

Minutes of a West Bedlington Town Council Services Committee Meeting held on Thursday 25th May 2017 at 6.00 pm at Bedlington Community Centre, Bedlington.



**WEST BEDLINGTON
TOWN COUNCIL**

ATTENDANCE:

Councillors Present: C Taylor (Chair) item 1 only, D Graham, P Hedley, A Hogg, C Henderson, M Trimming (Chair).

Councillors Not Present: K Roach, V Thompson.

ALSO PRESENT: Town Clerk Steven Young.

S059/17 - 1. ELECTION OF CHAIR

Having been proposed and seconded Councillor Trimming was elected Chair of the committee.

Councillor Trimming took the Chair.

S060/17 - 2. ELECTION OF DEPUTY CHAIR

Having been proposed and seconded Councillor Hogg was elected Deputy Chair of the committee.

S061/17 - 3. APOLOGIES FOR ABSENCE

Apologies for absence were received for this meeting from Councillors Roach and Thompson.

Resolved to accept the apologies for absence received.

S062/17 - 4. MINUTES OF LAST MEETING

Resolved that the minutes of the Services Committee meeting held on 27th April 2017 are approved.

S063/17 - 5. MATTERS ARISING

- Councillor Hogg noted in relation to Min S052/17 that the grass had not been cut. The Clerk advised that he had made a request to Northumberland County Council and would now send a further request.
- Councillor Henderson in relation to Min S049/17 advised that mufflers had been fitted but that they requires further adjustment. The Clerk has already made arrangements for the contractor to return and make the required improvements.
- Councillor Hedley in relation to Min S056/17 advised that the work on the masonry repointing of Hartford Bridge was likely to be complete in the next week.

S064/17 - 6. DISCLOSURE OF INTERESTS

There were no disclosed interests for this meeting.

S065/17 - 7. ACCEPTANCE OF TERMS OF REFERENCE.

Resolved to accept the terms of reference provided. (Appendix A).

S066/17 - 8. SCHEDULE OF COMMITTEE MEETINGS FOR 2017/18.

Resolved to adopt the draft schedule of meeting dates for 2017/18 - (Appendix B).

S067/17 - 9. MATTERS FOR DISCUSSION / DECISION.

- a. **RESOLVED to establish an additional working group to consider and plan the creation of an Operative/Handyman post.**
- b. **RESOLVED that the membership of the "Operative Working Group" will be Councillors Graham, Hedley, Hogg, Taylor and Trimming.** (Absent committee members Councillors Roach and Thompson should also be given an opportunity to join the group if they so choose).

Chairman's initials

S068/17. - 10. ALLOTMENTS

The Clerk advised the Committee that the land registry registration of both allotment leases was still with the Council's solicitor.

S069/17 - 11. BUS SHELTERS

- Councillor Henderson advised that she had witnessed school pupils damaging a bus shelter. The Committee are to invite all Bedlington schools to meet with The Council Chair and Services Committee Chair to discuss ways of joint working to try to eliminate damage to Council assets.
- The Clerk advised that a vandalised bus panel in Bedlington Market Place had already been replaced.

S070/17 - 12. PUBLIC SEATS

No update in relation to public seats.

S071/17 - 13. LITTER BINS

- The Committee discussed the location of the new litter bins at Hartlands and Hollymount Square and will now monitor the use of the bins to assess their accessibility.
- Councillor Hogg noted a bin close to the entrance of Meadowdale estate looked to be dislodged from its mountings – The Clerk will ask the County Council to provide some feedback
- Councillor Hedley reminded the Committee that the new bin at Hartford Bridge was yet to be installed – The Clerk advised that the installation of the bin was included along with all the other recently installed bins and that the installation of the Hartford Bridge bin would be undertaken as soon as the County Council had resource to complete the work.

S072/17 - 14. PLAY AREAS

- Councillor Taylor provided an update with regard to a full maintenance inspection at Westlea play area by the installation contractor and was able to confirm that all equipment and surfaces have been adjusted where adjusted.
- Councillor Henderson advised that children were riding scooters on the trampoline at Meadowdale play area and requested new signs to prohibit the use of scooters in the play area. The Clerk will provide a cost and add to a future agenda for formal decision.
- Councillor Graham asked if the previously requested padlocks for the service gates at Westlea play area had been fitted. The Clerk advised he would chase up the request with the County Council.

S073/17 - 15. ENVIROMENTAL

- Councillor Taylor asked if the white rails at Attlee Park could be painted.
- Councillor Hogg asked if the County Council had any plans to repair the timber fence at Attlee Park – along the roadside path to the bridge.
- Councillor Graham asked if the railings along Glebe Bank could be painted.
- Councillor Taylor asked if large flower troughs could be provided outside of Baedling Manor to replace the current concrete blocks along the roadside.
- In respect of all requests The Clerk would firstly enquire into any necessary permissions to carry out the work and if those were obtained then seek costs for consideration by the Committee at a future meeting.

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S074/17 - 16. PLANNING

Applications Received for comment by the Council.

Ref.	Description	Response Due	Response
17/01501/COU	Retrospective - Change of use of part of petrol station retail area to Subway sandwich shop Location The Lion Garage 15 Front Street West Bedlington NE22 5TZ	26th May 2017	No Comment
17/01633/FUL	Proposed bungalow refurbishment including part loft conversion to form additional bedrooms & en-suite, new dormer/Velux style windows, installation of new front entrance canopy, rendering of front elevation and installation of bi-folding doors and window to West elevation. Location 16 Church Lane Bedlington NE22 5EL	1st June 2017	No Comment
17/01586/DISCON	Discharge of Condition 9 (Validation and Verification Report to the Approved Methodology) - relating to planning application 15/03266/FUL Northumberland County Council Bedlington Day Centre Bedlington Northumberland NE22 5UQ	1 st June 2017	No Comment

S075/17 – 17. ANY OTHER BUSINESS

Councillor Hogg was elected to attend Northumberland County Council’s Planning Committee Meeting on 6th June 2017 in support of the Councils previously lodged comments in relation to planning applications 16/04731/OUT Land South West Of Glebe Farm Choppington Road Bedlington Northumberland and 17/00444/OUT Car Park Vulcan Place Bedlington Northumberland NE22 5DN.

S076/17 – 18. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Services Committee will be held on Thursday 22nd June 2017 at 6pm in Bedlington Community Centre.

Approved by the Chair

22nd June 2017

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APPENDIX A – COMMITTEE TERMS OF REFERENCE

Under the provisions of Section 101 of the Local Government Act, 1972 a Local Authority has powers to arrange for the discharge of its functions by a Committee, Sub-Committee or an individual Officer of the Authority.



WEST BEDLINGTON
TOWN COUNCIL

Services Committee:

The powers, duties and functions of this Committee are as follows:

1. Constitution

The Constitution of this Committee shall be at least four Members of the Council. The Chair and Vice-Chair of Council will be ex-officio Committee Members if not committee members in their own right.

Three members of the committee should constitute a quorum. If the number of Councillors present falls below the required quorum, the meeting shall be adjourned and business not transacted shall be placed before the next meeting of this Committee.

The Committee shall elect a Chair and Vice-Chair from its membership in attendance at the first meeting of the Committee after the Council's Annual Meeting.

Any Town Councillor who is not a member of the Committee can attend as an observer. If they wish to speak on item they must inform the Chair, but they cannot vote.

2. Attendance at Meetings

The Committee will meet as needed and has delegated powers.

3. Delegated Powers

The Services Committee is authorised to make binding decisions on behalf of West Bedlington Town Council with regard to all aspects detailed below, provided that in all cases the meeting is quorate and is limited to the Councils approved budget and or use of planned reserves.

- (a) The consideration and planning of all matters relating to the direct provision of services, including, but not restricted to:-

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Allotments	Environmental – Painting of Railings etc
Play Areas	Grit Bins
Bus Shelters	Festive Lighting
Grass Cutting	Community Defibrillators
Bedding Plants	Bedlington In Bloom
War Memorials	Northumbria In Bloom
Litter Bins	Glebe Bank Parking Bays
Public Seating	Attlee Park Path

- (b) Any other matters relating to services in general in Bedlington.
- (c) Scrutiny of further service transfers from Northumberland County Council.
- (d) Recommend a budget and use of planned reserves to the Council
- (e) Consider Planning Applications that because of response timescales cannot wait for a full Council meeting.

4. Reporting

The Services Committee Chair will provide reports to full Council periodically.

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Appendix B - Services Committee Meeting Schedule

All meeting dates are subject to Committee approval

Provisional dates for 2017/2018 are shown in the table below.

Year	Month	Services Committee Starting at 6PM All 4th Thursday of month	Notes
2017	May	25	First meeting of new Committee.
2017	June	22	
2017	July	27	
2017	August	24	
2017	September	28	
2017	October	26	
2017	November	23	
2017	December	28	
2018	January	25	
2018	February	22	
2018	March	22	
2018	April	26	

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