

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 12th January 2023 at 6.30pm.

The agenda for the meeting is set out below.
Steven Young - Town Clerk
4th January 2022



PRESENTATIONS

- The Council will receive a “Police Report” from Northumbria Police – Sergeant Rob Morton Neighbourhood Policing.

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)
- 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 Chairs 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.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Attendance / Apologies and Declarations of Interests.	
a.	Apologies for Absence. i. To receive and note any apologies for absence from Councillors ii. To consider and determine any dispensations for absent Councillors.
b.	Declaration of Interests. i. 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. ii. 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.

PART B – MATTERS FOR DECISION

1. MINUTES OF THE LAST MEETINGS / SUMMARY OF DELEGATED DECISIONS

Details of Meeting or Delegated Decisions	
a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 8th December 2022.
b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.

2. MATTERS FOR DISCUSSION / DECISION

Matters for Discussion / Decision	
a.	<p>2023 -24 Budget and Precept Requirement. The Council are requested to review and approve the proposed budget, precept requirement and estimate of Reserves for 2023/24 (Budget Summary distributed to members)</p> <ol style="list-style-type: none"> i. A budget for the financial year 2023-24 of £272,850. Summary distributed to members. ii. A precept requirement of £272,850 for the financial year 2023-24. (For info 2021-22 £270,310). iii. An estimated year end revised reserves provision. (Draft Revision of estimate of Specific and Non Specific Reserves distributed to members).
b.	<p>Event Planner - Specification and Selection</p> <ol style="list-style-type: none"> i. The Council RESOLVED (Min 22/167) to procure an Event Planner and are now asked to discuss and decide upon a DRAFT Event Planner Specification and Selection Process – draft document distributed to members. ii. The Council are requested to elect members (no more than 4) to a working group which will undertake the selection process of an Event Planner and make a recommendation to the Council. NB members must be able to attend the shortlisting, interview and recommendation meetings outlined in the draft document.
c.	<p>Internal Controls – Annual Review. The Council are requested to discuss and decide upon the DRAFT Internal Controls (Distributed to members)</p> <ol style="list-style-type: none"> i. Statement of Internal Controls. ii. Financial Risk Assessment. iii. Internal Audit – Terms of Reference Review.
d.	<p>Funding of Bedlington Food Banks - Review.</p> <ol style="list-style-type: none"> 1. The Council are requested to discuss, review, and decide upon any financial support to: <ol style="list-style-type: none"> i. Bedlington Salvation Army. ii. Bedlington Matthew Project. iii. Wansbeck Valley Food Bank. 2. The Council are requested to discuss and determine next review dates for the funding of Food Banks. <ol style="list-style-type: none"> i. Bedlington Salvation Army. ii. Bedlington Matthew Project. iii. Wansbeck Valley Food Bank. <p>Any approved funding would be in respect of a S137 payment.</p>
e.	<p>External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.</p>
f.	<p>Financial Governance Statement 2022 – 2023 - Review. The Council are asked to review its Financial Governance Statement for 2022 – 2023. (Financial Governance Statement circulated to members).</p>
g.	<p>Risk Assessments – Annual Review. The Council are requested to review, update if appropriate and approve the following risk assessments (Draft assessments circulated to members).</p> <ol style="list-style-type: none"> 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

h.	Working Groups / Committees (items for decision or discussion). Services Committee. 1. The Working Group Chair (Councillor Hogg) will provide a verbal report of any meeting decisions.									
i.	Working Groups / Committees (items for decision or discussion). Governance and Staffing Working Group. 1. Governance Recommendations from Working Group for decision by full Council. None for this meeting. None 2. Any Other Items from the Working Group Meeting (not for decision) – The Working Group Chair (Councillor Crosby) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
j.	Working Groups / Committees (items for decision or discussion). Events Working Group 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision) - The Working Group Chair (Councillor Reed) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
k.	Working Groups / Committees (items for decision or discussion). Communications Working Group 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision). Chair (Councillor Reed) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
l.	Working Groups / Committees (items for decision or discussion). Neighbourhood Plan Working Group 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision) Chair (Councillor Hogg) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
m.	Working Groups / Committees (items for decision or discussion). Finance Working Group 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision) Chair (Councillor R Wallace) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
n.	Working Groups / Committees (items for decision or discussion). Youth Support Programme Working Group 1. Recommendations from Working Group for decision by full Council. None for this meeting. 2. Any Other Items from the Working Group Meeting (not for decision) The Working Group Chair (No Chair) will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.									
o.	<p>Working Groups / Committees (items for decision or discussion). Planning Working Group</p> <p>1. Planning Applications – Considered by Planning Working Group - Where Comments Have Been Requested. After considering any recommendation of its Planning Working Group, The Council are asked to discuss and decide if it wishes to make any comments in relation to the Planning applications received for comment.</p> <table border="1"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>22/04452/FUL</td> <td>Change of use : paddocks to storage yard including extension to workshop and planting trees along south side of site so yard will be hidden from public view. Location Bedlington Lane Farm Hartford Road Bedlington Northumberland NE22 6AA</td> <td>13th Jan 2023</td> </tr> <tr> <td>22/04566/COU</td> <td>Retrospective - Change of Use of Residential Institution (Boarding School/Care Home, C2 Use Class) to School (F1 Use Class) Location Howard House School Netherton Colliery Bedlington Northumberland NE22 6BB</td> <td>13th Jan 2023</td> </tr> </tbody> </table> <p>Note: recent notified planning decisions and other planning applications (where comments have not been requested) are shown in PART C for information only).</p>	Ref.	Description	Response Due Date	22/04452/FUL	Change of use : paddocks to storage yard including extension to workshop and planting trees along south side of site so yard will be hidden from public view. Location Bedlington Lane Farm Hartford Road Bedlington Northumberland NE22 6AA	13 th Jan 2023	22/04566/COU	Retrospective - Change of Use of Residential Institution (Boarding School/Care Home, C2 Use Class) to School (F1 Use Class) Location Howard House School Netherton Colliery Bedlington Northumberland NE22 6BB	13 th Jan 2023
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PART C – MATTERS FOR INFORMATION OR TO BE NOTED

Matters for Information or To Be Noted				
a.	Correspondence.			
	The Council are requested to accept all correspondences and the actions noted in respect of each.			
	Ref	From	Brief Description	Action Taken
	1	The Fortitude Injury Clinic	New Business Introduction	Noted + Circulated
	2	NALC	NALC ENews December 2022	Noted + Circulated
	3	Northumberland County Council	Latest Northumberland News and Jobs December 2, 2022	Noted + Circulated
	4	NALC	NALC ENews December 2022	Noted + Circulated
	5	Northumberland County Council	Latest Northumberland News and Jobs December 9, 2022	Noted + Circulated
	6	Northumberland Line Project Team	Northumberland Line - Christmas shut down at Bedlington	Noted + Circulated
	7	Northumberland County Council	Latest Northumberland News and Jobs December 16, 2022	Noted + Circulated
	8	SENRUG	SENRUG Newsletter 39	Noted + Circulated
	9	Northumbria Police	NP Alerts is shutting down	Noted + Circulated
	10	Ian Lavery MP	Christmas Wishes	Noted + Circulated
	11	Northumberland County Council	Support for residents	Noted + Circulated
	12	Whitley Memorial C of E Primary School	Thanks for Pupils Gifts – Wooden Xmas Trees and Selection Boxes	Noted + Circulated
	13	St Bede's Catholic Primary School	Thanks for Pupils Gifts – Wooden Xmas Trees and Selection Boxes	Noted + Circulated
	14	Northumberland Line Project Team	Northumberland Line - December 2022 Newsletter	Noted + Circulated
	15	NCC Leader Councillor Glen Sanderson	Season's Greetings	Noted + Circulated
16	Northumberland Line Project Team	Northumberland Line - Bedlington Station - structural surveys	Noted + Circulated	
17	Bedlington Resident	Copy of exchange of emails with NCC Planning re Land South West of 21 Front Street East, Bedlington.	Noted + Circulated	
b.	Consultations.			
	From	Description	Details	
None For This Meeting				
c.	Invitations.			
	From	Event	Response Details	
None For This Meeting				
d.	Schedule of Payments and Receipts.			
	Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.			
	Payee	Amount £. p	Description	Notes
	Blyth Bespoke Fabrication	7,260.00	Litter Bin refurbishments and Remembrance Wreath Rail	
	Aviva Insurance	-5,795.00	Insurance Claim – Bus Shelter	
	Charmaine Hamilton	4,385.00	Christmas Lights Switch On	
	Funday Entertainment Ltd	4,860.00	Ice Rink Hire	
	Talk Talk Business	48.54	Telephone + Internet	
Wireless Logic Limited	499.20	CCTV Sim Card Charges		

Northumberland County Council	3,786.72	Payroll Costs	
Haggs-Smp Ltd	471.60	Play Area Replacement Equipment	
eCapital Commercial Finance Ltd for Ace Shelters Ltd	7,584.00	Bus Shelter Replacement Costs and Installation.	
Widescope Web Design	48.00	Remote Access Annual Fee	
Northumberland County Council	600.00	Installation and Removal of Jubilee Bunting.	
Reay Security Limited	83.04	CCTV Charges	
GeoXphere Ltd	270.00	Parish Online Annual Fee	
Reay Security Limited	83.04	CCTV Charges	
Reay Security Limited	403.20	Play Area Gate Locking / Opening	
Reay Security Limited	809.64	CCTV Charges	
Reay Security Limited	446.40	Play Area Gate Locking / Opening	
Broxap Limited	393.60	Litter Bin Replacement Liners	
Northumberland County Council	1,350.00	Grit Bins Refill Costs	
Northumberland County Council	500.00	Xmas Lights Road Closure Order	
Northumberland County Council	1,233.60	Xmas Lights Traffic Management	
Charmain Hamilton	150.00	Ice Rink Security	
Harriet Louise Productions	2,000.00	Pantomime Final Payment	
Reay Security Limited	83.04	CCTV Charges	
Smart Office Systems Ltd	46.62	Printer Costs	
Blyth Bespoke Fabrication	2,250.00	Litter Bin Refurbishments	
D&M Fencing Ltd	96.00	Play Area Equipment Installation	
Blyth Bespoke Fabrication	2,250.00	Litter Bin Refurbishments	
DL Maintenance & Repair	189.00	Seat and Bus Shelter Repairs	
Morrisons Bedlington	1,730.00	School Pupils Gifts – Selection Boxes	
Amazon	41.12	School Pupils Gifts – Non Chocolate	
Talk Talk Business	48.54	Telephone + Internet	
Aviva Insurance	-400.00	Insurance Claim – Bus Shelter	
JP & KM Bedingfield	1,815.00	Wooden Christmas Trees For Schools	
Northumberland County Council	3,760.55	Payroll Costs	
Elveden Farms Limited	2,940.00	Christmas Tree Costs	
Reay Security Limited	809.64	CCTV Charges	
Reay Security Limited	316.80	Play Area Gate Locking and Opening	
Bedlington Salvation Army	500.00	Food Bank Donation	S137
Matthew Project	500.00	Food Bank Donation	S137
Wansbeck Valley Food Bank	500.00	Food Bank Donation	S137
Reay Security Limited	83.04	CCTV Charges	
Reay Security Limited	403.20	Play Area Gate Locking and Opening	
Reay Security Limited	83.04	CCTV Charges	
Wireless Logic Limited	499.20	CCTV Sim Card Charges	
Paypal - Christmas Events	-1,032.00	Contributions to Christmas Events	
Cash - Ice Rink	-36.00	Contributions to Christmas Events	

e. **Other Planning Applications**
Where comments have **not** been requested.

Ref.	Description
	None For This Meeting

f.	Planning decisions notified to West Bedlington Town Council by Northumberland County Council.		
	Ref.	Description	Decision
	22/03536/FUL	Demolition of conservatory and replace with a single storey rear extension Location 18 Nottingham Court Hazelmere Bedlington Northumberland NE22 6PE	GRANTED
	22/03146/FUL	Proposed rear single storey flat roof extension. Location 15 Church Lane Bedlington Northumberland NE22 5EL	withdrawn
	22/03870/FUL	Demolition of attached garage and construction of two storey side extension and single storey rear extension to dwelling. Location 32 Windsor Gardens Bedlington Northumberland NE22 5SY	GRANTED
g.	<p>Police Report. The Council are requested to NOTE the Police Report presented for this meeting. The next scheduled regular report is for March 2023 meeting.</p>		
h.	<p>Bank Reconciliation I. The Council are asked to note a checked bank reconciliation of £ 295,176.54 as of 31st December 2022 and a Deposit Account Balance of £ 100,502.34 as of 31st December 2022. Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls Councillor J Todd as the nominated member has independently verified the monthly bank reconciliation.</p>		
i.	<p>Matters for Information Only – Any matters that members would like to bring to the attention of other members and residents. For Information only no proposals or voting on these matters. 1. Councillor – matters for information only. 2. Town Clerk – The Clerk continues to work from home in line with Government Covid restriction guidelines.</p>		
j.	<p>Date of Next Meeting. The next scheduled meeting of the Council will be on Thursday 9th February 2023 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 1st February 2023.</p>		

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS: Bill Crosby, Paul Hedley, Adam Hogg, Wendy Reed, Christine Taylor, Victoria Thompson, Jane Todd, Diane Wallace, Russ Wallace.