedlington NE22 6NB</td> <td>For Info Only</td> </tr> <tr> <td>21/01385/FUL</td> <td>Partial demolition of rear of existing social club, internal and external alterations, partial two-storey rear extension forming new escape stairs and addiiton of ramp to front. Location Bedlington Social Club Market Place Bedlington Northumberland NE22 5TN</td> <td>10th January 2022. Ext To 14th January 2022</td> </tr> <tr> <td>21/04882/FUL</td> <td>Proposed single storey side extension - Retrospective Location 1 Windsor Court Bedlington NE22 5PB</td> <td>10th January 2022. Ext To 14th January 2022</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> <p>2. Recommendations from Working Group for decision by full Council.</p> <p>i. The Council are requested to discuss and decide upon a proposal to request planning application notifications from Northumberland Council for neighbouring parish councils which although the application falls outside of West Bedlington parish it may potentially affect West Bedlington parish. Councillor Hogg.</p>	Ref.	Description	Response Due Date	21/04663/FUL	Demolition of existing conservatory and erection of habitable sun room. Location 3 Durham Close Hazelmere Bedlington NE22 6NB	For Info Only	21/01385/FUL	Partial demolition of rear of existing social club, internal and external alterations, partial two-storey rear extension forming new escape stairs and addiiton of ramp to front. Location Bedlington Social Club Market Place Bedlington Northumberland NE22 5TN	10th January 2022. Ext To 14 th January 2022	21/04882/FUL	Proposed single storey side extension - Retrospective Location 1 Windsor Court Bedlington NE22 5PB	10th January 2022. Ext To 14 th January 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
	191	NALC	Enews 2 December 2021	Noted + Circulated
	192	Bedlington Resident	Letter – Who Is Running the Council?	Noted + Circulated + Replied
	193	Friends of Westlea Cemetery	Request to be consider for I.T Equipment donation.	Noted + Circulated
	194	NALC	Enews 8 December 2021	Noted + Circulated
	195	NCC Elections	May 2021 Election Costs	Noted + Circulated + Replied
	196	NALC	Member Council Update 9 December 2021	Noted + Circulated
	197	Transport North East	ZEBRA Business Case Submission-Letters of Support	Noted + Circulated
	198	NCC Communications	Parish Council Briefing - Storm Arwen	Noted + Circulated
	199	NCC Highways	EMG TTRO 126890811 - Centenary Cottages Bedlington	Noted + Circulated
	200	NALC	Enews 16 December 2021	Noted + Circulated
	201	Captain Nicholas Moffat	Old Time Sailors Artist Submission	Noted + Circulated
	202	NALC	Member Council Update 17 December 2021	Noted + Circulated
	203	NCC Leader	Christmas Greetings	Noted + Circulated
	204	NCC Community Chest	Community Chest Scheme Deadline	Noted + Circulated
	205	Northumberland CVA	Damage from Storm Arwen- Not for Profit Organisations Insurance Survey	Noted + Circulated
	206	Bedlington Resident	Thanks for E Newsletter and Best Wishes for 2022	Noted + Circulated
	207	Bedlington Salvation Army	Note of Thanks for Food Bank Financial Donation	Noted + Circulated
208	NALC	Survey on the relationship with the County Council January 2022	Noted + Circulated + Copy to Chair For Completion.	
209	High Street Safari	Platinum Jubilee Preparations	Noted + Circulated	
b.	Consultations.			
	From	Description	Details	
	None For This Meeting			
c.	Invitations.			
	From	Event	Response Details	
	Northumberland Fostering Service	View new national short fostering film	Available to all on-line http://www.northumberland.gov.uk/foster	
Northumberland Line Project Team	Northumberland Line Specials January 2022 (19 th / 26 th Jan 2022)	2 representatives from the Town Council – reply by 7 th Jan 2022.		
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	
The Festive Lighting Company Ltd	4,783.01	New Christmas Motif Lights		
By Wendy Ltd	892.55	Christmas Mugs		
Widescope Web Design	180.00	Annual Website Hosting Fee		
Reay Security Limited	809.64	CCTV Charges		
Northumberland County Council	3,599.88	November Payroll Costs		
Bedlington Community Centre	50.00	Refreshments Remembrance		
Viking Payments	17.84	Stationary		
Elveden Farms Limited	3,120.00	Christmas Tree		
Grays Café Bar	300.00	Sun Dial Event		

	Smart Office Systems Ltd	8.40	Printer Costs	
	GeoXphere Ltd	243.00	Parish On Line Annual Fee	
	Talk Talk Business	45.54	Telephone + Internet	
	Charles Alexander Distribution Ltd	-1,071.06	Refund of Christmas Mugs	
	Wireless Logic Limited	499.20	CCTV Charges	
	Bedlington Salvation Army	500.00	Food Bank Donation	S137
	Broxap Limited	619.08	New Litter Bins	
	Reay Security Limited	83.04	CCTV Charges	
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	Broxap Limited	619.08	New Litter Bins	
	Northumberland County Council	1,140.00	Traffic Management Costs Summer Family Event	
	Reay Security Limited	809.28	CCTV Charges	
	Jo-Anne Garrick Ltd	840.00	Neighbourhood Plan Consultancy	
	Widescope Web Design	882.00	Website Upgrade Costs	
	Bedlington Community Centre	80.00	Sun Dial Event – Room Hire	
	Northumberland County Council	4,755.45	Election Costs – May 2021	
	Northumberland County Council	500.00	Road Closure Regulation Fee – Christmas Lights Switch On.	
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	
	21/03285/FUL	Front, rear, and side extensions to merge dwelling with existing detached garage, alterations to fenestration on all elevations, application of render and cedar cladding to all elevations, application of interlocking concrete tiles to roof, and introduction of new boundary treatment to all sides of curtilage Location 59 Augustus Drive The Chesters Bedlington NE22 6LF	GRANTED	
	21/02641/REM	Reserved matters application concerning access, appearance, landscaping, layout and scale in respect of one dwelling on westernmost plot pursuant to outline planning permission 17/02012/OUT Location Plot B Land West Of 62 Station Road Stannington Northumberland	GRANTED	
	21/03422/FUL	Retrospective: Construction of wooden bike shed with attached wheelie bin shelter Location 217 North Ridge Bedlington Northumberland NE22 6DG	GRANTED	
	21/04155/FUL	Resubmission and amendment of planning application reference 09/E/00202/FUL to convert the existing garage into annex accommodation associated with the main dwelling house to retain garage space and add a bedroom, toilet/shower, gym and store room on the ground floor and a living/dining room, kitchen and balcony with privacy screens on the first floor. Location 15 Shields Road Hartford Bridge NE22 6AN	GRANTED	
	20/03881/S106A	Variation of S106 Agreement pursuant to planning application 16/04731/OUT dated 13th February 2019 to allow for later payment of first instalments re education and primary healthcare contributions. Location Land South West Of Glebe Farm Choppington Road Bedlington Northumberland	WITHDRAWN	
	21/04324/FUL	Rear elevation single storey conservatory. Location 7 The Crest The Chesters Bedlington NE22 6HH	GRANTED	
g.	Police Report. No Police Report for this meeting. The next scheduled regular report is for March 2022 meeting.			

h.	<p>Bank Reconciliation</p> <p>I. The Council are asked to note a checked bank reconciliation of £355,253.42 as of 31st December 2021 and a Deposit Account Balance of £100,450.85 as of 31st December 2021.</p> <p>Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls Councillor D Wallace as the nominated member has independently verified the monthly bank reconciliation.</p>
i.	<p>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.</p> <ol style="list-style-type: none"> 1. Councillor – matters for information only. 2. Town Clerk – The Clerk continues to work from home in line with Government Covid restriction guidelines.
j.	<p>Date of Next Meeting.</p> <p>The next scheduled meeting of the Council will be on Thursday 10th February 2022 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington.</p> <p>The agenda for this meeting to be issued on Wednesday 2nd February 2022.</p>

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