

Minutes of the West Bedlington Town Council Meeting held at Bedlington Community Centre, Front Street West, Bedlington. On Thursday 11th May 2023 at 6.30pm.



**WEST BEDLINGTON
TOWN COUNCIL**

Presentations – There were no presentations for this meeting.

ELECTION OF CHAIR (MAYOR) FOR THE YEAR 2023/24.

Min Ref		Elections of Chair (Mayor) and Deputy Mayor	
23/86	1.	Election of Chair (Mayor) For the Year 2023 - 24	RESOLVED Having been proposed and seconded Councillor Hogg was elected Mayor of West Bedlington Town Council for the year 2023/24.
23/87	2.	To Receive the Mayors Declaration of Acceptance of Office.	Councillor Hogg signed the Mayors Declaration of Acceptance of Office.
23/88	3.	Election of Deputy Mayor for The Year 2021 – 22 <i>It is at the Councils discretion whether to elect a Deputy Mayor.</i>	RESOLVED Having been proposed and seconded Councillor Thompson was elected Deputy Mayor of West Bedlington Town Council for the year 2023/24.
23/89	4.	To Receive the Deputy Mayors Declaration of Acceptance of Office.	Councillor Thompson signed the Deputy Mayors Declaration of Acceptance of Office.

The meeting was suspended by the mayor to allow public questions to the Council.

QUESTIONS TO THE COUNCIL

- A resident thanked and commended The Town Council in relation to its recent Coronation Event.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Min Ref		Attendance / Apologies and Declarations of Interests.	Determination
23/90		In Attendance	Councillors Hedley, Henderson, Hogg, Taylor, Thompson, Todd, D Wallace, and R Wallace. Town Clerk Steven Young, and 5 (Five) members of the public.
23/91	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.	i. The Council NOTED apologies for absence from Councillor Crosby. ii. There were no dispensations for absence for this meeting.
23/92	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.	i. There were no declarations of interest for this meeting. ii. There were no dispensations to determine for this meeting.

PART B – MATTERS FOR DECISION

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

		Details of Meeting or Delegated Decisions	Determination
23/93	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Extraordinary Meeting held on 13 th April 2023.	RESOLVED that the minutes of the West Bedlington Town Council Meeting held on 13 th April 2023 are APPROVED as a true record.
23/94	b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.	There were no matters arising from the minutes of the West Bedlington Town Council Meeting held on 13 th April 2023

2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
23/95	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).</p> <p><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>	RESOLVED to approve the schedule of Council meeting dates for the forthcoming year.
23/96	b.	<p>Council Committees / Working Groups.</p> <p><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></p> <p><i>Committees meet in public and may have powers to spend and make decisions (in line with any terms of reference).</i></p> <p><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 (unless the Council approves any delegated powers to the group).</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 	RESOLVED to continue with ALL existing working groups and Committee.

		<p>4) Finance Working Group – Accounts / Financial Planning / Reserves / Budgeting / Precept Preparation etc.</p> <p>5) Staffing and Governance Working Group – Council Policies / Procedures / Services Standards / Complaints / Risk Assessments (not financial risks) / Insurance / HR / Salaries / Recruitment.</p> <p>6) Planning Working Group – consider planning applications where comment has been requested from Planning Authority etc.</p>	
23/97	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> <p>1) Services Committee. 2) Events Working Group. 3) All Other Working Groups.</p>	<p>RESOLVED to APPROVE the draft Terms of Reference for</p> <p>1) Services Committee. 2) Events Working Group. 3) All Other Working Groups.</p>
23/98	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>	<p>RESOLVED</p> <p>The Services Committee membership will be. Councillors – Hedley, Henderson, Hogg, Taylor, Thompson and Todd.</p> <p>All Working Groups will have a “fluid membership” with members encouraged to join those groups where they can add value or have an interest in the project etc.</p>
23/99	e.	<p>Council Representation to Other Bodies. The Council are requested to discuss and decide upon elected representation on External Committees / Bodies.</p> <p>i. Northumberland Association of Local Councils (NALC) ii. Town / Parish Council Town Liaison Committee – usually Council Chair. iii. Any other bodies determined by members.</p>	<p>RESOLVED to elect the following members to represent the Council on other bodies.</p> <p>i. Northumberland Association of Local Councils (NALC) – Councillor Hogg ii. Town / Parish Council Town Liaison Committee – usually Council Chair. Councillor Hogg (Councillor Thompson to deputise if required) iii. Borderlands – Councillors Hogg and Thompson.</p>
23/100	f.	<p>Internal Audit.</p> <p>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).</p>	<p>RESOLVED to</p> <p>i. To REAPPOINT of Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2023/24. ii. To APPROVE the DRAFT Internal Audit Terms of Reference (distributed to members).</p>
23/101	g.	<p>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.</p>	<p>RESOLVED</p> <p>Councillors Crosby, Hedley, and Hogg to continue as Bank Mandate signatories.</p>
23/102	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>	<p>RESOLVED</p> <p>To move formal bank reconciliation to PART B – MATTERS FOR DECISION of future meetings agendas – to require Council as a whole to approve future bank reconciliations.</p>

23/103	i.	<p>Finance Report to 31st March 2023. The Council are asked to discuss and NOTE.</p> <ol style="list-style-type: none"> 1. The Financial Report (Budget v Spending) to 31st March 2023. 2. The explanation of overspends. 3. The position of reserves as at 31st March 2023. 4. The shortfall of £5,857 (against The Town Councils Reserves Policy). No action is recommended other than to review periodically. 	<p>RESOLVED TO NOTE all reports and recommendations provided.</p>
23/104	j.	<p>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.</p>	<p>RESOLVED the renewal of an Annual Subscription to NALC.</p>
23/105	k.	<p>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)</p>	<p>RESOLVED to provide Support to prevent demolition of station building at Bedlington Station by way of submitting a planning OBJECTION</p>
23/106	l.	<p>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).</p>	<p>RESOLVED to delegate to The Councils Services Committee to investigate the possibility and costs associated with the project.</p>
22/107	m.	<p>Working Groups / Committees (items for decision or discussion). Services Committee. The Committee Chair (Councillor Hogg) will provide a verbal report of the meeting decisions.</p>	<p>The Committee Chair Councillor Hogg provided a verbal update of the last meetings decisions.</p>
22/108	n.	<p>Working Groups / Committees (items for decision or discussion). All Other Support / Working Groups.</p> <ol style="list-style-type: none"> 1. Any Recommendations from any Working Group for decision by full Council. From Events Working Group. <ol style="list-style-type: none"> i. Approve the date(s) of 2023 Christmas Lights Switch on Event as Friday 24th and Saturday 25th 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. 2. Any Other Items from any Support / Working Group Meeting (not for decision). 	<p>RESOLVED</p> <ol style="list-style-type: none"> i. To approve the date(s) of 2023 Christmas Lights Switch on Event as Friday 24th and Saturday 25th November 2023. ii. To approve Charmain Hamilton as the Christmas Lights Switch on Event Organiser. iii. To approve an increase in the Christmas Event Budget from £12k to £15k to provide additional items. iv. To approve the setting aside of £1500 within reserves as a contingency available to The Events Working Group without recall to Full Council. iv. To approve the use of the unspent Armed Forces / Everyday Heroes Event budget for the provision of the already approved residents Gardening Competition. v. To approve the purchase of Commemorative Coronation Pens for guests at Coronation Tea Party. Cost £317.07. <p>2. The Events Working Group is to meet the Event Organisor without delay to finalise Christmas Event details.</p>
23/109	o.	<p>Working Groups / Committees (items for decision or discussion). Planning Working Group</p>	

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.

Ref.	Description	Response Due Date	Determination
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.	RESOLVED – Not to Comment
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.	RESOLVED to OBJECT to the application – lack of parking provision.

Note: recent notified planning decisions and other planning applications (where comments have not been requested) are shown in PART C for information only).

23/110	p.	<p>External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.</p>	No External Meeting to report upon.
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PART C – MATTERS FOR INFORMATION OR TO BE NOTED

		Matters for Information or To Be Noted			
23/111		<p>RESOLVED to NOTE Section's a, b and c. Correspondence, Consultations and Invitations and the actions taken for each detailed below. Section d, Schedule of payments and receipts Section e, other planning applications Note section f is not part of the agenda and is included for information only.</p>			
	a.	Correspondence.			
		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	

23/112	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	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 - AMOT	
		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	S137
		Bedlington Food Bank	500.00	Food Bank Donation	S137
Wansbeck Valley Food Bank	500.00	Food Bank Donation	S137		
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			
23/113	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		
23/114	f.	Planning decisions notified to WBTC by NCC.			
		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	

23/115	g.	Police Report. No Police report this month. The next scheduled regular report is for June 2023 meeting.	
23/116	h.	Financial Update / Bank Reconciliation.	
		Matter to be noted.	Determination
		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.	The Council NOTED the bank reconciliation.
23/117		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.	
23/118		Close of Meeting. The Chair closed the meeting at 7.07pm	

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

Bill Crosby, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Jane Todd, Di Wallace, and Russ Wallace.

Signed by Chair

Date