



QUESTIONS TO THE COUNCIL

- In relation to agenda item Part B 2d Website Accessibility changes and website hosting a resident asked if the recommended changes were because of any failing of the previous provider. The Clerk responded that the changes were only because of a legislative change to all public websites and the revision of a website host would provide greater resilience in terms of support and maintenance to help with the required changes.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Min Ref		Attendance / Apologies and Declarations of Interests.	Determination
VM 101		In Attendance	Councillors Crosby, Graham, Henderson, Hogg, Taylor (Chair), Thompson and Trimming. Town Clerk Steven Young and 10 (Ten) members of the public.
VM 102	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. Apologies for absence were received and NOTED from Councillors Hedley and Tyler. County Councillors Crosby and Wallace submitted apologies for this meeting. ii. Councillors Hedley and Tyler were AWARDED A DISPENSATION for their absence from the meeting.
VM 103	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 submitted 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
VM 104	a.	To sign as a correct record the minutes of West Bedlington Town Council Meeting held on 8 th October 2020.	RESOLVED that the minutes of the West Bedlington Town Council Meeting held on 8 th October 2020 are approved as a true record .
VM 105	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 West Bedlington Town Council Meeting held on 8 th October 2020.
VM 106	c.	To resolve to amend and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 13th August 2020. The revision is to accurately reflect the attendance of Councillor Thompson that had been omitted in error within the previously approved minutes	RESOLVED that the amended minutes of the West Bedlington Town Council Meeting held on 13th August 2020 are approved as a true record . The revision is to accurately reflect the attendance of Councillor Thompson that had been omitted in error within the previously approved minutes

2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
VM 107	a.	<p>Internal Audit.</p> <p>i. The Council are asked to approve the reappointment of Mr Malcom Wilkinson as its Internal Auditor for the financial year 2020/21.</p> <p>ii. The Council are requested to approve the DRAFT Internal Audit Terms of Reference. (Distributed to members).</p>	<p>i. RESOLVED TO APPROVE the reappointment of Mr Malcom Wilkinson as its Internal Auditor for the financial year 2020/21.</p> <p>ii. RESOLVED TO APPROVE the DRAFT Internal Audit Terms of Reference. (Distributed to members).</p>
VM 108	b.	<p>Internal Controls.</p> <p>The Council are requested to discuss and decide upon the DRAFT Internal Controls (Distributed to members)</p> <p>i. Statement of Internal Controls.</p> <p>ii. Financial Risk Assessment.</p>	<p>RESOLVED TO APPROVE the DRAFT Internal Controls distributed.</p> <p>i. Statement of Internal Controls.</p> <p>ii. Financial Risk Assessment.</p>
VM 109	c.	<p>Budget Setting Meeting Schedule</p> <p>The Council are asked to discuss and decide upon the DRAFT Budget Setting Meeting Schedule. (Distributed to members).</p>	<p>RESOLVED TO APPROVE the DRAFT Budget Setting Meeting Schedule. (Distributed to members).</p>
VM 110	d.	<p>Website.</p> <p>The Council are requested to discuss and decide upon proposals in relation to its website.</p> <p>i. WCAG 2.1 AA Compliance. This is a legal requirement. The Council are requested to decide upon the recommendation to instruct Widescope Web design to make the required amendments to fulfil its legal obligation at a cost of £400. (Accessibility Statement distributed to members).</p> <p>ii. Website Hosting Transfer. Currently the Council has no Website design or hosting support. To facilitate future support the recommendation is to transfer the website hosting to Widescope Web Design at an initial cost of £150 to transfer the website and thereafter an annual cost of £150 per year for website hosting.</p>	<p>i. RESOLVED TO APPROVE the recommendation to instruct Widescope Web design to make the required amendments to fulfil its legal obligation at a cost of £400.</p> <p>ii. RESOLVED TO APPROVE the transfer of the website hosting to Widescope Web Design at an initial cost of £150 to transfer the website and thereafter an annual cost of £150 per year for website hosting</p>
VM 111	e.	<p>Funding of Bedlington Food Banks - Review.</p> <p>The Council are requested to discuss, review, and decide upon any future continued financial support to</p> <p>i. Bedlington Salvation Army</p> <p>ii. Bedlington Matthew Project and</p> <p>iii. Wansbeck Valley Food Bank.</p>	<p>RESOLVED to continue to provide financial support to all three (3) Bedlington Food Banks. Monthly payments of £1,000 to continue to be made. Payments must be used for the provision of food bank stock / services and continued support will be subject to a monthly review.</p>
VM 112	f.	<p>Provision for Free School Meal Vouchers</p> <p>The Council are requested to discuss and decide upon a proposal to provide vouchers for free school meals during school holiday periods (Christmas and February Half Term) for Bedlington School pupils, should an alternative scheme not be already in operation and specifically to:</p> <p>i. Agree in principle to provide funding directly to Bedlington schools to administer the validation of entitlement and distribution of any vouchers.</p> <p>ii. Agree and approve a voucher value of £15 per pupil per week</p> <p>iii. Set aside sufficient funding to cover the cost of providing vouchers equivalent to the number of income related free school meal recipients at each</p>	<p>i. RESOLVED TO DEFER whilst an alternative scheme is in operation</p> <p>ii. RESOLVED TO DEFER whilst an alternative scheme is in operation</p> <p>iii. RESOLVED TO DEFER whilst an alternative scheme is in operation</p>

		<p>school plus ten percent to allow schools discretion when awarding and distributing vouchers.</p> <p>iv. Request from schools' details of the number of vouchers distributed and agree a procedure with schools for the return any unused funding.</p> <p>Any approved funding would be in respect of a S137 payment</p>	
VM 113	g.	<p>Events -Proposed Christmas Event</p> <p>The Council are asked to discuss and decide upon a proposal from MoJo Parties to provide outdoor Christmas parties in various locations throughout Bedlington. Estimated total cost would be £2,000. (Details of event content, risk assessments and costing breakdown previously distributed to members).</p>	RESOLVED TO DECLINE the proposal on the grounds of public safety and the potential to encourage unrestricted gatherings.
VM 114	h.	<p>Insurance Renewal – Bedlington Community Centre.</p> <p>The Council are requested to discuss and decide its preferred Insurer to cover Bedlington Community Centre and its use as a Community Centre. (A table of quotes and covers distributed to members).</p>	RESOLVED to accept the quote of Hiscox Insurance to provide Insurance cover for Bedlington Community Centre and its use as a Community Centre.
VM 115	i.	<p>Flagpole Maintenance</p> <p>The Council are asked to approve the quote (£173) for the annual service of the War Memorial Flagpole. (Quote distributed to members).</p>	RESOLVED to accept the quote (£173) for the annual service of the War Memorial Flagpole
VM 116	j.	<p>Irregular Expenditure – Remembrance Wreaths</p> <p>In accordance with “Part 3 Clerks Payments” of the Councils Statement of Internal Controls (Agenda Item b – above) the Council are asked to approve the reimbursement of £37 to The Clerk. The Council has no petty cash and payment to the Royal British Legion local coordinator was not possible by cheque, debit card or bank transfer this year, so a cash payment was made by the Clerk from his own funds.</p>	RESOLVED TO APPROVE the reimbursement of £37 to The Clerk for the payment of wreaths for remembrance.
VM 117	k.	<p>Memorial Seat Plaques</p> <p>i. Policy / Procedure. The Council is requested to discuss and decide upon a DRAFT policy in relation to requests for Memorial Seat Plaques. (DRAFT policy distributed to members).</p> <p>ii. Memorial Plaque Request. The Council are asked to discuss and decide (in conjunction with any policy approved at agenda item k i. above) upon a resident’s request to have a memorial plaque added to an existing Council owned public seat on Front Street West, Bedlington.</p>	<p>i. RESOLVED TO APPROVE a DRAFT policy in relation to requests for Memorial Seat Plaques.</p> <p>II. RESOLVED TO APPROVE a resident’s request to have a memorial plaque added to an existing Council owned public seat on Front Street West, Bedlington.</p>
VM 118	l.	<p>New Christmas Lights.</p> <p>i. The Council are asked to approve the purchase of 11 (Eleven) new Christmas Motif Lights at a cost of £5,047.</p> <p>ii. The Council are asked to approve the purchase and installation of 8 (Eight) light column commando sockets (Burdon Terrace / North Ridge) at a cost of £3,600. The Council has already set aside budget for these purchases.</p>	<p>i. RESOLVED TO APPROVE the purchase of 11 (Eleven) new Christmas Motif Lights at a cost of £5,047.</p> <p>ii. RESOLVED TO APPROVE the purchase and installation of 8 (Eight) light column commando sockets (Burdon Terrace / North Ridge) at a cost of £3,600.</p>

VM 119	m.	<p>Litter Bins</p> <p>The Council are requested to discuss and decide upon a request for an additional litter bin at either “outside the entrance to St Benet Biscop Catholic Academy, opposite the Co-op or along Ridge Villas”. (Residents request distributed to members).</p>	<p>RESOLVED TO APPROVE a request for an additional litter bin at either “outside the entrance to St Benet Biscop Catholic Academy, opposite the Co-op or along Ridge Villas”.</p>												
VM 120	n.	<p>Review Standing Orders / Financial Regulations</p> <p>The Council is requested to discuss and decide upon revisions to its Standing Orders and Financial Regulations. (Draft documents SHOWING PROPOSED AMENDMENTS distributed to members).</p> <p>i. Standing Orders. ii. Financial Regulations.</p>	<p>RESOLVED TO DEFER THESE MATTERS UNTIL THE NEXT SCHEDULED MEETING.</p>												
VM 121	o.	<p>Road Speed Safety Sign.</p> <p>The Council are asked to discuss and decide upon a request to support a road safety scheme at Church Lane Bedlington. The Council are been asked to fund the purchase of 1 (one) road speed sign at a cost of £3,712.54. The cost of a second sign is to be met by County Councillor Wallace from his members small schemes funding. As with all road speed safety signs ongoing repair and maintenance will be the responsibility of the Town Council.</p>	<p>RESOLVED TO APPROVE a request to support a road safety scheme at Church Lane Bedlington and to fund the purchase of 1 (one) road speed sign at a cost of £3,712.54.</p>												
VM 122	p.	<p>Planning Applications – Where Comments Have Been Requested.</p> <p>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> <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> <table border="1" data-bbox="263 1176 917 1960"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>19/02870/FUL</td> <td>Erection of 49 dwellings on site of former driving range, relocation, and construction of 24 bay, floodlit, all weather driving range and visitor facility, creating 'Centre of Excellence', Clubhouse refurbishment/extension and new community function room (amended 04/05/2020) Location Bedlingtonshire Golf Club Hartford Road Bedlington NE22 6AA</td> <td>Strategic Planning Committee at 2pm on 17 November 2020.</td> </tr> <tr> <td>20/03257/FUL</td> <td>Rear ground floor sun lounge extension, first floor bedroom and bathroom extension and creation of 2 front car parking spaces</td> <td>13th November 2020.</td> </tr> </tbody> </table>	Ref.	Description	Response Due Date	19/02870/FUL	Erection of 49 dwellings on site of former driving range, relocation, and construction of 24 bay, floodlit, all weather driving range and visitor facility, creating 'Centre of Excellence', Clubhouse refurbishment/extension and new community function room (amended 04/05/2020) Location Bedlingtonshire Golf Club Hartford Road Bedlington NE22 6AA	Strategic Planning Committee at 2pm on 17 November 2020.	20/03257/FUL	Rear ground floor sun lounge extension, first floor bedroom and bathroom extension and creation of 2 front car parking spaces	13th November 2020.	<table border="1" data-bbox="941 1176 1500 1960"> <thead> <tr> <th>Determination</th> </tr> </thead> <tbody> <tr> <td>No Further Comment Submission has already been agreed at a previous Council meeting</td> </tr> <tr> <td>No Comment</td> </tr> </tbody> </table>	Determination	No Further Comment Submission has already been agreed at a previous Council meeting	No Comment
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			Location 95 Hartlands Bedlington Northumberland NE22 6JQ		
		20/03428/COU	Change of use from a beauty salon to a dog groomer (Sui Generis) Location 76A Front Street West Bedlington NE22 5UA	19th November 2020.	No Comment

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

Matters for Information or To Be Noted			
VM 123		<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
		265	Community Action Northumberland
			CAN Enews 2 nd Oct 2020
		266	NCC Highways
			EMG TTRO 118933035 - Bells Place/Hollymount Square
		267	Leading Link
			Parish & Town Christmas Lights across Northumberland
		268	NALC
			Enews 7 October 2020
		269	Councillor Wallace EBPC
			NORTHUMBERLAND LINE UPDATE
		270	Locality
			Neighbourhood Planning Newsletter - October 2020
		271	NALC
			Member Council Update 14 October 2020
		272	NCC Estates
			Footprints on the Moon lease at Plessey Woods Country Park
		273	NCC Countryside and Green Spaces
			Tree Planting Rear of Hartlands
		274	NALC
			Member Council Update 15 October 2020 - Remembrance Sunday
		275	Northumberland Community Bank
			Feedback request following decline in funding application
		276	NCC Communications
			WARNING AROUND PHISHING
		277	SENRUG
			Update & Survey
		278	Primary care, Population Science and Medical Education
			Covid-19 preventative behaviour and symptoms study
		279	Wansbeck Valley Food Bank
			Note of Thanks for Food Bank Funding
		280	NALC
			Enews 21 October 2020
		281	Mojo Parties
			Christmas Event Proposal
		282	Bedlington Resident
			Request for Memorial Seat Plaque
		283	Bedlington Salvation Army
			Note of Thanks for Food Bank Funding
		284	East Bedlington Parish Council
			Acknowledgement of Councillors invitation for informal "talk shop" Councillor meetings
		285	Bedlington Matthew Project
			Note of Thanks for Food Bank Funding
		286	Resident
			New Litter Bin Request
		287	County Councillor Crosby
			Reply to Clerks invite for informal talks
		288	County Councillor Wallace
			Reply to Clerks invite for informal talks
		289	County Councillor Robinson
			Reply to Clerks invite for informal talks
		290	NALC
			Member Council Update 29 October 2020
		291	County Councillor Wallace
			Further response to Clerks invite for informal talks
		292	NCC Economic Regeneration
			Councillor Briefing on Northumberland Line and Economic Corridor
		293	Barnesbury CC
			Project Update to WBTC
		294	County Councillor Wallace
			Funding support request – 1 road speed safety sign at Church Lane Bedlington

	b.	Consultations.			
		From	Description	Details	
		NCC	Plessey Woods, Hartford Bridge Parking Scheme	Agreed Response sent ahead of 9 th November 2020 deadline	
	c.	Invitations.			
		From	Event	Response Details	
		NCC	Town & Parish CLWG - Thursday 8 October 2020 at 11.00 am	Chair to attend	
		Northumberland CVA	South East Northumberland VCS Online Network Meeting Tuesday 10 th November 2020 at 10.30am	Open to All	
		HAGS & TGO Partnership	Movement is Medicine	Online demonstrations throughout Oct / Nov and Dec online registration required.	
	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
		Google gmail	15.99	Annual Subscription to Gmail	
		Northumberland County Council	420.00	Commando Socket for CCTV	
		Northumberland County Council	108.00	Litter Signs	
		Reay Security Limited	809.64	CCTV Charges	
		Reay Security Limited	0.10	CCTV Charges Adjustment	
		D & M Fencing	14,367.05	Play Area Fence	
		Bedlington Community Centre	160.00	Room Hire	
		Swarco Traffic Ltd	1,186.51	Maintenance Contract Renewal	
		Talk Talk Business	40.74	Telephone + Internet	
		HMRC	-6,715.69	VAT Refund	
		Amazon	15.99	Webcam	
		DL Maintenance & Repair	445.00	Litter Bin Installations	
		Zen Internet Ltd	5.39	Internet Hosting	
		DCM Projects Ltd	26,572.80	Play Area Safety Surface	
		Bedlington Salvation Army	1,000.00	Food Bank Donation	S137
		Matthew Project	1,000.00	Food Bank Donation	S137
		Wansbeck Valley Food Bank	1,000.00	Food Bank Donation	S137
		DL Maintenance & Repair	673.00	Seat and Bin Installations	
		Reay Security Limited	809.64	CCTV Charges	
		Bedlington Community Centre	140.00	Room Hire	
		SHENZHENSHIBINXIANG SHIDAIKEJIYOUXIANGONGSI	13.48	Cable Ties for Lamppost Poppies	
		Northumberland County Council	4,073.20	October Payroll Charges	
		Reay Security Limited	83.04	CCTV Charges	
Reay Security Limited	83.04	CCTV Charges			
VM 124	e.	Other Planning Applications			
		Where comments have not been requested.			
		Ref.	Description		
			None For This Meeting		

VM 125	f.	Planning decisions notified to WBTC by NCC.		
		Ref.	Description	Decision
		20/00241/FUL	Proposed alteration of site levels, drainage alterations and minor variation to previously approved boundary planting location. Location Quarry House Netherton Road Nedderton Village NE22 6AS	GRANTED
VM 126	g.	Police Report. No Police Report for this meeting. The next report is scheduled for December 2020 meeting.		
VM 127	h.	Financial Update / Bank Reconciliation		
		Matter to be noted.		Determination
		The Council are asked to note the financial report up to 31.10.2020 (Distributed to members).		The Council NOTED the financial report submitted,
		The Council are asked to note checked bank reconciliation of: Current account balance of £379,750.24 as at 28 September 2020 and a Deposit Account Balance of £100,439.12 as at 9 October 2020.		The Council NOTED the bank reconciliation.
VM 128	i.	Meeting Close and Date of Next Meeting. RESOLVED The next schedule meeting of West Bedlington Town Council will be on Thursday 10 th December 2020 at 6.30pm. Details to be advertised in advance. The Chair closed the meeting at 8.12pm		

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

Dawn Crosby, David Graham, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Mike Trimming, Jim Tyler.

Signed by Chair

Date