



On Thursday 12th January 2023 at 6.30pm.

PRESENTATIONS.

- Northumbria Police provided a verbal update to the meeting of recent crime in Bedlington before taking questions from Councillors and members of the public.

QUESTIONS TO THE COUNCIL

- None for this meeting.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Min Ref		Attendance / Apologies and Declarations of Interests.	Determination
23/1		In Attendance	Councillors Crosby, Hedley, Hogg, Reed, Taylor, Thompson, D Wallace, and R Wallace (Chair). Town Clerk Steven Young, and 4 (Four) members of the public.
23/2	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.	i. Apologies for absence, from Councillor Todd were NOTED . ii. There were no dispensations for absence for this meeting.
23/3	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.	i. Councillor R Wallace made a declaration of interest in relation to Agenda item Part B 2d 1. Funding of Bedlington Food Banks - Review. The Matthew Project (Councillor Hogg to take the Chair for that agenda item). ii. No dispensations for this meeting.

PART B – MATTERS FOR DECISION

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

		Details of Meeting or Delegated Decisions	Determination
23/4	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 8th December 2022.	RESOLVED that (subject to one amendment at Min 22/183 entry should be December not October and November) the minutes of the West Bedlington Town Council Meeting held on 8th December 2022 are APPROVED as a true record.
23/5	b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.	There were no matters arising from the minutes of the last meeting held on 8th December 2022.

2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
23/6	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> <ul 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). 	<ul style="list-style-type: none"> i. RESOLVED A budget for the financial year 2023-24 of £272,850. ii. RESOLVED A precept requirement of £272,850 for the financial year 2023-24. (For info 2021-22 £270,310). iii. NOTED the revised estimate of year end reserves.
23/7	b.	<p>Event Planner - Specification and Selection</p> <ul 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. 	<ul style="list-style-type: none"> i. RESOLVED to APPROVE the draft Event Planner Specification and Selection Process. ii RESOLVED Councillors Reed, D Wallace and R Wallace are elected to undertake the selection process of an Event Planner and make a recommendation to the Council.
23/8	c.	<p>Internal Controls – Annual Review. The Council are requested to discuss and decide upon the DRAFT Internal Controls (Distributed to members)</p> <ul style="list-style-type: none"> i. Statement of Internal Controls. ii. Financial Risk Assessment. iii. Internal Audit – Terms of Reference Review. 	<p>RESOLVED AFTER REVIEW to APPROVE ALL</p> <ul style="list-style-type: none"> i. Statement of Internal Controls. ii. Financial Risk Assessment. iii. Internal Audit – Terms of Reference Review.
23/9	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: <ul 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. <ul 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 \$137 payment.</p>	<ol style="list-style-type: none"> 1. RESOLVED to set aside a £500 donation for each of the 3 food banks for January 2023 – to be released upon receipt of an individual request from each food bank. 2. RESOLVED to review on-going donations at the next scheduled meeting.
23/10	e.	<p>External Meetings To receive feedback from Councillors from any external meetings since the date of the last Council meeting.</p>	No external meetings to report upon.
23/11	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>	RESOLVED AFTER REVIEW to APPROVE the Financial Governance Statement for 2022 – 2023.
23/12	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> <ul style="list-style-type: none"> i. Lone Working ii. Slips and Trips 	<p>RESOLVED AFTER REVIEW to APPROVE</p> <p>ALL risks assessments circulated</p>

		<ul style="list-style-type: none"> 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 	
23/13	h.	<p>Working Groups / Committees (items for decision or discussion). Services Committee. The Working Group Chair (Councillor Hogg) will provide a verbal report of any meeting decisions.</p>	No meeting to report upon.
23/14	i.	<p>Working Groups / Committees (items for decision or discussion). Governance and Staffing Working Group.</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. No update for this meeting
23/15	j.	<p>Working Groups / Committees (items for decision or discussion). Events Working Group</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. No update for this meeting
23/16	k.	<p>Working Groups / Committees (items for decision or discussion). Communications Working Group</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. No update for this meeting
23/17	l.	<p>Working Groups / Committees (items for decision or discussion). Neighbourhood Plan Working Group</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. No update for this meeting
23/18	m.	<p>Working Groups / Committees (items for decision or discussion). Finance Working Group</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. No update for this meeting
23/19	n.	<p>Working Groups / Committees (items for decision or discussion). Youth Support Programme Working Group</p> <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. No recommendations for this meeting. 2. Councillor D Wallace advised the meeting that she was to have an initial

		to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.	meeting to discuss the possibility of the creation of a youth choir.												
23/20	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.</p> <p>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	<table border="1"> <thead> <tr> <th>Determination</th> </tr> </thead> <tbody> <tr> <td>No Comment</td> </tr> <tr> <td>No Comment</td> </tr> </tbody> </table>	Determination	No Comment	No Comment
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PART C – MATTERS FOR INFORMATION OR TO BE NOTED

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23/21		<p>RESOLVED to NOTE Section's a, b and c. Correspondence, Consultations and Invitations and the actions taken for each detailed below. Section d, Schedule of payments and receipts Section e, Other planning applications Note section f is not part of the agenda and is included for information only.</p>																																																																											
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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	\$137
Matthew Project	500.00	Food Bank Donation	\$137
Wansbeck Valley Food Bank	500.00	Food Bank Donation	\$137
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
		22/03536/FUL	Demolition of conservatory and replace with a single storey rear extension Location 18 Nottingham Court Hazelmere Bedlington Northumberland NE22 6PE
		22/03146/FUL	Proposed rear single storey flat roof extension. Location 15 Church Lane Bedlington Northumberland NE22 5EL
		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
23/22	g.	Police Report. The verbal Police report was NOTED by the Council. The next scheduled regular report is for March 2023 meeting.	
23/23	h.	Financial Update / Bank Reconciliation.	
		Bank Reconciliation I. The Council are asked to note a checked bank reconciliation of £ 295,176.54 as of 31 st 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.	The Council NOTED the bank reconciliation.
23/24	i.	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.	
		Councillors	<ul style="list-style-type: none"> Councillor Reed read a statement to notify The Council of her immediate resignation from The Communications Working Group – The Chair accepted the resignation and thanked Councillor Reed for all of her previous work with the Communications Working Group. Councillor Hogg added his thanks and apologised to Councillor Reed for not been as involved in the Working Group as he would have wanted. Councillor Thompson asked if members would be prepared to have an initial informal meeting to discuss how improvements could be made to Councillor working relationships – The Chair and all other Councillors agreed that an initial informal meeting would be very helpful and invited Councillor Thompson to initiate the meeting.
		Town Clerk	Vacant Member Representation Place at Annual Town and Parish Council Conference – Councillor Hogg volunteered to attend with the agreement of all members.
23/25	j.	Meeting Close and Date of Next Meeting. RESOLVED 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. The Chair closed the meeting at 7.14pm	

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

Bill Crosby, Paul Hedley, Adam Hogg, Wendy Reed, Christine Taylor, Victoria Thompson, Jayne Todd, Di Wallace, and Russ Wallace.

Signed by Chair

Date