

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 9th May 2024 at 6.30pm.



The agenda for the meeting is set out below.
Gillian Turner – Acting Town Clerk
1st May 2024.

PRESENTATIONS

- There are no presentations for this meeting.

ELECTION OF CHAIR (MAYOR) FOR THE YEAR 2024/25.

1.	Election of Chair (Mayor) For the Year 2024 - 25
2.	To Receive the Mayors Declaration of Acceptance of Office.
3.	Election of Deputy Mayor for The Year 2024 – 25 <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 11 th April 2024. (Draft minutes distributed to members).
b.	To discuss any matters arising from the minutes of the last meeting held on 11 th April 2024 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. Committees meet in public and may have powers to spend and make decisions (in line with any terms of reference). 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 / Customer Charter and 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 (and nominated reserve) 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 2024/25. 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.	Working Groups / Committees (items for decision or discussion). Services Committee. The Committee Chair (Councillor Hogg) will provide a verbal report of the meeting decisions.
i.	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. b. Any Other Items from any Support / Working Group Meeting (not for decision).
j.	External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.
k.	Community Chest Application – Dogwood Productions C.I.C. £250 or greater
l.	Consultation Response Required- Planning application requirements - local list consultation 2024. Response (if any) required by 17 th May 2024 – details previously distributed.
m.	Request from resident. – Extension of Existing Double Yellow Lines. Members are asked to discuss and decide upon a response to a resident’s request to extend existing double yellow lines at Hardford Drive, Bedlington – details distributed to members.

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

a.	Consultations.		
	From	Description	Details
	Planning Northumberland County Council	Planning application requirements - local list consultation 2024.	Response by 17 th May 2024 – included on current meeting agenda.
b.	Invitations.		
	From	Event	Response Details
	None	For This	Meeting
c.	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
	House of Hamilton	2,525.00	Easter Events, Disco and Magic Show
	Zoom Video Communications Inc	155.88	Annual Software Subscription
	Northumberland County Council	-143,247.00	First Instalment – precept Receipt
	Talk Talk Business	59.42	Telephone + Internet
	House of Hamilton	600.00	Afternoon Tea
	Clear Council Insurance	2,612.25	Annual Insurance Premium
	Reay Security Limited	83.04	CCTV Charges
	Bedlington Community Centre	8,040.00	Office Rent
	Information Commissioner	35.00	Annual Subscription
	Community Chest - Cygnus Support	500.00	Grant approved 11.04.24
	Northumberland County Council	5,112.97	April Payroll Charges
	NALC	1,683.63	Annual Subscription
	Reay Security Limited	446.40	Play Area Gate Locking Charges
	Reay Security Limited	809.64	CCTV Charges
	Rural Services Partnership	141.60	Annual Subscription
	Pupil Fund – West End Primary	1,500.00	Grant Approved 11.04.24
	Pupil Fund – Whitley Memorial	1,500.00	Grant Approved 21.03.24
	Wireless Logic	539.14	CCTV Charges
	Reay Security	83.04	CCTV Charges
	Malcolm Wilkinson	126.50	Internal Audit Fees
	DL Maintenance	718.54	Repairs to Bus Shelters

e.	<p>Other Planning Applications Where comments have not been requested.</p> <table border="1" data-bbox="236 208 1492 472"> <thead> <tr> <th data-bbox="236 208 480 241">Ref.</th> <th data-bbox="488 208 1492 241">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 241 480 275">24/01380/FUL</td> <td data-bbox="488 241 1492 275">Side Elevation Extension at 14 Newark Close, Hazelmere</td> </tr> <tr> <td data-bbox="236 275 480 309">24/01283/FUL</td> <td data-bbox="488 275 1492 309">Second Floor pitched roof extension at 8 Centurian Way, The Chesters</td> </tr> <tr> <td data-bbox="236 309 480 342">24/01230/HPA</td> <td data-bbox="488 309 1492 342">Single Storey rear extension at 25 Knaresborough Close, Hazelmere</td> </tr> <tr> <td data-bbox="236 342 480 376">24/01108/DISCON</td> <td data-bbox="488 342 1492 376">Discharge of condition 30 (travel plan) at land South West of Glebe Farm</td> </tr> <tr> <td data-bbox="236 376 480 409">24/01109/DISCON</td> <td data-bbox="488 376 1492 409">Discharge of condition 4 (Tree planting) at land South West of Glebe Farm</td> </tr> <tr> <td data-bbox="236 409 480 472">24/0139/FELTPO</td> <td data-bbox="488 409 1492 472">Tree Preservation Order – Felling 20 Ash Trees Land North of Byre Dene House, Hartford Hall</td> </tr> </tbody> </table>		Ref.	Description	24/01380/FUL	Side Elevation Extension at 14 Newark Close, Hazelmere	24/01283/FUL	Second Floor pitched roof extension at 8 Centurian Way, The Chesters	24/01230/HPA	Single Storey rear extension at 25 Knaresborough Close, Hazelmere	24/01108/DISCON	Discharge of condition 30 (travel plan) at land South West of Glebe Farm	24/01109/DISCON	Discharge of condition 4 (Tree planting) at land South West of Glebe Farm	24/0139/FELTPO	Tree Preservation Order – Felling 20 Ash Trees Land North of Byre Dene House, Hartford Hall										
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g.	<p>Police Report. No Police report this month.</p>																									
h.	<p>Bank Reconciliation</p> <p>i. The Council are asked to note checked Treasurers Account bank reconciliation of £375,006.78 as of 29th April 2024 and a Deposit Account Balance of £101,820.72 as of 29th April 2024.</p>																									
i.	<p>HM King Charles III Portrait – We have received a copy of the official portrait of the King for displaying within public buildings.</p>																									
j.	<p>Date of Next Meeting. The next meeting of the Council (subject to approval on the current agenda) will be on Thursday 13th June 2024 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 5th June 2024.</p>																									

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