

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 September 2024 at 6.30pm.



**WEST BEDLINGTON
TOWN COUNCIL**

The agenda for the meeting is set out below.
Steven Young - Town Clerk
4th September 2024

PRESENTATIONS and REPRESENTATIONS

- Northumbria Police have been invited to provide their Quarterly Police Report (Agenda Item Part C item f.).
- Citizens Advice Bureau - Winter Fuel Payments and Pension Credit.

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 Chair's 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 8 th August 2024.
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>Internal Controls</p> <p>The Council are asked after review to approve: the revisions to the documents in line with NALC recommendations and the introduction of the new card reader for taking payments</p> <ul style="list-style-type: none"> i. Review of Standing Orders (no revisions). ii. Review of Financial Regulations (to include card reader payments and NALC recommendations) iii. Updated Internal Controls (to include card reader payments) iv. Review of Financial Risks (small revisions highlighted in document) v. Review of Financial Governance. (The Council needs to be satisfied AND demonstrate that it has appropriate systems / procedures in place to cover the following statutory requirements – all of which require a positive declaration). <p>All Draft documents distributed to members.</p>
b.	<p>Governance - New email addresses</p> <p>The Council are requested to consider and decide upon the setting up of “.gov.uk” email addresses for both councillors and staff as recommended by National Association of Local Councils (See attached briefing note). The cost of which will be £130 bi-annually for the domain name and £44 per account. A typical email address would be for example: Cllr.joe.bloggs@westbedlington-tc.gov.uk</p>
c.	<p>Campaign Support Request - Safety of Lithium-ion Batteries and e-bikes and scooters</p> <p>The Council are asked to discuss and decide upon a request to support a campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Details of the request distributed to members.</p>
d.	<p>Services</p> <ul style="list-style-type: none"> i. Bus Shelter Funding Applications. The Council are requested to discuss and decide upon any previously submitted Member suggestions for any funding application to Safe and Accessible Bus Infrastructure Funding (Northumberland County Council Strategic Transport Team). Details of the scheme together with application template and prioritisation tool distributed to members. ii. New Litter Bin Request(s) The Council are asked to discuss and decide upon a resident’s request for litter bins in the vicinity of Fenwick Park, Bedlington. (copy of request distributed to members). iii. Quotes for Repainting of Council Assets The Council are requested to consider and decide upon their preferred quote(s) for: <ul style="list-style-type: none"> i. Welcome to Bedlington Sign the repainting of the “Train – Welcome to Bedlington Sign” at the bottom of Attlee Bank, Bedlington. ii. War Memorial Handrail the repainting of the War Memorial Handrail – in black with red poppy highlights. iii. Jubilee Benches Bedlington Market Place the staining of the eight Queen Elizabeth II Jubilee benches. <p>A Summary of quotes received distributed to members.</p> iv. Defibrillators The Council are asked to consider a proposal to replace the currently owned defibrillators (and their cabinets) at Stokers Buildings, Front Street East, Bedlington and Masonic Building, Hartford Road, Bedlington (which are both at their end-of-life expectation dates) with new cabinets and defibrillators and include the new cabinets and defibrillators into the Councils existing Defibrillator Leasing contract. The ongoing cost of leasing both the defibrillators and cabinets are £1 per day with an additional initial deposit payment of £150 for each of the two defibrillators.

e.	<p>Consultations sent to Town Council (Requires Council response) The Council are asked to consider the following consultations and agree comments for a response.</p> <table border="1" data-bbox="247 107 1481 273"> <thead> <tr> <th data-bbox="247 107 539 138">From</th> <th data-bbox="539 107 944 138">Description</th> <th data-bbox="944 107 1481 138">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="247 138 539 273">Northumberland County Council - Highways</td> <td data-bbox="539 138 944 273">2025-26 Local Transport Plan Capital Programme.</td> <td data-bbox="944 138 1481 273">Submission of a maximum of 3 priorities will be considered per parish. HighwaysProgramme@northumberland.gov.uk before Friday 27th September 2024.</td> </tr> </tbody> </table> <p>Details distributed to members.</p>	From	Description	Details	Northumberland County Council - Highways	2025-26 Local Transport Plan Capital Programme.	Submission of a maximum of 3 priorities will be considered per parish. HighwaysProgramme@northumberland.gov.uk before Friday 27th September 2024.																		
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f.	<p>Annual Joint Town & Parish Council Autumn Conference The Council are requested to discuss and decide upon its member representation at the Annual Joint Town and Parish Conference (maximum of 2 delegates) at 5pm Thursday 3rd October 2024 County Hall. Morpeth. Booking details required by 5pm Friday 27th September 2024. Details distributed to members.</p>																								
g.	<p>Planning</p> <p>i. Planning Applications – Where Comments Have Been Requested. 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="247 600 1481 1550"> <thead> <tr> <th data-bbox="247 600 481 698">Ref.</th> <th data-bbox="481 600 1248 698">Description</th> <th data-bbox="1248 600 1481 698">Response Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="247 698 481 833">24/02638/PRUTPO</td> <td data-bbox="481 698 1248 833">Tree Preservation Order application: T1 Chestnut - reduce to Monolith at 2.5m; T2 Lime - crown reduce by 2m from 11.5m to 9.5m and remove broken and dead branches Location 8 The Croft Nedderton Village Northumberland NE22 6BA</td> <td data-bbox="1248 698 1481 833">23rd August 2024. 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Proposal from Councillor Hogg – The Council are asked to comment on the consultation regarding changes to the NPPF and to also to send the comments to Ian Lavery MP for representing our views at a parliament.</p>	Ref.	Description	Response Due Date	24/02638/PRUTPO	Tree Preservation Order application: T1 Chestnut - reduce to Monolith at 2.5m; T2 Lime - crown reduce by 2m from 11.5m to 9.5m and remove broken and dead branches Location 8 The Croft Nedderton Village Northumberland NE22 6BA	23rd August 2024. (extension agreed)	24/02610/FUL	External alterations to rear elevation; new raised garage and tiled roof over front entrance Location 67 Acorn Avenue Bedlington Northumberland NE22 5SP	28th August 2024. (extension agreed)	24/02690/FUL	Single storey side extension. Location 15 Hollymount Square Bedlington Northumberland NE22 5AH	28th August 2024. 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h.	<p>Working Groups / Committees (items for decision or discussion).</p> <ol style="list-style-type: none"> Any Recommendations from Working Groups for decision by full Council. None for this meeting. Any Other Items from Working Groups) – The Working Group Chair will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group. 																								

i.	Bank Reconciliation The Council are asked to APPROVE a checked bank reconciliation of £58,668.82 as of 31 st August 2024 and a Deposit Account Balance of £320,471.42 as of 31 st August 2024.
J.	Funding to Host Public Consultation Event – North Ridge Cycleway, Bedlington. Following representation from residents, the Town Council has invited Northumberland County Council to provide a public consultation event in Bedlington Community Centre on Tuesday 17 th September 2024 (12.30pm to 8pm) to outline details of a proposed Cycleway at North Ridge, Bedlington. The Council are asked to APPROVE the funding for the cost of the room hire (£96).
k.	Funding – Financial Contribution to Bedlington Community Centre for installation of a public lift. The Council are requested to discuss and decide upon a request from Trustees of Bedlington Community Centre to make a financial contribution to i. Underwrite pledged funding until it is received - £9k from Northumberland County Councillors Small Schemes, (this will enable an order to be placed without delay and possible price increase), and ii. Fund the shortfall between the cost of completing the project and funding received. (estimated to be a maximum of £6.5k) Request distributed to members in advance.

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

Matters for Information or To Be Noted			
a.	Chairs Update and any Reports from External Meetings. i. The Chair will make any relevant announcements and provide updates to members. ii. To receive feedback from Councillors from any external meetings since the date of the last Council meeting.		
b.	Other Consultations (not requiring Town Council response).		
	From	Description	Details
	Northumberland County Council - Green Space and Countryside Team	Draft Rights of Way Improvement Plan	online survey available at https://nland.cc/PROWIP
c.	Invitations.		
	From	Event	Response Details
	Rural Market Town Group	Meeting 10.10.2024 via Zoom	https://rmtg-oct2024.eventbrite.co.uk/ before 3 rd October 2024.
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
	Widescope Web Design	268.80	Booking System and IMAP Renewals
	DL Maintenance & Repair	516.00	Bin and Shelter Repairs
	Dog Show Entries	-42.00	Income for Entries
	Orangutan Landscapes Limited	1,260.00	Planting-up of Planters
	Reay Security Ltd	446.40	Meadowdale
	Reay Security Ltd	809.64	CCTV
	Smart Office Systems Ltd	104.40	Printer Costs
	Andrew Deptford	619.20	Defibrillator Pads
	Dogwood Production CIC Grant	250.00	Grant Approved Minute 24/20
	Town Twinning Grant	1,500.00	Grant Approved Minute 23/276
	Sum Up Transfer	-188.77	On- line sale of tickets re Edinburgh and Lilidorei
	Post Office	8.95	CCLA Documents Recorded
	Amazon	9.29	Sticky Tape for Remembrance Day

	Reay Security Ltd	83.04	CCTV Cemetery Gates										
	Talk Talk Business	59.42	Telephone and Internet										
	Society Of Local Council Clerks	298.00	Annual Subscription										
	Charmain Hamilton	3,000.00	Management Fee										
	Kompan Scotland Ltd	157.20	Swing Parts										
	Northumberland County Council	5,112.97	Payroll Services August										
	Reay Security Ltd	83.04	CCTV Play Area										
	Wireless Logic Limited	539.14	CCTV Sim Charges										
	SENRUG	500.00	Grant Approved Minute 24/92										
	Coalition Presents Ltd ONIN	3,000.00	Deposit for 2025 Festival										
	Coalition Presents Ltd Liberty X	4,500.00	Deposit for 2025 Festival										
	Lloyds Bank	-316.65	Interest Business Instant Access										
e.	<p>Other Planning Applications Where comments have not been requested.</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>24/02362/REM</td> <td>Reserved Matters application for appearance, landscaping, layout and scale for construction of 6no. dwellings on approved application 21/01927/OUT</td> </tr> </tbody> </table>				Ref.	Description	24/02362/REM	Reserved Matters application for appearance, landscaping, layout and scale for construction of 6no. dwellings on approved application 21/01927/OUT					
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f.	<p>Planning decisions notified to West Bedlington Town Council by Northumberland County Council.</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>24/02265/FUL</td> <td>Construction of single storey rear extension, two storey side extension, porch and conversion of loft space Location Simonside Netherton Road Nedderton Village Northumberland NE22 6AT</td> <td>GRANTED</td> </tr> <tr> <td>24/02224/FUL</td> <td>Pitched roof over existing flat garage roof and existing windows and doors modified and render applied to external face of bungalow and garage. Location 2 Meadow Court The Chesters Bedlington Northumberland NE22 6HT</td> <td>GRANTED</td> </tr> </tbody> </table>				Ref.	Description	Decision	24/02265/FUL	Construction of single storey rear extension, two storey side extension, porch and conversion of loft space Location Simonside Netherton Road Nedderton Village Northumberland NE22 6AT	GRANTED	24/02224/FUL	Pitched roof over existing flat garage roof and existing windows and doors modified and render applied to external face of bungalow and garage. Location 2 Meadow Court The Chesters Bedlington Northumberland NE22 6HT	GRANTED
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g.	<p>Police Report. Members are requested to NOTE the report provided. The next scheduled regular report is for December 2024 meeting.</p>												
h.	<p>Matters for Information Only Any matters pertaining to the Council, 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"> Councillors – Any matters for information only. Town Clerk Ongoing Service repairs and replacements – Damaged litter bin near Meadowdale Play Area replaced. Advance Notice of future agenda item(s) – Refurbishment of “Bedlington Terrier” seats Staff Holidays (Office Closures) – The Assistant Clerk will be on leave 12th September to 19th September 2024. The Clerk will be on annual leave 11th to 25th October 2024. The office will be open as normal during these periods. 												
i.	<p>Date of Next Meeting. The next scheduled meeting of the Council will be on Thursday 10th October 2024 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 2nd October 2024.</p>												

PART D – EXEMPT BUSINESS.

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Matters for Discussion / Decision / Information	
	There is no exempt business for this meeting.

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