



**WEST BEDLINGTON  
TOWN COUNCIL**

**Minutes of the Meeting held on Thursday 10th May 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 the meeting.

**ALSO IN ATTENDANCE:** Town Clerk S Young, County Councillors Crosby and Robinson and 9 (Nine) members of the public.

**PRESENTATIONS**

There were short presentations in support of funding requests (Agenda Item 17) from Bedlington Community Allotment and The North East Bedlington Terrier Society.

**C081/18 – 1. ELECTION OF MAYOR FOR THE YEAR 2018/19**

**Resolved:** Having been proposed and seconded Councillor Christine Ann Taylor was elected Mayor of West Bedlington Town Council for the year 2018/19.

**C082/18 – 2. TO RECEIVE THE MAYORS DECLARATION OF ACCEPTANCE**

**Councillor Taylor signed the Mayors Declaration of Acceptance of Office.**

**C083/18 – 3. ELECTION OF DEPUTY MAYOR THE YEAR 2018/19**

**Resolved:** Having been proposed and seconded Councillor Victoria Thompson was elected Deputy Mayor of West Bedlington Town Council for the year 2018/19.

**Councillor Thompson signed the Deputy Mayors Declaration of Acceptance of Office.**

**OPEN SESSION**

- A resident asked for an update on the “Operative Project”. The Chair and Councillor Roach (Project Chair) advised that following a cost benefit analysis the project had concluded that there was little or no benefit in the direct employment of an “Operative”. However The Council would continue to look at other ways to deliver cost effective and improved services.
- A resident asked if The Council would contact The Market Tavern about the general untidiness outside its premises. The Chair advised that she would be contacting all local pubs ahead of “Bedrock” to seek assurances that Front Street Bedlington was kept tidy and free of litter after the event and that she would use the opportunity to relay the residents requests to The Market Tavern.

Chairman's initials

#### **C084/18 - 4. APOLOGIES FOR ABSENCE**

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

#### **C085/18 - 5. MINUTES OF THE LAST MEETINGS**

**RESOLVED** that the minutes of the West Bedlington Town Council meeting of 12<sup>th</sup> April 2018 are approved as a true record of the meeting.

#### **C086/18 - 6. MATTERS ARISING**

- Councillor Hedley in relation to minute C078/18 – Any other business acknowledged that his request for a Police report had been included within the current meeting agenda.

#### **C087/18 – 7. DISCLOSURE OF INTERESTS**

Councillor Hedley declared an interest in relation to Agenda Item 17 (Community Chest / Funding Application) with regard to the application from Bedlington Community Allotment.

#### **C088/18 - 8. COUNTY COUNCILLOR UPDATES**

County Councillors Robinson and Crosby provided brief verbal updates on some of the matters they have been dealing with over the last month. County Councillor Wallace was unable to attend and had had tendered his apologies.

#### **C089/18 – 9. COMMITTEE / WORKING GROUPS**

- a. Finance and Governance – Councillor Taylor - No meeting to report upon.
- b. Events and Communication working group – Councillor Thompson provided a brief verbal update and advised the Council that plans were on target for a Bedlington Picnic 2018 event. Councillor Graham advised that the enhanced Bedlington Street Fair 2018 – Bedlington Live was to be considered later on the meeting agenda.
- c. Services Committee – Councillor Trimming - draft minutes from the Services Committee meeting held on 26th April 2018 were distributed.
- d. Neighbourhood Planning Group – Councillor Hogg provided a verbal update in respect of a recent meeting the group had held with Northumberland Planning Department in relation to their approach to settlement boundaries and proposed housing development numbers and was pleased to advise that the approach was in line with that of the Neighbourhood Planning Group.

**RESOLVED to accept all committee / working group reports**

#### **C090/18 - 10. MATTERS FOR DISCUSSION / DECISION**

- a. **Schedule of Council Meetings for the year. RESOLVED to APPROVE the draft monthly Council meeting dates for the year supplied.**
- b. **Structure of Council Meetings for the year. RESOLVED to continue with the current structure of Council Committees and Working Groups – Finance and Governance Working Group, Events and Communications Working Group, Services Committee and Neighbourhood Planning Working Group.**
- c. **Committees and Working Groups – Membership and Meeting Schedules.**  
**Finance and Governance Working Group – Councillors Hedley, Hogg, Taylor, Thompson, and Trimming. The group will meet ad hoc as and when required.**  
**Events and Communications Working Group – Councillors Graham, Hedley, Henderson, Hogg, Taylor, Thompson and Trimming. The group will meet ad hoc as and when required.**  
**Services Committee – Councillor Graham, Hedley, Henderson, Hogg, Roach, Taylor, Thompson, and Trimmings. The Committee will meet monthly in accordance with the draft schedule distributed.**  
**Neighbourhood Plan Group – Councillors Hedley, Hogg, Taylor, Thompson and Trimming. The group will meet ad hoc as and when required.**

Chairman's initials

- d. Committees and Working Groups Terms of Reference. RESOLVED continue with the current Terms of reference for all Committees and Working Groups.
- e. Revisions to Standing Orders.
  - i. RESOLVED that Council meeting dates will be the 2<sup>nd</sup> Thursday of every month unless the date is prohibited by law or it is resolved otherwise by a meeting of The Council.
  - ii. RESOLVED that the structure of The Council (its Committees and Working Groups) will remain in place throughout the term of a Council (The period between elections) unless it is otherwise resolved by a meeting of The Council.
  - iii. RESOLVED to provide for the election of The Chair of each of its Committees / Working Groups annually at the first meeting of the Committee / Working Group after the May Council meeting.
- f. Internal Audit. RESOLVED to reappoint Mr Malcolm Wilkinson as The Council's Internal Auditor for the financial year 2018/19.
- g. Cheque Signatories. RESOLVED that Councillors Hedley, Hogg and Tyler will remain as the Council's cheque signatories.
- h. Asset Register Policy. RESOLVED to adopt the draft Asset Register Policy provided.
- i. Internet / Website Domains. RESOLVED to arrange the transfer of domains westbedlingtontowncouncil.co.uk and westbedlingtontowncouncil.org.uk to The Council.
- j. Litter Bins. RESOLVED to refer the residents request for a litter bin at Burdon Terrace, Bedlington to The Council's Services Committee.
- k. Red House Farm Seats. RESOLVED to refer the decision on repairs / replacement of public seats at Red House Farm estate to The Council's Services Committee.
- l. Nedderton Speed Signs. RESOLVED in principle to investigate costs and permissions required to provide speed signs for Nedderton Village and to refer the decision to The Council's Services Committee.
- m. Bedlington Live 2018 Music Event / Enhanced Street Fair. RESOLVED to provide an enhanced event with a maximum budget of £25k.
- n. Youth Leisure Provision 2018/19.
  - i. Bedlington Salvation Army. RESOLVED to fund a Summer Club in accordance with the proposal distributed at a cost of £600.
  - ii. Bedlingtonshire Golf Club. This matter was DEFERRED to a future meeting.
- o. Subway Art Work. This matter was DEFERRED to a future meeting.

#### **C091/18 – 11. CORRESPONDENCE**

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

#### **C092/18 - 12. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES**

##### **a) Feedback**

- I. Town / Parish Liaison Committee – (Councillor Taylor) - verbal update provided.
- II. NALC – no meeting to report upon (Councillor Hogg) – no meeting to report upon.
- III. Gallagher Park Steering Group – (Councillor Graham) - no meeting to report upon.
- IV. Bedlington In Bloom – (Councillor Hogg) - no meeting to report upon.

**RESOLVED to accept all reports provided.**

##### **b) Election of Council representatives on external communities / bodies**

**RESOLVED that with immediate effect Councillor representation on external groups will be:**

- I. Town / Parish Liaison Committee – Council Chair Councillor Taylor.
- II. NALC – Councillor Hogg.
- III. Gallagher Park Steering Group – Councillor Graham.
- VI. Bedlington In Bloom - Councillor Hedley.

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**C093/18 - 13. CLERKS REPORT**

**RESOLVED** to accept the Clerks report (Appendix B).

**C094/18 - 14. SCHEDULE OF PAYMENTS AND RECEIPTS**

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

**C095/18 - 15. ANNUAL RETURN OF ACCOUNTS 2017/18**

- a. **RESOLVED** to approve the Internal Audit Report dated 18<sup>th</sup> April 2018 for the financial year ending 31<sup>st</sup> March 2018.
- b. **RESOLVED** to approve The Annual Return Of Accounts For 2017/18 (The Chair Councillor Taylor signed the approval of the accounts)
- c. **RESOLVED** to accept and approve the explanation of year on year variances distributed.

**C096/18 - 16. PLANNING**

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

**C097/18 - 17. COMMUNITY CHEST / PUPILS FUND APPLICATIONS**

- **Community Chest Application – Bedlington Community Allotment. RESOLVED** award £150.
- **Funding Application – North East Terrier Society. RESOLVED** to award £100 for the purchase of a trophy and to award £50 annually to support the “Terrier Gathering”.

**C098/18 - 18. RESIDENTS NEWSLETTER**

The spring 2018 edition of the resident’s newsletter is to be distributed from week commencing 14<sup>th</sup> May 2018.

**C099/18 - 19. ANNUAL MEETING OF THE TOWN 2018**

A list of confirmed groups attending the meeting on 30<sup>th</sup> May 2018 was distributed to members.

**C100/18 – 20. POLICE REPORT.**

**RESOLVED** to note the latest Police Report distributed to members.

**C101/18 – 21. ANY OTHER BUSINESS**

Councillor Tyler asked if there was any update in relation to the painting of the railing on Glebe Road Bedlington. The Chair and Clerk will raise the issue when they next meet with Northumberland County Council Highways representatives.

**C102/18 - 22. DATE OF NEXT MEETING**

**RESOLVED** the next meeting of the Council will be held on Thursday 14th June 2018 at 6.30pm at Bedlington Community Centre

**C103/18 – 23. CLOSE OF MEETING**

The meeting closed at 8.06pm

Signed by the Chair

14th June 2018

Chairman’s initials

Appendix A, B, C, D form part of these minutes.

**Appendix A – Correspondence, Consultations and Invitations. (Agenda Item 8).**

**a) Correspondence**

Ref	From	Summary	Action
105/18	Bedlington Forum	Meeting Minutes 19 <sup>th</sup> March 2018	Noted and Circulated
106/18	Nedderton Resident	Speeding In Nedderton	Noted, Circulated and Reply Distributed.
107/18	Northumberland County Council	Local Council Meeting 18 <sup>th</sup> April 2018 – Agenda	Noted and Circulated
108/18	NALC	Revised Model Standing orders	Noted and Circulated
109/18	NALC	NALC Enews 17 April 2018	Noted and Circulated
110/18	Neighbourhood Services NCC	Weed Control Programme	Noted and Circulated
111/18	Northumberland CVA	e-bulletin – Issue 98	Noted and Circulated
112/18	Northumberland County Council	Action Plan To Improve Town Centre Parking	Noted and Circulated
113/18	Bedlington Resident	Speed Restriction Request – Chesters Bedlington	Noted, Circulated And Reply Distributed
114/18	Bedlington Community Centre	Letter of Thanks	Noted and Circulated
115/18	NALC	Data Protection Update	Noted and Circulated
116/18	NALC	External Audit – FAQ's	Noted and Circulated
117/18	NALC	Data Protection Officers	Noted and Circulated
118/18	Community Action Northumberland	CAN News Spring 2018	Noted and Circulated
119/18	NALC	NALC Enews 1 May 2018	Noted and Circulated
120/18	NALC	Data Protection Fees	Noted and Circulated
121/18	NALC	NJC Salary Scales for 2018 -19	Noted and Circulated
122/18	Northumberland County Council	LOVE Northumberland Awards 2018	Noted and Circulated
123/18	Schalksmuhle Friendship Society	Letter of Thanks	Noted and Circulated
124/18	Northumberland County Council	Northumberland County Council – Local Plan Approach To Settlement Boundaries	Noted, Circulated and Informally Meeting Arranged

**b) Consultations - None for this meeting**

Owner	Description	Where and When
NALC	Unauthorised Developments and Encampments	<a href="mailto:Jessica.Lancod-frost@nalc.gov.uk">Jessica.Lancod-frost@nalc.gov.uk</a> by 5pm 25 <sup>th</sup> May 2018.
Local Services - NCC	Gathering Your Views In Our Road Hierarchy	<a href="https://northumberland.maps.arcgis.com/apps/MapJournal/index.html?appid=f9f829e217ae415a88ccb8676a9a0c88">https://northumberland.maps.arcgis.com/apps/MapJournal/index.html?appid=f9f829e217ae415a88ccb8676a9a0c88</a> by 1 <sup>st</sup> June 2018

**c) Invitations**

Date	From	Description	Comments
11 <sup>th</sup> Nov 2018	The Lieutenancy of Northumberland	Ecumenical Service at Hexham Abbey at 3pm.	Open To A Representative Of The Council.

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## Appendix B – Clerks Report (Agenda Item 13).

### Agenda Item 13 - Clerk Report

**Any opinion expressed in this report are The Clerks and not necessarily that of The Council**

#### Finance

Regular financial updates will be provided to members throughout the year.

Accounts – Annual Return 2018 - If approved at this meeting – I will publish the Annual return on the website and advertise the statutory inspection period. The inspection period will be 4<sup>th</sup> June 2018 until 13<sup>th</sup> July 2017 which fulfils the statutory requirements of 30 consecutive days including the first 10 working days of July 2018.

The new external auditor has also highlighted the need for Councils to have in place an adopted method of asset valuation. Accordingly Agenda Item 10f Asset Register Policy should fulfil this requirement.

I intend to convene a meeting of the Councils Finance and Governance Group as soon as possible. The agenda for the meeting will include a review of last year's financial position, together with a review of the Councils reserve policy and planned use of reserves for the forthcoming year(s).

#### Governance

The General Data Protection Regulations 2016 continue to be a minefield with no clear advice available anywhere.

To date the Council has

- Recorded its awareness of the new regulations
- Resolved that The Clerk will act as The Data Protection Officer – though this is now in doubt
- Reviewed the personal data it holds – email, telephone numbers and addresses – all only used for one time enquiry response (i.e not kept for unsolicited contact).
- Contacted mailing list members to confirm “positive consent” to allow for continued issue of agendas and minutes (only)

Still to do

- Update the Councils Privacy Policy (draft currently been prepared)
- Comply with any provisions associated with the position of Data Protection Officer – may not be needed now.
- Consider outsourcing the Data Protection Officer role – I have been contacted by third party providers who will fulfil the role for a cost – nothing from Northumberland County Council to date – may not be needed now.

Be reassured that pretty much every other Town Parish Council is in a similar situation at the moment. Both NALC at national and local levels and SLCC are actively working on providing advice and assistance.

Other governance matters for consideration and possibly inclusion on the Councils Finance and Governance Group next meeting agenda.

- Review of Councils Standing Orders and Financial Regulations
- Amalgamation of and delegation of various projects to specific Committees / Working Groups – I think currently we have projects that aren't getting looked at because they aren't part of an established group, also there are ( in my opinion) too many projects to have individual groups for each and every project.

Chairman's initials

- Review the Terms of reference of different groups – consider allowing them to spend within agreed budgets
- Policies for agenda setting and distribution, retention of audio meeting recordings, and distribution of minutes to members and public.
- Employment – consider the creation of a formal pay structure or revert to a national pay scale system, consider including provision for professional development within such a scheme / system that benefits both The Council and employees.
- Consider the offer of HR support and advice from Northumberland County Council.

## Services

### General Service Considerations

The Council needs to review the current Service level agreements with Northumberland County Council. The agreements need to be more specific and detailed (enough to make analysis of cost / time accurate) and we should look to improve reporting of completed work – so make monitoring of the agreements easier.

The Council needs to establish a planned maintenance schedule for the upkeep and care of all of its assets. The schedule can be used to help establish budget costs in future years and will help future Councils maintain the current high standard of assets.

Consideration should also be giving to establishing an “approved service provider” for different types of work – often work needs to be done quickly without the time to obtain quotes etc. But by formally having an approved service provider (as opposed to The Clerks established contacts) the Council can revert to the same supplier for the period of any agreement. Agreements should be time limited and reviewed regularly to ensure they remain competitive.

At the completion of the above reviews The Council should revisit its “Operative” project so that it can make an accurate and up to date assessment of the benefits or otherwise of either directly employing someone to fulfil the services or look to other third party providers.

### Allotments

A legal technicality may require both Allotment leases to be resigned. The Land Registry are struggling with the concept of The Clerk been able to sign on behalf of the Council. I have provided a copy of The Councils Standing Orders to assist them. I am in daily correspondence with The Councils solicitors and will provide a further update once a resolution has been determined. At this stage there is nothing further the Allotment Associations need to do. Update – this looks like it has now been resolved.

### Play Areas

Both play areas are in good condition and are both very well used. The Council already has in place an annual budget to ensure replacement costs of the equipment etc. can be meet in the future.

The morning opening hours at Meadowdale remain subject to review – to date I have not been informed of any problems.

The Council should look to taking more control of the opening / closing times of The Meadowdale play area. Whilst the current informal arrangements with Northumberland County Council work most of the time the Council should look to be in a position where it can be certain of any arrangements it puts in place and secure such a service for the future.

### Public Seats

### Chairman's initials

Alongside the maintenance schedule mentioned above, The Council may wish to consider a planned renewal programme for public seats and provide for the replacement cost in the same way it budgeting for the replacement of Bus Shelters and Play Areas.

#### Litter Bins

Most litter bins are new and in good order (some locks need to be repaired – which is in hand). I'm waiting on an updated map/details from Northumberland County Council of all the bins currently in use (some post mounted bins are still to be removed). At that point we will know if there is any further capacity for any new bins or if The Council needs to relocate any existing litter bins (taking into account their use and requests from residents).

#### Grass Cutting

The "boxed" cut of the grass along Front Street has continued and will remain in place throughout the growing season. The early season grass cut – although requested never happened due to the poor weather, consideration should be given to extending the grass cutting season at the end of the growing season (at a cost).

#### Grit Bins

The Council continues to work in conjunction with Northumberland County Councillors and hope very soon to have in place proposals to extend the towns' current grit bin provision following requests / concerns from residents.

#### Events and Communications

Communications – The Council should review its current website and social media provision as soon as possible. The current website has limited space and is in need of some archiving of old information and perhaps some additional space for community use.

**Events** – Events continue to be an area of confusion and frustration for The Clerk. The Council should look at establishing some agreed policies in relation to the provision and procurement of events and any suppliers much in the same way it has for other services. Though the success of previous events may suggested this is not necessary.

**Projects** – The Council has a number of proposed projects, either agreed in principle for investigation or with set aside funds within its annual budget (to bring them to completion) All projects should be assigned / delegated to an established Committee / Working group or included within the full Council agenda regularly to ensure that progress or the lack of, is monitored and reviewed on a regular basis.

#### General

My Holidays for 2018 –

Saturday 12<sup>th</sup> May 2018 to Saturday 19<sup>th</sup> May 2018 inclusive

Monday 11<sup>th</sup> June 2018 and Wednesday 13<sup>th</sup> June 2018

Saturday 16<sup>th</sup> June 2018 to Wednesday 27<sup>th</sup> June 2018 inclusive

Sunday 22<sup>nd</sup> July 2018 to Sunday 29<sup>th</sup> July inclusive

Friday 3<sup>rd</sup> August 2018

Chairman's initials



**Appendix C – Schedule of Payments and Receipts (Agenda Item 13) Payment 1st April 2017 to 31st April 2017.  
All payment GROSS of VAT.**

Payee	Amount	BCC	Bloom	Dr Pit	Description
Came & Company	1,337.15				Insurance
Talk Talk Business	37.14				Telephone + Internet
Northumberland County	720.00				2017/18 Play Area SLA
Northumberland County	(121,148.50)				2018/19 Precept (First payment)
Kaspersky	44.99				Internet Security Subscription
R Watson Newsagents	49.00				Newspapers For Public Library
Viking Payments	48.13				Stationary
Malcolm Wilkinson	36.00				Internal Audit
Wansbeck Schalksmuhle	1,500.00				Funding Payment
The Salvation Army	500.00				Funding Payment
St Bedes RCVA Primary	1,500.00				Funding Payment
Foxora Ltd	40.00				Internet Hosting
Aura Events N.E. Ltd	680.00				Picnic Event
A.R.C.Entertainments	290.00				Picnic Event
Nixon Hire	540.00				Picnic Event
Kilbride Industrial Services Ltd	9,480.00				Bedlington Cemetery Joint Funding Payment

**Appendix D – Planning Applications Received for Comment. (Agenda Item 15).**

Applications Received for comment by the Council from the Planning Authority.

Ref.	Description	Response Due
18/01392/FUL	Change of use - B1,B2,B8 car sales/workshop to D2 and A3 health and fitness studio with deli Location Unit 2 Vulcan Place Garage Vulcan Place Bedlington Northumberland NE22 5DL	22nd May 2018

Other Applications.

Ref.	Description	Response Due
	None for This Meeting	

Chairman's initials

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

<b>Ref.</b>	<b>Description</b>	<b>Decision</b>
18/00564/FUL	Proposed alterations including demolition of 2 existing teaching blocks, part demolition and refurbishment of existing Sports Hall building and new extension to St Wilfrids providing 6 classrooms, circulation and stairwell and associated landscaping works. Location St Benet Biscop Catholic Academy Ridge Terrace Bedlington NE22 6ED	GRANTED
18/00821/FUL	Proposed two storey side extension and single storey rear extension. Existing porch removed and new porch built with pitched roof. Location Burdon House 3 Front Street West Bedlington Northumberland NE22 5TZ	GRANTED
18/00850/FUL	Proposed alterations and extension to form new family room, kitchen and utility Location Plessey View 5 Shields Road Hartford Bridge NE22 6AN	Permitted Development
18/00866/FUL	Proposed installation of first floor balcony Location Ha'penny View Ha'penny Gate Hartford Hall Estate Bedlington Northumberland NE22 6BJ	GRANTED
18/00778/ADE	Advertisement Consent: Retrospective - Proposed signage for proposed housing development Location Land West Of North Ridge Netherton Lane Bedlington Northumberland	GRANTED

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