



**WEST BEDLINGTON
TOWN COUNCIL**

Minutes of the Meeting held on Thursday 10th January 2019 at 6.30 pm at Bedlington Community Centre, Bedlington.

COUNCILLORS PRESENT: D Crosby, D Graham, P Hedley, C Henderson, A Hogg, C Taylor (Chair), M Trimming

COUNCILLORS NOT PRESENT: V Thompson, J Tyler.

ALSO IN ATTENDANCE: Town Clerk S Young, Northumberland County Councillor's Crosby, Robinson and Wallace, 6 (Six) members of the public.

PRESENTATIONS

There were no presentations for this meeting.

OPEN SESSION

- A resident asked for an update in relation to CCTV in Bedlington. The Chair replied that The Town Council would determine its preferred supplier of a CCTV Managed Service to help protect its own assets at the next Services Committee meeting scheduled for 24th January 2019.
- A resident asked for an update in relation to the provision of a new skate park for Bedlington. The Chair replied that there had been a very poor response to the Councils consultation on the skate park (only 2 responses). The Council has however received a tentative approach from Northumberland County Council with regard to support for a replacement skate park to the current facility at Dr Pit Park. The Town Council will await a formal proposal from The County Council before considering the project any further.
- A resident asked if members of West Bedlington Town Council held DBS Certification. The Chair replied that the Council had a policy in relation to employees and members with regard to DBS checks and certification.

C1/19 - 1. APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Councillors Thompson and Tyler. The apologies for absence received were **NOTED**.

C2/19 - 2. MINUTES OF THE LAST MEETINGS

RESOLVED that the minutes of the West Bedlington Town Council meeting of 13th December 2018 are approved as a true record of the meeting.

C3/19 - 3. MATTERS ARISING

There were no matters arising from the minutes of meeting of 13th December 2018.

Chairman's initials

C4/19 – 4. DISCLOSURE OF INTERESTS

There were no disclosures of interest for this meeting.

C5/19 - 5. CHAIRS UPDATE

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

C6/19 – 6. COUNTY COUNCILLOR UPDATES

County Councillors Crosby and Wallace had nothing to report for this meeting. Councillor Robinson provided a very brief verbal update on some of the matters he had been dealing with over the last month.

C7/19 - 7. COMMITTEE / WORKING GROUPS

- a. Finance and Governance – Councillor Taylor – Budget setting meetings during November and December 2018 with outcome recommendations included within the current meeting agenda.
- b. Events and Communication working group – Councilor Graham – An expression of interest invitation has been sent to potential providers for a 2 day summer music event. Closing date for returns is 25th January 2019.
- c. Services Committee – Councillor Hogg – No Services Committee meeting in December 2018.
- d. Neighbourhood Planning Group – Councillor Hogg – advised that the group is scheduled to meet informally with a Neighbourhood Planning consultant on Monday 14th January 2019.

RESOLVED To ACCEPT all committee / working group reports

C8/19 - 8. MATTERS FOR DISCUSSION / DECISION

- a. **Asset Register Review. RESOLVED to APPROVE** the updated asset register dated 10th Jan 2018.
- b. **Risk Assessment Review. RESOLVED to 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

C9/19 – 9. CORRESPONDENCE

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

C10/19 - 10. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

a. Feedback

- I. Town / Parish Liaison Committee – (Councillor Taylor) – no meeting to report upon.
- II. NALC – (Councillor Hogg) – verbal update provided.
- III. Gallagher Park Steering Group – (Councillor Graham) – verbal update provided.
- IV. Bedlington In Bloom – (Councillor Hedley) – no meeting to report upon.
- V. Bedlington Live 2019 Event – (Councillor Hogg) – no meeting to report upon. Remove from future agendas until a meeting is arranged.
- VI. Gallagher Park BMX Improvement Project – (Councillor Trimming) – no meeting to report upon. Remove from future agendas until a meeting is arranged.
- VII. Riverside Clearance Project – (Councillor Hedley) – no meeting to report upon. Remove from future agendas until a meeting is arranged.

RESOLVED to accept the reports provided.

Chairman's initials

C11/19 - 11. CLERK'S REPORT

RESOLVED to APPROVE the Clerk's Report for this meeting (Appendix B).

C12/19 - 12. SCHEDULE OF PAYMENTS AND RECEIPTS

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

C13/19 - 13. PLANNING

RESOLVED to comment as per Appendix D.

C14/19 - 14. COMMUNITY CHEST / PUPILS FUND APPLICATIONS

No funding applications for this meeting.

C15/19 - 15. RESIDENTS NEWSLETTER

No update at this time.

C16/19 – 16. ANNUAL MEETING OF THE TOWN 2019

No update at this time.

C17/19 – 17. ACCOUNTS AND FINANCIAL REPORT

- a. **2019/20 Annual Budget and Precept Requirement. RESOLVED to approve a budget and precept requirement of £246,995 for the financial year 2019/20.** (Budget Summary shown in Appendix G). The year on year budget and precept requirement increase of £4,698 is matched equally by an equivalent Council Tax Base increase for the parish, resulting in no increase in Council Tax charges for the parish precept element of residents Council Tax bills.
- b. **Internal Audits Report. RESOLVED to ACCEPT and APPROVE** the report of the internal auditor of 7th December 2018.

C18/19 – 18. EXEMPT BUSINESS – This agenda item was moved to the conclusion of the meeting. (See minute C21/19 below)

C19/19 – 19. ANY OTHER BUSINESS

- i. Councillor Henderson reported a request from residents to remove shrubs at Westmoreland Avenue, Bedlington. Councillor Hogg advised the landowner Bernicia Homes would be responsible for undertaking such work.
- ii. The Clerk asked members if they had any nominations to submit to NALC in relation to a Royal Garden Party on 15th May 2019. **RESOLVED** – no nominations to be submitted from West Bedlington Town Council.

C20/19 - 18. DATE OF NEXT MEETING

RESOLVED the next meeting of the Council will be held on Thursday 14th February 2019 at 6.30pm at Bedlington Community Centre, Front Street West, Bedlington.

Chairman's initials

C21/19 – EXEMPT BUSINESS – Item moved from C18/19 above.

RESOLVED to APPROVE the following recommendations of the Finance and Governance Working Group in relation to staffing employment:

- 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 (spinal column points) for the post of West Bedlington Town Council Clerk and Responsible Financial Officer will be with effect from 1st April 2019 – starting point scp 32 (fte £34,788) and finishing point scp 36 (fte £38,813).
- c. An acceleration in pay scale progression of two spinal column points for any employee who obtains one 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 one of the qualifications outlined in c. above.

C22/19 - 22. CLOSE OF MEETING

The meeting closed at 7.20Pm

Signed by the Chair

14th February 2019

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

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

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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.

Chairman's initials

Appendix C – Schedule of Payments and Receipts (Agenda Item 12) Payment 1st Dec 18 to 31st Dec 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 Received for Comment. (Agenda Item 13).

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

Ref.	Description	Response Due	Decision
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 Nethererton Lane And Land To The East And South East Bedlington Northumberland NE22 6DP	10 th Jan 2019	OBJECTION

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 Nethererton 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.

None for this meeting.

Chairman's initials

Appendix E – Chairs Update (Agenda Item 5).

The Council Chair Councillor Christine Taylor provided a verbal update in relation to:

The sharing of information from Northumberland County Council directed to West Bedlington Town Council
 Always seeking best value for events and services
 Cuppa with a Copper drop in meeting

Appendix F - 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

Appendix G - Budget Summary (Agenda Item 17).

West Bedlington Town Council 2019 - 2020 BUDGET PROPOSAL

	£	%
Administration		
Staff Salaries	30,087	
Ni Employers Contribution	3,250	
Pension Employers Contribution	6,050	
Contingency	0	
Clerks Training + SLCC	300	
Payroll Charge by NCC	24	
Travel / Subsistence	100	
Election Costs	10,000	
Sub- total Administration	49,811	20.2
Office Costs		
Office Rent	7,500	
Room Hire	500	
Telephone	420	
Internet	100	
Computer Software	300	

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Postage	100	
Printing	350	
Stationery	100	
Sub Total Office Costs	9,370	3.8
Fees & Charges		
Audit - Internal	300	
Audit - External	700	
Legal Fees	500	
Subscriptions NALC	1,450	
Subscriptions General	50	
Advertising + Publicity	300	
Sub Total Fees and Charges	3,300	1.3
Members Expenses		
Councillor's Expenses	150	
Councillor Training	200	
Civic Expenses	100	
Annual Meeting of the Town	300	
Sub Total Members Expenses	750	0.3
Grants & Donations		
Community Chest	5,000	
Pupils Fund	4,500	
Sub Total Grants & Donations	9,500	3.8
Services Provided by West Bedlington Town Council		
Allotments	0	
Play Area Inspection SLA	2,247	
Play Area Repairs + Maintenance	3,300	
Play Area Replacement Provision	8,000	
Bus Shelter SLA	2,889	
Bus Shelter Repair + Maintenance	3,000	
Bus Shelter Replacement Provision	4,000	
Grass Cutting	4,000	
Bedding Plants	14,445	
War Memorial SLA	214	
Litter Bins Repair + Maintenance	900	
Litter Bin Renewals	1,000	
Public Seating SLA	428	

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Public Seating Repair + Maintenance	1,000	
Environmental	5,000	
Environmental Enforcement Officer	8,000	
Services Contingency	750	
Library Newspaper	441	
Grit Bins	1,000	
Meadowdale Gates SLA	2,500	
Front Street Blooms	1,500	
Insurance	4,500	
Newsletter	5,000	
Defibrillator	500	
School Art In Bus Shelters	2,000	
CCTV	6,000	
Road Speed Signs	2,500	
Town Twining	750	
Sub Total Services	85,864	34.8
Events Provided by West Bedlington Town Council		
Remembrance Day	300	
Christmas Tree	2,500	
Existing Christmas Lights	8,000	
Christmas Event	7,000	
New / Upgraded Christmas Lights	7,000	
Summer 2 Day Event	25,000	
Youth / Leisure Support	7,500	
Jobs Fair	500	
Bedlington Terrier Show	100	
Halloween / Fireworks	5,000	
Joint Event with St Cuthberts Church	1,000	
Armed Forces Day	1,000	
Sub Total Events	64,900	26.3
Current + Future Projects		
Joint Funding with County Coun Robinson	15,000	
Northumberland Live Event	5,000	
War Memorial improvements	3,500	
Sub Total Projects	23,500	9.5
Total Expenditure	246,995	100.0

Chairman's initials