

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 10th January 2019 at 6.30pm

The agenda for the meeting is set out below.
Steven Young - Town Clerk
2nd January 2019



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 13th December 2018.

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

- a. 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.
- b. To consider any requests for dispensations.

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 Hogg.
- 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

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. Wherever possible advance written reports please.

Reports from Councillor Representatives

- I. Town / Parish Liaison Committee - Councillor Taylor.
- II. NALC – Councillor Hogg.
- III. Gallagher Park Steering group – Councillor Graham.
- IV. 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 2019.

Any updates in relation to The Annual Meeting of The Town on Wednesday 17th April 2019.

17) ACCOUNTS / BUDGET AND PRECEPT REQUIREMENT

- a. **2019/20 Annual Budget and Precept Requirement** - The Council are requested to review and approve the proposed budget and precept requirement for 2019/20. (Working papers distributed to members).
- b. **Internal Audit Report.** The Council are asked to note and approve the Internal Audit report of 7th December 2018. (Copy circulated to members).

18) EXEMPT BUSINESS

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

To discuss and decide upon the recommendation of Finance and Governance Working Group in relation to

- a. The adoption of The National Joint Council for Local Government Services (NJC) pay scales for all employees of West Bedlington Town Council.
- b. The ordinary pay scale starting and finishing points (spinal column points) for the post of West Bedlington Town Council Clerk and Responsible Financial Officer.
- c. An acceleration in pay scale progression of two spinal column points for any employee who obtains any of the following qualifications –
 - I. the Certificate in Local Council Administration;
 - II. the Certificate of Higher Education in Local Policy;
 - III. the Certificate of Higher Education in Local Council Administration; or
 - IV. the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications;
- d. An extension of two spinal column points to the ordinary pay scale finishing point for an employee who obtains any of the qualifications outlined in c. above.

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 14th February 2019 at 6.30pm in Bedlington Community Centre.

21) CLOSE OF MEETING

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

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
1/19	NALC	Financial Advice For Local Councils	Noted and Circulated
2/19	NCC Trees and Woodland Officer	Reply re request for Tree Planting enquiry	Noted and Circulated
3/19	Northumberland County Council	TTRO 109492960 Alexander Tce, Bedlington.	Noted and Circulated
4/19	Bedlington In Bloom Secretary	Update note	Noted and Circulated
5/19	Northumberland County Council	Northumberland News Winter 2018	Noted and Circulated
6/19	NALC	Salary Scales	Noted and Circulated
7/19	NALC	NALC Enews 11 December 2018	Noted and Circulated
8/19	Northumberland County Council	Local Area Council Notice – 19 th December 2018	Noted and Circulated
9/19	Bedlington Resident	Copy of letter to County Councillor Robinson re Road Safety A1068 Hartford Home Farm	Noted and Circulated
10/19	The Pensions Regulator	Minimum Pension Contributions from 6.4.2019	Noted and Circulated
11/19	NALC	NALC Enews 18 December 2018	Noted and Circulated
12/19	Community Action Northumberland	CAN E news December 2018	Noted and Circulated
13/19	NALC	Social Media Workshop Feedback	Noted and Circulated

b. Consultations.

Owner	Description	Where and When
Northumberland County Council	Recovery of Costs for Provision of Traffic Management and Other Services to Event Organisers	Email: budget@northumberland.gov.uk By Monday 7 th January 2019.
Northumberland County Council	Proposed Parking Restrictions Ridge Terrace, Bedlington	Online at http://trafficconsult.northumberland.gov.uk
Northumberland County Council	NCC Pension Funds Funding Strategy Statement	By 14 th January 2019 to clare.gorman@northumberland.gov.uk

c. Invitations.

Date	From	Description	Comments
		None For This Meeting	

Appendix B - Clerks Report (Agenda Item 11).

Finance

A further Internal Audit visit took place of 7th December 2018 and has confirmed the Councils accounts are in order and that there are no issues to report – the report is included within the current meeting agenda.

The adoption of a National Pay Scale for employees is within the current meeting agenda.

The Councils financial position remains strong and is broadly in line with its estimates and reserves policy.

A meeting of The Councils Finance and Governance Group should take place in early April 2019 to set out the provision of any specific (earmarked reserves).

Services

Play Areas – The Council has secure S106 funding for a potential new play area on 20 Acre Playing Field. The funding amounts to £25,344. The Council has received permission from the landowner (Northumberland County Council) to develop a Play area on the playing fields – however the play area will require planning permission. The Services Committee should form a members working group to create a specification for the play area and to help select a preferred supplier.

Litter Bin – The unsteady litter bins at Northumberland Avenue and adjacent to the toilet block in the main car have been repaired at no cost to the Council.

Events and Communications

Invitations of Expressions of Interest have been sent to event organisations in relation to a 2 day summer event on 20 Acre Playing Field.

Other dates for 2019/20 Events should be determined as soon as possible.

A review of the Councils website and social media offering is needed as soon as possible.

Projects

Sun Dial – Tony Moss has requested up to date quotes from all supplies – still waiting revised quotes.

CCTV – The Councils Services Committee is to select a preferred supplier at its next meeting scheduled for 24th January 2019.

Admin

The Council Office will be open on the Thursdays of 24th and 31st January 2019 to facilitate the Clerks leave on the Fridays of 25th January 2019 and 1st February 2018, on which days the office will be closed.

Appendix C – Schedule of Payments and Receipts (Agenda Item 12) Payment 1st December 18 to 31st December 18.

All payment GROSS of VAT.

Payee	Amount	BCC	Bloom	Dr Pit	Description
Jason Moody	(141.30)				Christmas Event Income
Mini Marquee Hire Newcastle	20.00				Christmas Event
Malcolm Wilkinson	100.00				Internal Audit
St Cuthbert's Church, Bedlington	(3,000.00)				Out Of Date Cheque Reclaim
Talk Talk Business	38.53				Telephone + Internet
NALC	40.00				Training Course Fees
West End First School	156.00				Christmas Event
Lets Circus LLP	102.00				Summer Fair
JARM Amusements	1,437.00				Christmas Event
Malcolm Wilkinson	85.00				Internal Audit
Talk Talk Business	38.27				Telephone + Internet
Elveden Farms Limited	1,914.00				Christmas Tree
Jayess Newbiggin Brass Band	300.00				Christmas Event
Alan Neal Graphics Ltd	996.00				Schools Art In Bus Shelters
Northumberland County Council	250.00				Christmas Event Road Closure

Appendix D – Planning applications (Agenda Item 13)

Applications Received for comment by the Council from the Planning Authority

Ref.	Description	Response Due
18/02329/OUT	Outline application for the demolition of a dwelling and outbuilding and construction of up to 16 new dwellings and associated amenities (All Matters Reserved) Location 7C Netherton Lane And Land To The East And South East Bedlington Northumberland NE22 6DP	10 th Jan 2019

Other Applications.

Ref.	Description	Response Due
18/04353/FUL	Proposed rear two storey extension and insertion of window openings to side elevations Location 1 Newark Close Hazelmere Bedlington Northumberland NE22 6PD	3rd Jan 2019 No Comment
18/04296/FUL	Demolition of existing detached garage and construction of new detached double garage Location Nether Rigg 11A Netherton Road Nedderton Village NE22 6AU	3rd Jan 2019 No Comment
18/04387/FELTPO	Tree Preservation Order - T1 - Fell Horse Chestnut - due to storm damage. Location 1 The Croft Nedderton Village Bedlington Northumberland NE22 6BA	7th Jan 2019 No Comment

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

Ref.	Description	Decision
18/02203/FUL	Conversion of single dwelling into two separate dwellings including single storey side extensions to provide garage and store Location Store House Blue House Farm Road Netherton Colliery NE22 6BB	GRANTED
18/03717/FUL	Proposed rear two storey extension; replacement of detached garage Location 7 Hirst Terrace North Bedlington Northumberland NE22 5BX	GRANTED
17/03686/DISCON	Discharge of conditions 3 (Contamination), 4 (Protective Measures), 5 (Dust Action Plan), 6 (Materials), 8 (Foul Drainage), 9 (Surface Water), 10 (Construction Method Statement) and 17 (Landscaping) relating to planning permission 17/03689/VARYCO [Amended 17/01/18]. Location Land West Of North Ridge Netherton Lane Bedlington Northumberland	GRANTED