



**WEST BEDLINGTON
TOWN COUNCIL**

Minutes of the Meeting held on Thursday 11th January 2018 at 6.30 pm at Bedlington Community Centre, Bedlington.

COUNCILLORS PRESENT: C Taylor (Chair), D Graham, P Hedley, C Henderson, A Hogg, K Roach, V Thompson, M Trimming, J Tyler.

COUNCILLORS NOT PRESENT: All Councillors were present for this meeting.

ALSO IN ATTENDANCE: Town Clerk S Young, County Councillor Crosby. 4 (Four) members of the public.

PRESENTATIONS

There were no presentations for this meeting.

OPEN SESSION

- A resident asked if any progress had been made with regard to obtaining costing of the County Councils "Handyman Service". The Chair replied that the Council were compiling a list of potential jobs / works that could be undertaken on the Town Councils behalf by the proposed "Handyman Service" and that once complete these would be sent to the County Council to obtain costing quotes.
- A resident notified the Council that he had observed staff from the Baedling Manor Nursing home using one of the Town Councils bus shelters as a "smoking shelter". The Chair advised that the Council would contact the nursing home about the matter.

C001/18 - 1. APOLOGIES FOR ABSENCE

There were no apologies for absence for this meeting, all Councillors were present.

C002/18 - 2. MINUTES OF THE LAST MEETINGS

RESOLVED that the minutes of the West Bedlington Town Council meeting of 14th December 2017 are approved as a true record.

C003/18 - 3. MATTERS ARISING

Councillor Hogg asked in relation to Min 220/17 Sports Centre if a date had been set for an initial meeting of the working group. The Chair advised that a first meeting date was still to be determined.

C004/18 – 4. DISCLOSURE OF INTERESTS

Councillor Hogg declared an interest in Agenda Item 13 Planning - Application 17/04327/FUL.

C005/18 - 5. CHAIRS UPDATE

The Chair provided updates on the matters summarised in Appendix E.

Chairman's initials

C006/18 - 6. COUNTY COUNCILLOR UPDATES

County Councillor Crosby provided brief verbal updates on some of the matters they have been dealing with over the last month. The Chair thanked him for his attendance. Apologies were received from County Councillors Robinson and Wallace.

C007/18 -7. COMMITTEE / WORKING GROUPS

- a. Finance and Governance - Councillor Taylor. The group met to review The Clerks pay and the group's recommendation is included upon the current meeting agenda (Item 18).
- b. Events and Communication Working group – Councillor Graham. No meeting to report upon.
- c. Services Committee – Councillor Trimming – No meeting to report upon.
- d. Neighbourhood Plan Working Group – Councillor Hogg. No meeting to report upon.

RESOLVED to accept all committee / working group reports.

C008/18 - 8. MATTERS FOR DISCUSSION / DECISION

- a. **RESOLVED after review to accept and approve the updated asset register circulated.**
- b. **RESOLVED after review to accept and approve the following risk assessments:**
 - 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. **RESOLVED after review to 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. **RESOLVED to provide a letter in support of County Councillor Wallace's proposal to request a traffic survey and "keep clear" lines at The Red Lion roundabout, Bedlington.**
- e. **RESOLVED to provide a further Jobs Fair at the end of February 2018.**
- f. **RESOLVED to pledge £5k in support of County Councillor Crosby's funding request for a live music event in Gallagher Park. A further £2.5k provision has been set aside within the budget should a further funding request be received and subsequently approved by The Council.**

C009/18 – 9. CORRESPONDENCE

RESOLVED that all Correspondence, Consultations and Invitations (Appendix A) has been properly received and actioned.

C010/18 - 10. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

Reports from Councillor Representatives

- I. Town / Parish Liaison Committee (Councillor Taylor) – no meeting to report upon.
- II. NALC – (Councillor Hogg) – no meeting to report upon.
- III. LMAPS now Community Safety Hub– (Councillor Hedley) – no meeting to report upon
- IV. Gallagher Park Steering Group – (Councillor Graham) – no meeting to report upon.
- V. Dr Pit Stakeholder Meetings – (Councillor Trimming) – no meeting to report upon.
- VI. Humford Dam – (Councillor Hogg) – no meeting to report upon.

RESOLVED to accept all reports and updates.

C011/18 - 11. CLERKS REPORT

RESOLVED to accept the Clerks report (details shown in Appendix B).

Chairman's initials

C012/18 - 12. SCHEDULE OF PAYMENTS AND RECEIPTS

RESOLVED to approve the schedule of payments and receipts (Appendix C).

C013/18 - 13. PLANNING

RESOLVED not to make any comment in relation to any of the applications contained within the schedule for the meeting (Appendix D).

Planning decisions are shown in Appendix F for information only.

C014/18 - 14. COMMUNITY CHEST / PUPILS FUND APPLICATIONS

No applications for this meeting.

C015/18 - 15. RESIDENTS NEWSLETTER

No updates for this meeting.

C016/18 - 16. ANNUAL MEETING OF THE TOWN

No updates for this meeting.

C017/18 - 17. EXEMPT BUSINESS

RESOLVED to APPROVE the recommendation of The Finance and Governance Working Group to award The Clerk a 2% increase in annual salary. With effect from 1.4.2018 The Clerks annual salary will be £25,854.

C018/18 - 18. 2018/19 ANNUAL BUDGET AND PRECEPT REQUIREMENT.

RESOLVED to approve a budget and precept requirement of £242,297 for the financial year 2018/19. (Budget Summary shown in Appendix G).

C019/18 – 19. ANY OTHER BUSINESS

All Councillors are invited to meet on Wednesday 17th January 2018 at 5pm to discuss the draft brief for the 2018 Gallagher Park music event (distributed to all Councillors). Any Councillors who are unable to attend the meeting and wish to comment should send any comments to The Clerk ahead of the scheduled meeting time.

C020/18 - 20. DATE OF NEXT MEETING

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

C021/18 – 21. CLOSE OF MEETING

The meeting closed at 7.40pm

Signed by the Chair

8th February 2018

Appendix A, B, C, D, E and G only form part of these minutes.

Chairman's initials

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 - None for this meeting.

Owner	Description	Where and When
North of Tyne Local Authorities	North of Tyne Devolution	Online at https://northoftynedevelopment.com/consultation/ by 5 th Feb 2018

c) Invitations – None for this meeting.

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

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Appendix B – Clerks Report (Agenda Item 11).

Finance

The budget and precept requirement for 2018 – 19 will be resolved at this evenings meeting. The increase in the budget is directly attributable to new projects or improved provision of existing services.

The Councils Financial position remains strong and broadly in line with planned spending and budget. A further finance update will be provided at February's meeting.

The current agenda includes some statutory reviews of the Councils financial arrangements which will enable the Council to complete its governance review at its next meeting (this will be a statutory requirement of the annual return of accounts).

Services

The Market Place bus shelters has had a number of panels pushed out or damaged at different times in recent weeks – all have been replaced (at time of writing).

Locks on litter bins – a number of bins are been accessed and the contents thrown around. I have sort a quote to fit a more substantial lock to the litter bins in the hope it will eliminate the issue.

Events and Communications

The Christmas tree fence and sign has been dismantled and placed in storage for future years.

The County Council have very quickly and efficiently removed the Christmas tree lights and the Christmas tree itself. The Christmas lights on lamp columns will be removed shortly.

An events working group meeting should be scheduled soon to review this year's events and to commence setting dates and making arrangements for this year.

Projects

The quote the County Council received to paint the railings on Glebe Bank and the additional lamp post from the lamp post contractor far exceeds our set aside £10k budget. The County Councils Highways Delivery Manager has indicated that he could arrange for the County Council to carry out the work and that the cost would be capped at £10k.

Skate Park and Sports Centre projects both need an initial meeting, group structure and terms of reference.

Admin

I will be away from work on Wednesday 24th January 2018 (The office will be closed) but will work all day Thursday 25th January 2018 (The Office will be open).

Chairman's initials

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 Received for Comment. (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 th Jan 2018
17/04327/FUL	Replace high timber boundary fence with high steel fencing. Location East Allotments Ridge Terrace Bedlington Northumberland	15 th 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 - None

Chairman's initials

Appendix E – Chairs Update (Agenda Item 5).

Mayors update – January 2018

Happy New Year

There have been the usual round of meetings but I would like to focus this update on the most important ones which have been around our budget setting process for our 2018/19 budget.

Firstly, I would like to thank all the councillors who gave up their time and attended the meetings to bring forward their ideas to help improve the town. Jointly we identified a huge number of ideas which over the course of four meetings whittled down to identify what we want to do now and what can ideally wait for another year. One thing we all agreed on was making a larger provision this year for the young people in our town so we will be investing 15K into youth clubs and activities, hopefully this will encourage them to participate and get them off our streets.

We agreed to invest in several key new projects including:

- CCTV
- Leisure Centre project
- 15K for a joint project with County councillor Malcolm Robinson to enhance, changing room facilities and bring indoor sports to West Lea
- Funding towards a skate park

We are still providing for future renewals of bins, bus shelter and playground equipment in our provisions and will continue to provide financial assistance for BiB, defibrillators and newspapers in the library.

We have increased the number of events planned, including a jobs fair to assist resident who need to look for work with opportunities on their door step. Summer Fair, Halloween, Christmas light switch on, Picnic, Northumberland Day, all planned to boost our community spirit.

I'm sure you will agree it is ambitious.....so now to the figures, last year saw a decrease in 12.1%, I want to recoup this and add an additional 9.48% making an overall increase of 21.58% (£6.55 per month on average Band D property) with our admin costs at 15% of the total budget, the majority of our funds is being fed back into the town for the provision of services.

Finally, just as a reminder I've been asked to let you all know that there will be an art exhibition in St Cuthbert's church on 24th February between 10 am and 2pm, I attended the last event which was a fabulous display of art work by local residents, well worth supporting.

Christine

Chairman's initials

Appendix F - Planning decisions notified to WBTC by NCC - Information Only

Ref.	Description	Decision
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

Appendix G – 2018-19 Budget Summary (Overleaf)

Chairman's initials