

**Minutes of the West Bedlington Town Council Meeting held at Bedlington Community Centre, Front Street West, Bedlington.
On Thursday 8th August 2024 at 6.30pm.**



PRESENTATIONS.

- SENRUG (Southeast Northumberland Rail User Group) made a short verbal presentation in support of their funding application. (Part B 2a. Funding Applications).
- Residents of Featherstone Grove, Bedlington made a representation to The Council in relation to their objections to Planning Application 24/01694/CCD Change of Use from Use Class C3 (residential) to C2 (home for young person) at 17 Featherstone Grove Hazelmere Bedlington Northumberland NE22 6NU. (Part B 2d ii. Residents Representation).

QUESTIONS TO THE COUNCIL

- A resident asked if the Town Council would support residents in ensuring that no trees are felled to facilitate the proposed construction of a new cycleway at North Ridge, Bedlington. The Chair replied that the Town Council had already asked for the proposed project to be deferred to allow for a comprehensive public consultation to take place before any finalised scheme is approved.
- A resident congratulated and thanked the Town Council for its children's summer events.

PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.

Min Ref		Attendance / Apologies and Declarations of Interests.	Determination
24/87		In Attendance	Councillors Crosby, Hedley, Henderson, Hogg, Taylor (Chair), Todd, D Wallace and R Wallace. Town Clerk S Young, Asst to the Town Clerk G Turner, and approximately thirty (30) members of the public.
24/88	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 Thompson were NOTED . ii. There were no dispensations for absence for this meeting.
24/89	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. No Declarations of Interest for this meeting. 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
24/90	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 11 th July 2024.	RESOLVED that the minutes of the West Bedlington Town Council Annual Meeting held on 11 th July 2024 are APPROVED as a true record.
24/91	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 meeting held on 11 th July 2024.

2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
24/92	a.	<p>Community Chest / Funding Requests.</p> <p>The Council are requested to discuss and decide upon: A funding request for £500 from SENRUG (Southeast Northumberland Rail User Group). Details of request distributed to members.</p>	<p>i. RESOLVED to APPROVE the request and award £500 to SENRUG.</p>
24/93	b.	<p>Staffing</p> <p>1. Assistant Town Clerk (Communication Engagement and Projects). The Council are asked (after review) to approve or update the following documents in relation to the appointment of an additional member of staff.</p> <ol style="list-style-type: none"> i. Job description (Draft job description distributed to members). ii. Person Specification (Draft Person Specification distributed to members). iii. Job Advert and Timetable (Draft Job Advert distributed to members). iv. Job Application Form (Draft Job Application Form distributed to members). v. An update to the current job description and financial changes to The Town Clerks current job description is provided under part D – Exempt Business. Supplementary “Staffing documents” distributed to members also - Financial Implications of new post / revision to Clerks post together with a comparison of other SE Northumberland Parish / Town Councils employment costs, the NALC Salary Agreement (Short Form) and a copy of the latest Strategic Plan Action Plan Monitoring Report detailing current shortfalls in objectives. <p>2. Revision to All Employee Contracts – Conditions of Service (Annual Leave). The Council are asked to consider an adoption of The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services – currently section 3.1 of employee contracts makes an exception to this adoption– specifically with regards to holiday entitlement after five years consecutive service (pay and sickness are now in line with the National Agreement as part of ongoing contracts). The proposed revision provides employees with five years consecutive service an additional holiday entitlement of 5 days (pro rata for part time staff) instead of the current 2 additional days provided for under current contracts, effectively an additional 3 days (pro rata for part time staff) annual holiday entitlement for those members of staff with 5 consecutive years’ service. Any approved revision to take account from 1st April 2024.</p>	<p>1. RESOLVED to APPROVE all.</p> <ol style="list-style-type: none"> i. Subject to 1 amendment – page 5 “act as point of contact for projects” not act as project manager. ii. No Changes iii. No Changes iv. No Changes v. No Changes <p>2. RESOLVED to ADOPT The National Agreement on Pay and Conditions. With effect from 1st April 2024 employees with 5 and more years of consecutive service will be entitled to an additional 5 days leave entitlement (pro rata for part time staff).</p>

		<p>3. Society of Local Council Clerks (SLCC). The Council are requested to approve the payment of £298 for the Clerks annual subscription to Society of Local Council Clerks.</p>	<p>3. RESOLVED to APPROVE the payment of £298 to SLCC for the Clerks annual subscription.</p>																				
24/94	c.	<p>Consultations sent to Town Council (Requires Council response) The Council are asked to consider the following consultations and agree comments for a response.</p> <table border="1"> <thead> <tr> <th>From</th> <th>Description</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Northumberland County Council - Highways</td> <td>Proposed Parking Restrictions A1068 Choppington Road, Bedlington</td> <td>Any comments HighwaysProgramme@northumberland.gov.uk before Friday 9th August 2024. (extension agreed)</td> </tr> <tr> <td>Northumberland County Council - Highways</td> <td>Proposed 20mph Speed Limit, Hazelmere Estate, Bedlington</td> <td>Any comments HighwaysProgramme@northumberland.gov.uk before Wednesday 31st July 2024. (extension agreed).</td> </tr> </tbody> </table>	From	Description	Details	Northumberland County Council - Highways	Proposed Parking Restrictions A1068 Choppington Road, Bedlington	Any comments HighwaysProgramme@northumberland.gov.uk before Friday 9th August 2024. (extension agreed)	Northumberland County Council - Highways	Proposed 20mph Speed Limit, Hazelmere Estate, Bedlington	Any comments HighwaysProgramme@northumberland.gov.uk before Wednesday 31st July 2024. (extension agreed).	<p>RESOLVED to SUPPORT both schemes.</p>											
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24/95	d.	<p>Planning i. Planning Applications – Where Comments Have Been Requested. 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>24/02265/FUL</td> <td>Construction of single storey rear extension, two storey side extension, porch and conversion of loft space Location Simonside Netherton Road Nedderton Village Northumberland NE22 6AT</td> <td>29th July 2024. (extension agreed).</td> </tr> <tr> <td>24/02211/FUL</td> <td>Garage extension. Location Maple Bank House 15A Shields Road Hartford Bridge Northumberland NE22 6AN</td> <td>1st August 2024. (extension agreed).</td> </tr> <tr> <td>24/02398/FUL</td> <td>Side ground floor utility and shower room extension Location 16 Hartford Road East Bedlington Northumberland NE22 6HZ</td> <td>5th August 2024. (extension agreed).</td> </tr> <tr> <td>24/02350/FUL</td> <td>Single storey extension Location 4 Edinburgh Drive Hazelmere Bedlington Northumberland NE22 6NY</td> <td>21st August 2024.</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> <p>ii. Residents Representation. The Council are requested to discuss and decide upon a request and representation from residents in respect of a previously considered planning application (Planning Application - 24/01694/CCD Change of Use from Use Class C3 (residential) to C2 (home for young person). 17 Featherstone Grove Hazelmere Bedlington Northumberland NE22 6NU</p>	Ref.	Description	Response Due Date	24/02265/FUL	Construction of single storey rear extension, two storey side extension, porch and conversion of loft space Location Simonside Netherton Road Nedderton Village Northumberland NE22 6AT	29th July 2024. (extension agreed).	24/02211/FUL	Garage extension. Location Maple Bank House 15A Shields Road Hartford Bridge Northumberland NE22 6AN	1st August 2024. (extension agreed).	24/02398/FUL	Side ground floor utility and shower room extension Location 16 Hartford Road East Bedlington Northumberland NE22 6HZ	5th August 2024. (extension agreed).	24/02350/FUL	Single storey extension Location 4 Edinburgh Drive Hazelmere Bedlington Northumberland NE22 6NY	21st August 2024.	<table border="1"> <thead> <tr> <th>Determination</th> </tr> </thead> <tbody> <tr> <td>No Comment</td> </tr> <tr> <td>No Comment</td> </tr> <tr> <td>No Comment</td> </tr> <tr> <td>No Comment</td> </tr> </tbody> </table> <p>RESOLVED to SUPPORT resident's objection to the planning application.</p>	Determination	No Comment	No Comment	No Comment	No Comment
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24/96	e.	Services – Litter Bin Request The Council are asked to discuss and decide upon a request from a resident to provide a new litter bin (Hollymount Terrace / Spring Park). Details of the request distributed to members.	RESOLVED to relocate the Litter Bin currently on Front Street West / Penistone Mews to a location on Front Street West near the junction with Spring Park.
24/97	f.	Working Groups / Committees (items for decision or discussion). 1. Any Recommendations from Working Groups for decision by full Council. i. Events Working Group. The Council are requested to (after review and amendment if appropriate) approve the draft “Expression of Interest” for the provision of a Family Festival for Summer 2025. (Draft document distributed to Councillors). 2. Any Other Items from Working Groups) – The Working Group Chair will feedback to the Council any other items discussed, any ongoing and future matters been worked upon by the working group.	1. RESOLVED to APPROVE the draft expression of interest document. 2. Nothing for this meeting.
24/98	j.	Bank Reconciliation The Council are asked to APPROVE a checked bank reconciliation of £81,563.54 as of 31 st July 2024 and a Deposit Account Balance of £320,154.77 as of 31 st July 2024.	The Bank Reconciliation was APPROVED by members.

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

		Matters for Information or To Be Noted		
24/99	a.	Chairs Update and any Reports from External Meetings. i. The Chair will make any relevant announcements and provide updates to members. ii. To receive feedback from Councillors from any external meetings since the date of the last Council meeting.	i. The Chair gave a verbal update in relation to the deferred Neighbourhood Plan. ii. Nothing for this meeting.	
24/100	b.	Consultations.		
		From	Description	Details
		None For This Meeting		
24/101	c.	Invitations.		
		From	Event	Response Details
		None for This Meeting		

24/102	d.	<p>Schedule of Payments and Receipts. Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.</p> <table border="1" data-bbox="288 237 1556 909"> <thead> <tr> <th>Payee</th> <th>Amount £. p</th> <th>Description</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Salvation Army</td> <td>500.00</td> <td>Community Chest Grant</td> <td></td> </tr> <tr> <td>Reay Security Ltd</td> <td>809.64</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Reay Security Ltd -</td> <td>432.00</td> <td>CCTV Meadowdale Gates</td> <td></td> </tr> <tr> <td>Viking</td> <td>134.70</td> <td>Stationery</td> <td></td> </tr> <tr> <td>Amazon</td> <td>104.99</td> <td>Payment Card Reader</td> <td></td> </tr> <tr> <td>Talk Talk Business</td> <td>59.42</td> <td>Telephone + Internet</td> <td></td> </tr> <tr> <td>HMRC</td> <td>-6,798.20</td> <td>VAT Refund March 24 to June24</td> <td></td> </tr> <tr> <td>Charmain Hamilton</td> <td>5,487.00</td> <td>Summer Events</td> <td></td> </tr> <tr> <td>Card Reader</td> <td>-3.92</td> <td>System Test Payments</td> <td></td> </tr> <tr> <td>Reay Security Ltd</td> <td>83.04</td> <td>CCTV Church Lane</td> <td></td> </tr> <tr> <td>Reay Security CCTV</td> <td>83.04</td> <td>Cemetery Gates</td> <td></td> </tr> <tr> <td>Northumberland County Council</td> <td>5,112.97</td> <td>July Salary Costs</td> <td></td> </tr> <tr> <td>Wireless Logic Limited</td> <td>539.14</td> <td>CCTV Sim Charges</td> <td></td> </tr> <tr> <td>Zen Internet Ltd</td> <td>28.78</td> <td>Domain Name Renewal</td> <td></td> </tr> <tr> <td>Charmain Hamilton</td> <td>5,514.00</td> <td>Summer Events</td> <td></td> </tr> <tr> <td>Lloyds Bank</td> <td>-307.09</td> <td>Interest Business Instant Access</td> <td></td> </tr> </tbody> </table> <p>Members received and approved the Schedule of Payments and Receipts listing</p>	Payee	Amount £. p	Description	Notes	Salvation Army	500.00	Community Chest Grant		Reay Security Ltd	809.64	CCTV Charges		Reay Security Ltd -	432.00	CCTV Meadowdale Gates		Viking	134.70	Stationery		Amazon	104.99	Payment Card Reader		Talk Talk Business	59.42	Telephone + Internet		HMRC	-6,798.20	VAT Refund March 24 to June24		Charmain Hamilton	5,487.00	Summer Events		Card Reader	-3.92	System Test Payments		Reay Security Ltd	83.04	CCTV Church Lane		Reay Security CCTV	83.04	Cemetery Gates		Northumberland County Council	5,112.97	July Salary Costs		Wireless Logic Limited	539.14	CCTV Sim Charges		Zen Internet Ltd	28.78	Domain Name Renewal		Charmain Hamilton	5,514.00	Summer Events		Lloyds Bank	-307.09	Interest Business Instant Access	
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24/104	f.	<p>Planning decisions notified to West Bedlington Town Council by Northumberland County Council.</p> <table border="1" data-bbox="288 1182 1556 1451"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>24/01508/FUL</td> <td>Change of use of dwelling house use class C3 to convert to a children's residential care home use class C2, including removal of porch, bay window and front boundary wall for extension of the driveway. Location 18 Hartford Road East Bedlington Northumberland NE22 6HZ</td> <td>GRANTED</td> </tr> <tr> <td>23/02640/CCD</td> <td>Construction of football foundation playzone for football and basketball use, with fencing and floodlighting Location Football Pitch Westlea Playing Fields Netherton Lane Bedlington Northumberland</td> <td>GRANTED</td> </tr> </tbody> </table> <p>Members noted the above planning decisions.</p>	Ref.	Description	Decision	24/01508/FUL	Change of use of dwelling house use class C3 to convert to a children's residential care home use class C2, including removal of porch, bay window and front boundary wall for extension of the driveway. Location 18 Hartford Road East Bedlington Northumberland NE22 6HZ	GRANTED	23/02640/CCD	Construction of football foundation playzone for football and basketball use, with fencing and floodlighting Location Football Pitch Westlea Playing Fields Netherton Lane Bedlington Northumberland	GRANTED																																																											
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24/105	g.	<p>Police Report. Members noted that the next scheduled regular report is for September 2024 meeting.</p>																																																																				
24/106	h.	<p>Matters for Information Only Any matters pertaining to the Council, that members would like to bring to the attention of other members and residents. For Information only no proposals or voting on these matters.</p> <ol style="list-style-type: none"> Councillors – Councillor Hogg request a matter for inclusion on the next meeting agenda – Letter to MP in relation to National Planning Framework. Town Clerk Ongoing Service repairs and replacements – Replacement litter bin at Kendal Rise (previous bin burnt out), Repairs to swings and rocker unit at Church Lane play area, Repairs to Zip Wire and rocker unit at Westlea play area. Bus Shelter at Choppington Road ordered and awaiting delivery and installation, Front Street Planters to be planted imminently. Advance notice of items for the next meeting agenda – Local Transport Plan Priorities, Campaign Support (Safety of Lithium-ion Batteries and e-bikes and scooters), Revision to Financial Regulations and Internal 																																																																				

		Control to reflect the use of card reader, Process / Procedure to reconcile event ticket sales and payments received. Members noted the information items above.
24/107	i.	Date of Next Meeting. The next scheduled meeting of the Council will be on Thursday 12 th September 2024 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 4 th September 2024. Members noted the date of the next Town Council meeting.

PART D – 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.

		Matters for Discussion / Decision / Information	
24/108	a.	Revision to The Town Clerks Contract. The Council are requested to discuss and decide upon a revision to The Town Clerks current employment contract to take account of the supervision and training of additional staff (Draft revised job description distributed to members). Suggested salary upload and financial implications of adopting the revisions included in Supplementary Staffing Documents.	RESOLVED to APPROVE the revision to The Clerks contract and salary upload.
24/109	b.	Payment of Accrued Holiday. The Council are asked to consider a request from The Town Clerk for payment of holidays accrued whilst on long Term sick leave. (Details of accrual together with an estimate of the associated costs distributed to members).	RESOLVED to APPROVE the payment of the Clerks accrued holiday entitlement.
24/110	c.	Revision to Town Clerks Working Hours and Office opening times. The Council are asked to consider a request from The Town Clerk to revise his working hours and office opening times – details of requested hours distributed to Councillors.	RESOLVED to APPROVE the revisions to the office opening hours and clerks working schedule.

24/111		Close of Meeting. The Chair closed the meeting at 7.31 pm
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WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

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

Signed by Chair

Date