

**Minutes of the West Bedlington Town Council Meeting held at Bedlington Community Centre, Front Street West, Bedlington. On Thursday 20th May 2021 at 6.30pm.**



**WEST BEDLINGTON  
TOWN COUNCIL**

**PRESENTATIONS** – There were no presentations for this meeting.

**ELECTION OF CHAIR (MAYOR) FOR THE YEAR 2021/22.**

Min Ref		<b>Elections of Chair (Mayor) and Deputy Mayor</b>	
21/01	1.	Election of Chair (Mayor) For the Year 2021 - 22	<b>RESOLVED</b> Having been proposed and seconded Councillor Russ Wallace was elected Mayor of West Bedlington Town Council for the year 2021/22.  Councillor Hogg requested the vote on this item to be recorded. For Councillor Taylor – Councillors Hedley, Hogg, Taylor, and Thompson. For Councillor R Wallace - Councillors Crosby, Reed, Todd, D Wallace, and R Wallace.
21/02	2.	To Receive the Mayors Declaration of Acceptance of Office.	Councillor Wallace signed the Mayors Declaration of Acceptance of Office.
21/03	3.	Election of Deputy Mayor for The Year 2021 – 22  <i>It is at the Councils discretion whether to elect a Deputy Mayor.</i>	<b>RESOLVED</b> Having been proposed and seconded Councillor Adam Hogg was elected Deputy Mayor of West Bedlington Town Council for the year 2021/22. Councillor Hogg 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 asked about The Town Councils plans to work with Northumberland County Council in the delivery of youth services. Council members provided a reassurance that it was their intention to fully commit to support the delivery of youth services in the town and would welcome any suggestions for suitable youth focused programmes.
- A resident asked if The Town Council was aware of, knew of the reasons for recent ground works at the site of the proposed new town centre development. In response to the resident, County Councillor Taylor invited The Chair of the Town Council to accompany her on a site visit to ascertain an update for a future meeting.

**PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.**

Min Ref		<b>Attendance / Apologies and Declarations of Interests.</b>	<b>Determination</b>
		<b>In Attendance</b>	Councillors Crosby, Hedley, Hogg, Reed, Taylor, Thompson, Todd, D Wallace, and R Wallace. Town Clerk Steven Young, and 6 (Six) members of the public.
21/04	a.	<b>Apologies for Absence.</b> i. To receive and note any apologies for absence from Councillors ii. To consider and determine any dispensations for absent Councillors.	i. All Councillor were present.  ii. There were no dispensations for absence for this meeting.

21/05	b.	<p><b>Declaration of Interests.</b></p> <p>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.</p> <p>ii. To consider any requests for dispensations.</p>	<p>i. Councillor R Wallace made a declaration of interest in respect of agenda item Part B 2i. Funding of Bedlington Food Banks - Review.</p> <p>ii. There were no dispensations to determine for this meeting.</p>
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## PART B – MATTERS FOR DECISION

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

		Details of Meeting or Delegated Decisions	Determination
21/06	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Extraordinary Meeting held on 29 <sup>th</sup> April 2021.	<b>RESOLVED</b> that the minutes of the West Bedlington Town Council Meeting held on 29 <sup>th</sup> April 2021 are <b>APPROVED</b> as a true record.
21/07	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 meeting held on 29 <sup>th</sup> April 2021.

### 2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
21/08	a.	<p><b>Schedule of Council Meetings for the year.</b> The Council is asked to note the schedule of Council meeting dates for the forthcoming year. (Schedule 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>RESOLVED TO APPROVE</b> the schedule of meetings for the year. <i>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>
21/09	b.	<p><b>Establishment of Council Committees / Working Group.</b></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 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><b>The Council are asked to discuss and decide in relation to the formation of the following Working Groups:</b> (Background paper distributed).</p> <ol style="list-style-type: none"> <li>1) Services Working Group – front line service provision – bus shelters / public seats / litter bins / play areas / road traffic speed sign / community defibrillators / cctv etc.</li> <li>2) Events Working Group – procurement / recruitment of event providers / liaison and reporting with event providers / organisation of directly delivered events</li> </ol>	<p><b>RESOLVED TO APPROVE</b></p> <ol style="list-style-type: none"> <li>1) <b>RESOLVED</b> to continue with a Services Committee (retaining its existing Terms of Reference and to meet on the fourth Thursday of each month).</li> <li>2) <b>RESOLVED</b> to establish an Events Working Group.</li> </ol>

		<p>(Remembrance / Armed Forces Day / Christmas lights switch on etc.)</p> <p>3) Communications Working Group – newsletter / consultations / publicity / website and social media etc.</p> <p>4) Neighbourhood Plan Working Group – Neighbourhood Plan completion</p> <p>5) Finance Working Group – Accounts / Financial Planning / Reserves / Budgeting / Precept Preparation etc.</p> <p>6) Governance Working Group – Council Policies / Procedures / Services Standards / Complaints / Risk Assessments (not financial risks) / Insurance etc.</p> <p>7) Staffing Working Group – HR / Salaries / Recruitment.</p> <p>8) Youth Support Programme – Appointment / Liaison / Reporting with Youth Support provider(s).</p> <p>9) Planning Working Group – consider planning applications where comment has been requested from Planning Authority etc.</p> <p>Any other working group determined by Members.</p>	<p>3) <b>RESOLVED</b> to establish a Communications Working Group.</p> <p>4) <b>RESOLVED</b> to establish a Neighbourhood Plan Working Group.</p> <p>5) <b>RESOLVED</b> to establish a Finance Working Group.</p> <p>6) And 7) <b>RESOLVED</b> to establish a Governance and Staffing Working Group.</p> <p>8) <b>RESOLVED</b> to establish a Youth Support Programme Working Group.</p> <p>9) <b>RESOLVED</b> to establish a Planning Working Group.</p>
21/10	c.	<p><b>Committee / Working Group Terms of Reference.</b> The Council are requested to discuss and approve the DRAFT terms of reference distributed. (Draft distributed).</p>	<p><b>RESOLVED to APPROVE</b> the DRAFT terms of reference distributed in relation to Working Groups.</p> <p><b>RESOLVED to RETAIN</b> the existing terms of reference for the Services Committee.</p>
21/11	d.	<p><b>Committee / Working Group Membership.</b> 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><b>RESOLVED</b> the following Councillor membership of The Services Committee and Working Groups.</p> <p><b>Services Committee</b> – Councillors Crosby, Hedley, Hogg, Reed, Thompson, Todd, and R Wallace.</p> <p><b>Events Working Group</b> – Councillors Crosby, Hedley, Reed and Todd.</p> <p><b>Communications Working Group</b> – Councillors Hogg, Reed and D Wallace.</p> <p><b>Neighbourhood Plan Working Group</b> – Councillors Hogg, Hedley, and D Wallace.</p> <p><b>Finance Working Group</b> – Councillors Crosby, Todd, and R Wallace.</p> <p><b>Governance and Staffing Working Group</b> – Councillors Crosby, Hedley, and R Wallace.</p> <p><b>Youth Support Programme Working Group</b> - Councillors Hedley, Reed, Thompson, and D Wallace.</p> <p><b>Planning Working Group</b> – Councillors Hogg, Thompson, and D Wallace.</p>
21/12	e.	<p><b>Council Representation to Other Bodies.</b> The Council are requested to discuss and decide upon elected representation on External Committees / Bodies.</p> <p>i. Northumberland Association of Local Councils (NALC)</p> <p>ii. Town / Parish Council Town Liaison Committee – usually Council Chair.</p> <p>iii. Bedlington Community Centre Trustee Rep.</p> <p>Any other bodies determined by members.</p>	<p><b>RESOLVED</b> the following Councillor representation on External Committees / Bodies</p> <p>i. Northumberland Association of Local Councils (NALC) – Councillor Hogg – First Reserve Councillor Crosby.</p> <p>ii. Town / Parish Council Town Liaison Committee – Councillor R Wallace.</p> <p>ii. Bedlington Community Centre Trustee Rep – Councillor Todd.</p>

21/13	f.	<p><b>Internal Audit.</b></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 2021/22.</p> <p>ii. The Council are asked to discuss and approve the DRAFT Internal Audit Terms of Reference (distributed to members).</p>	<p>i. <b>RESOLVED to</b> reappointment of Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2021/22.</p> <p>ii. <b>DEFERRED</b> until next meeting.</p>												
21/14	g.	<p><b>Cheque Signatories / Bank Mandate.</b> The Council are asked to review its cheque signatory arrangements (Bank Mandate). The Council is required to hold 3 (Three) cheque signatories at any one time. (Banks will require a credit check for signatories).</p>	<p><b>RESOLVED</b> Councillors Crosby, Hedley and Hogg will be The Councils cheque signatories.</p>												
21/15	h.	<p><b>Monthly Bank Reconciliation Counter Check Councillor –</b> The Council are requested to elect a Councillor to provide Confirmation of Monthly Bank Reconciliation on behalf of Members.</p>	<p><b>RESOLVED</b> Councillor D Wallace will provide Confirmation of Monthly Bank Reconciliation on behalf of Members.</p>												
21/16	i.	<p><b>Funding of Bedlington Food Banks - Review.</b> The Council are requested to discuss, review, and decide upon any future financial support to:</p> <p>i. Bedlington Salvation Army ii. Bedlington Matthew Project and iii. Wansbeck Valley Food Bank.</p> <p>Any approved funding would be in respect of a S137 payment</p>	<p><b>RESOLVED TO APPROVE</b> 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. The Clerk will invite representatives from all 3 foodbanks to meet with the new Council.</p>												
21/17	j.	<p><b>Cancellation of Installation of CCTV Cameras – Dr Pit Park Area, Bedlington</b> This item was deferred from the extraordinary meeting of 29<sup>th</sup> April 2021. The Council are asked to discuss and decide upon a request from a Bedlington resident to cancel the installation of CCTV around Dr Pit Park, Bedlington.</p>	<p><b>RESOLVED</b> to continue with the implementation and delivery of a CCTV provision around Dr Pit Park, Bedlington. The residents request to cancel the service is refused.</p>												
21/18	k.	<p><b>Planning Applications – Where Comments Have Been Requested.</b> 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="284 1370 933 1960"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>21/00739/FUL</td> <td>Proposed front extension. Location 14 Hotspur Avenue Bedlington NE22 5TD</td> <td>19th May 2021.</td> </tr> <tr> <td>21/01334/FUL</td> <td>Single storey extension and associated remodelling of existing low level roof to rear of building. Location 17 Warwick Grove Hazelmere Bedlington Northumberland NE22 6NW</td> <td>26th May 2021.</td> </tr> </tbody> </table>	Ref.	Description	Response Due Date	21/00739/FUL	Proposed front extension. Location 14 Hotspur Avenue Bedlington NE22 5TD	19th May 2021.	21/01334/FUL	Single storey extension and associated remodelling of existing low level roof to rear of building. Location 17 Warwick Grove Hazelmere Bedlington Northumberland NE22 6NW	26th May 2021.	<table border="1" data-bbox="960 1370 1501 1960"> <thead> <tr> <th>Determination</th> </tr> </thead> <tbody> <tr> <td>No Comment</td> </tr> <tr> <td>No Comment</td> </tr> </tbody> </table>	Determination	No Comment	No Comment
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**PART C – MATTERS FOR INFORMATION OR TO BE NOTED**

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21/19		<p><b>RESOLVED to NOTE</b>                      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>																																																											
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21/20	d.	<p><b>Schedule of Payments and Receipts.</b> Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.</p> <table border="1" data-bbox="264 197 1532 600"> <thead> <tr> <th>Payee</th> <th>Amount £. p</th> <th>Description</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Malcolm Wilkinson</td> <td>50.00</td> <td>Internal Audit Charges</td> <td></td> </tr> <tr> <td>Bedlington Community Centre</td> <td>7,500.00</td> <td>Annual Office Rent</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>809.64</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>83.04</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>HMRC</td> <td>-8,898.96</td> <td>VAT Refund</td> <td></td> </tr> <tr> <td>Kaspersky</td> <td>44.99</td> <td>Online Security Subscription</td> <td></td> </tr> <tr> <td>ISK8 Cool Attractions Ltd</td> <td>1,104.00</td> <td>Ice Rink Deposit</td> <td></td> </tr> <tr> <td>Smart Office Systems Ltd</td> <td>2.18</td> <td>Printer Charges</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>83.04</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Zoom Video Communications Inc</td> <td>143.88</td> <td>Software Subscription</td> <td></td> </tr> </tbody> </table>	Payee	Amount £. p	Description	Notes	Malcolm Wilkinson	50.00	Internal Audit Charges		Bedlington Community Centre	7,500.00	Annual Office Rent		Reay Security Limited	809.64	CCTV Charges		Reay Security Limited	83.04	CCTV Charges		HMRC	-8,898.96	VAT Refund		Kaspersky	44.99	Online Security Subscription		ISK8 Cool Attractions Ltd	1,104.00	Ice Rink Deposit		Smart Office Systems Ltd	2.18	Printer Charges		Reay Security Limited	83.04	CCTV Charges		Zoom Video Communications Inc	143.88	Software Subscription	
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21/23	h.	<p><b>Financial Update / Bank Reconciliation.</b></p> <table border="1" data-bbox="264 1357 1541 1688"> <thead> <tr> <th>Matter to be noted.</th> <th>Determination</th> </tr> </thead> <tbody> <tr> <td> <p>I. The Council are asked to note checked bank reconciliation of £337,185.18 as of 30th April 2021 and a Deposit Account Balance of £100,444.13 as of 30th April 2021. Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls. Councillor Trimming as the nominated member has independently verified the monthly bank reconciliation</p> </td> <td>The Council <b>NOTED</b> the bank reconciliation.</td> </tr> </tbody> </table>	Matter to be noted.	Determination	<p>I. The Council are asked to note checked bank reconciliation of £337,185.18 as of 30th April 2021 and a Deposit Account Balance of £100,444.13 as of 30th April 2021. Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls. Councillor Trimming as the nominated member has independently verified the monthly bank reconciliation</p>	The Council <b>NOTED</b> the bank reconciliation.																																								
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21/25	<p><b>Meeting Close and Date of Next Meeting.</b>  <b>RESOLVED</b> The next ordinary meeting of the Council will be on Thursday 10th June 2021 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington  Agenda for this meeting to be issued on Wednesday 2nd June 2021.</p> <p>Reminder – Though not a Council meeting The Annual Meeting of The Town 2021 – open to all electors in the parish will be on Thursday 27<sup>th</sup> May 2021 in Bedlington Community Centre starting at 6.30pm.  The Chair of The Council if available should Chair the meeting.</p> <p><b>The Chair closed the meeting at 7.30pm</b></p>
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**WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:**

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

**Signed by Chair**

**Date**