

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 11th January 2018 at 6.30pm

The agenda for the meeting is set out below.  
Steven Young - Town Clerk  
3rd January 2018



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**PRESENTATIONS**

There are no presentations for this meeting.

**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)
- In order 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.***

**1) APOLOGIES FOR ABSENCE**

To receive apologies for absence from Councillors.

**2) MINUTES OF THE LAST MEETINGS**

To sign as a correct record the minutes of the West Bedlington Town Council meeting held on 14th December 2017.

**3) MATTERS ARISING**

To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.

**4) DISCLOSURE OF INTERESTS**

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. 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.

**5) CHAIRS UPDATE**

The Chair will make any relevant announcements and provide updates to the members.

**6) COUNTY COUNCILLOR UPDATES**

Any announcements or updates from Northumberland County Council Councillors.

**7) COMMITTEE / WORKING GROUPS –**

- I. **Finance and Governance Working Group** - Update from the group Chair – Councillor Taylor.
- II. **Events and Communications Working Group** - Update from the group Chair – Councillor Graham.
- III. **Services Committee** - Update from the Committee Chair – Councillor Trimming.
- IV. **Neighbourhood Plan Working Group** – Update from the group Chair – Councillor Hogg.

## 8) MATTERS FOR DISCUSSION / DECISION

- a. **Asset Register.** The Council are asked to review and approve its asset register. (Draft register circulated to members).
- b. **Risk Assessments.** The Council are requested to review, update and approve the following risk assessments (Draft assessments circulated to members).
  - i. Lone Working
  - ii. Slips and Trips
  - iii. Manual Handling
  - iv. Electrical Equipment
  - v. Display Screen Equipment
  - vi. Stress
  - vii. Travelling Whilst At Work
  - viii. Dealing with The Public
  - ix. Fire Procedure
- c. **Internal Controls.** The Council are asked to review and approve the following internal control documents :
  - i. Financial Risk Assessment and Management 2017/18.
  - ii. Statement of Internal Controls 2017/18.
  - iii. Internal Audit terms of reference 2017/18.
- d. **Traffic Survey Letter of Support.** The Council are asked to discuss and consider a request from County Councillor Wallace to provide a letter to support his proposal for a traffic survey and the provision of “keep clear” line markings at The Red Lion Roundabout, Bedlington.
- e. **Events.** The Council are asked to discuss and decide upon the provision of a “Spring Jobs Fair”. – Councillor Taylor.
- f. **Events.** The Council are requested to discuss and decide upon a request from County Councillor Crosby to provide financial support for a 2018 Gallagher Park Music Event. (Request circulated to members).

## 9) CORRESPONDENCE.

The Council are requested to accept all correspondence, consultations and invitations and the actions noted shown in **Appendix A**.

## 10) COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

Feedback from Councillor Representatives on External Committees - Standing item if anything needs to be reported. Written reports please.

### Reports from Councillor Representatives

- a. Town / Parish Liaison Committee - Councillor Taylor.
- b. NALC – Councillor Hogg.
- c. COSH (Previously LMAPS) – Councillor Hedley.
- d. Gallagher Park Steering group – Councillor Graham.
- e. Dr Pitt Stakeholders meeting – Councillor Trimming.
- f. Humford Dam Residents Group – Councillor Hogg.
- g. Bedlington in Bloom – Councillor Hedley.

## 11) CLERK'S REPORT

The Council are requested to approve the Clerks Report **Appendix B**.

## 12) SCHEDULE OF PAYMENTS AND RECEIPTS

The Council are requested to approve the schedule of payments and (receipts) shown in **Appendix C**.

## 13) PLANNING

The Council are asked to discuss and decide if it wishes to make any comments in relation to the Planning applications received for comment shown in **Appendix D**.

(Note: recent notified planning decisions are shown in Appendix E for information only).

**14) COMMUNITY CHEST / PUPILS FUND / FUNDING APPLICATIONS AND REQUESTS**

- There are no applications for this meeting.

**15) RESIDENTS NEWSLETTER**

Any updates in relation to the publication and distribution of the Councils resident's newsletter.

**16) ANNUAL MEETING OF THE TOWN 2018.**

Any updates in relation to The Annual Meeting of The Town on Wednesday 30<sup>th</sup> May 2018.

**17) EXEMPT BUSINESS**

**To exclude the Press and Public under section 1 (2) of Public Bodies (Admission to Meetings) Act 1960 for the following items on the Agenda, on the grounds that it may involve the disclosure of confidential information.**

To discuss and decide upon the recommendation of Finance and Governance Working Group in relation to The Clerks annual assessment and pay review.

**18) 2018/19 ANNUAL BUDGET AND PRECEPT REQUIREMENT**

The Council are requested to review and approve the proposed budget and precept requirement for 2018/19. (Working papers distributed to members).

**19) ANY OTHER BUSINESS**

Advance notice of items to be brought forward to the next meeting of the Council.

**20) DATE OF NEXT MEETING**

The next meeting of the Council will be on Thursday 8th February 2018 at 6.30pm in Bedlington Community Centre.

**21) CLOSE OF MEETING**

**WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:**

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

**Appendix A, B, C and D Form Part of this Agenda**

**Appendix A – Correspondence, Consultations and Invitations. (Agenda Item 9).**

**a. Correspondence**

Ref	From	Summary	Action
1/18	NALC	Enews 4 December 2017	Noted and Circulated
2/18	NALC	Use of Northumberlandparishes.uk Website	Noted and Circulated
3/18	Community Action Northumberland	CAN Enew December 2017	Noted and Circulated
4/18	NCC Highways	TTRO 104277317 Church Lane Bedlington	Noted and Circulated
5/18	County Councillor Wallace	Road Traffic Survey Update + Request For Support	Noted and Circulated
6/18	NCC Planning	Update re unauthorised advert 16C Front Street West, Bedlington.	Noted and Circulated
7/18	NCC	Local Area Meeting Notice 20 Dec 2017	Noted and Circulated
8/18	NALC	Briefing Note – General Data Protection Regs.	Noted and Circulated
9/18	County Councillor Crosby	Youth Support Contact Details	Noted and Circulated
10/18	NALC	Enews 12 December 2017	Noted and Circulated
11/18	NCC – Street Lighting	Street Lighting Modernisation Update	Noted and Circulated
12/18	NCC	Funding eBulletin 141217	Noted and Circulated
13/18	NALC	Local Council of The Year 2018	Noted and Circulated
14/18	Northumberland VCA	e-bulletin – Issue 90	Noted and Circulated
15/18	NALC	Diversity Work Survey	Noted and Circulated
16/18	NCC	Local Area Meeting 20 Dec 2017 – Cancellation	Noted and Circulated
17/18	NCC Planning	Explanation for Local Area Meeting Cancellation	Noted and Circulated
18/18	NCC	Northumberland News – Winter 2017	Noted and Circulated
19/18	NCC	Northumberland Pension Fund Annual Report and Accounts 2016 -2017	Noted and Circulated
20/18	NCC	Road Closures For Events - Fees	Noted and Circulated
21/18	NALC	Enews 19 December 2017	Noted and Circulated
22/18	NALC	Chief Executives Bulletin 46	Noted and Circulated
23/18	NALC	Buckingham Palace Garden Party 2018	Noted and Circulated
24/18	NALC	Local Government Finance Settlement	Noted and Circulated
25/18	Rural Services Network	Community Survey	Noted and Circulated
26/18	Dept For Transport	Order NE/2893 Stopping Up Of Highway at Car Park, Schalksmuhle Road, Bedlington.	Noted and Circulated

**b. Consultations.**

Owner	Description	Where and When
North of Tyne Local Authorities	North of Tyne Devolution	Online at <a href="https://northoftynedevelopment.com/consultation/">https://northoftynedevelopment.com/consultation/</a> by 5 <sup>th</sup> Feb 2018

**c. Invitations.**

Date	From	Description	Comments
12 Jan 2018	NCC	NCC Pension Fund Employer Meeting	Clerk to attend unless members wish to appoint a member

**Appendix B - Clerks Report (Agenda Item 11).** No report at this time – an update may be given at the meeting.

**Appendix C – Schedule of Payments and Receipts (Agenda Item 13) Payment 1st December 17 to 31st December 17.**

**All payment GROSS of VAT.**

Payee	Amount	BCC	Bloom	Dr Pit	Description
D L Maintenance + Repair	162.50				Bus Shelter Repairs
Talk Talk Business	36.61				Telephone + Internet
Northumberland County Council	2,723.01				Payroll Costs
W L Straughan & Son Ltd	1,776.00				Tree Removal At Allotments
Tracey Cooper	(60.00)				Income From Christmas Event
Gary Miller	(40.00)				Income From Christmas Event
Northumberland County Council	540.00				Stalls For Christmas Event
Vets4Pets	(250.00)				Duplicate Payment Made In Error
Vets4Pets - refund	250.00				Refund Of Payment Made In Error
Broxap Limited	72.00				Litter Bin Liner
Haggs-Smp Ltd	741.07				Play Area Repairs
J Smith & Sons	120.00				Play Area Repairs
Elveden Farms Limited	1,347.60				Christmas Tree
St Cuthbert's Church, Bedlington	3,000.00				Funding For Christmas Lights
Bedlington Town Football Club	500.00				Community Chest Award
DL Maintenance & Repair	208.50				Bus Shelter + Litter Bin Repairs
D & M Fencing	905.34				Christmas Tree Fence
WL Straughan & Son Ltd	228.00				Cutting Back Vegetation
Viking Payments	136.41				Paper and Postage Stamps
Northumberland County Council	240.00				Grass Cutting
HMRC	(7,172.48)				VAT repayment

**Appendix D – Planning applications (Agenda Item 13)**

Applications Received for comment by the Council from the Planning Authority

Ref.	Description	Response Due
17/04451/OUT	Outline permission with some matters reserved for the development of 11no. detached 2 storey dwellings with associated access works and removal of trees. Location Land North West Of Blue House Farm Netherton Colliery Northumberland	15 <sup>th</sup> Jan 2018
17/04327/FUL	Replace high timber boundary fence with high steel fencing. Location East Allotments Ridge Terrace Bedlington Northumberland	15 <sup>th</sup> Jan 2018
17/03346/FUL	Retrospective: Erection of a wooden fence 1.9 meters high, with 6 brick columns of the same height along garden boundary wall, partially adjacent to a highway. Location 1 Beech Grove Bedlington Northumberland NE22 5DA	23rd Jan 2018
17/04572/FUL	Single storey side extension Location 12 Durham Close Hazelmere Bedlington NE22 6NB	24th Jan 2018

Other Applications.

Ref.	Description	Response Due
17/03832/OUT	Outline planning permission for the development of 1no. Detached residential dwelling with all matters reserved. Location Land South East Of 1 The Croft The Croft Nedderton Village Bedlington Northumberland NE22 6BA	Local Area Council - Cramlington, Bedlington & Seaton Valley (Planning Only) - Netherton Social Club, 1a Netherton Lane, Bedlington, NE22 6DP at 5pm on 20 December 2017

Any applications / Consultations received after the issue date of this agenda, where the expiry date for observations would not allow the Council to wait to consider and submit any observations at its next scheduled meeting. - TBC.

**Appendix E - Planning decisions notified to WBTC by NCC - Information Only**

<b>Ref.</b>	<b>Description</b>	<b>Decision</b>
17/03656/FUL	Proposed kitchen/utility/garage extension with bedroom and en-suite at 1st floor level Location 87 Hartlands Bedlington NE22 6JF	GRANTED
17/03690/FUL	Change of use from agriculture to informal public open space and rear gardens. Location Land West Of North Ridge Netherton Lane Bedlington Northumberland	GRANTED
17/03357/FUL	Retrospective extension and conversion to existing attached garage inc new roof. Location 27 Bonchester Close The Chesters Bedlington NE22 6JW	GRANTED
17/03832/OUT	Outline planning permission for the development of 1no. detached residential dwelling with all matters reserved. Location Land South East Of 1 The Croft The Croft Nedderton Village Bedlington Northumberland NE22 6BA	GRANTED
17/03777/LBC	Listed building consent for secondary double glazing to two existing sliding sash windows Location Plessey View The Hall Hartford Hall Estate Bedlington Northumberland NE22 6AG	GRANTED
17/03850/FUL	Bedroom and utility extension. Conversion of conservatory to sun room. Location 23 Chipchase Close Hazelmere Bedlington Northumberland NE22 6ND	GRANTED