



**WEST BEDLINGTON
TOWN COUNCIL**

Minutes of the Meeting held on Thursday 13th February 2020 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, V Thompson.

COUNCILLORS NOT PRESENT: J Tyler.

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

PRESENTATIONS

There were presentations for this meeting from:

- Northumberland Festival of Music in support of their Community Chest application Agenda Item 14.

OPEN SESSION

- A resident asked if the Town Council was to financially support a joint summer music event at Gallagher Park, Bedlington in 2021 if the cost of the financial support would impact on the current level of the Councils precept. The Chair responded that it was far too early to determine either of the points raised and that no events for 2021 have even been considered to date.

C023/20 - 1. APOLOGIES FOR ABSENCE

There were apologies for absence for this meeting from Councillor Tyler.
The apologies for absence were **NOTED**.

C024/20 - 2. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the West Bedlington Town Council meeting of 9th January 2020 are approved as a true record of the meeting.

C025/20 - 3. MATTERS ARISING

Councillor Hogg commented in relation to minute "open session" that the Council had been advised that there would be no provision for any temporary car park on the site of the proposed town centre development.

C026/20 – 4. DISCLOSURE OF INTERESTS

Councillor Thompson declared an interest in Agenda Item 14, Whitley Memorial CE First School.

C027/20 - 5. CHAIRS UPDATE

Council Chair Councillor Taylor provided a verbal update on the matters summarised in Appendix F.

Chairman's initials

C028/20 – 6. COUNTY COUNCILLOR UPDATES

County Councillors Crosby and Wallace provided a brief verbal updates on some of the matters they have been dealing with over the last month.

County Councillor Robinson had previously submitted their apologies for this meeting.

C029/20 - 7. COMMITTEE / WORKING GROUPS

- a. Finance, Governance and Communication - Councillor Taylor – No meeting to report upon.
- b. Events Working Group – Councillor Graham provided a brief verbal update in relation to a proposed schedule of 2020 events.
- c. Services Committee – Councillor Hogg – Draft minutes of the Services Committee meeting held 23rd January 2020 were distributed to Councillors.
- d. Neighbourhood Planning Group - Councillor Hogg – All current Neighbourhood Plan were included elsewhere in the current meeting agenda.

RESOLVED To ACCEPT all committee / working group reports

C030/20 - 8. MATTERS FOR DISCUSSION / DECISION

- a. **Asset Register.** The Council after review **RESOLVED to APPROVE and ACCEPT** the updated asset register.
- b. **Risk Assessments.** The Council after review **RESOLVED to APPROVE and ACCEPT** all of 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
- c. **Financial Governance Statement 2019 - 2020.** The Council after review **RESOLVED to APPROVE and ACCEPT** its Financial Governance Statement for 2019 – 2020.
- d. **Review of Standing Orders.** The Council after review **RESOLVED to APPROVE and ACCEPT** its standing orders.
- e. **Review of Financial Regulations.** The Council after review **RESOLVED to APPROVE and ACCEPT** current Financial Regulations. (Copy distributed to members).
- f. **Draft Neighbourhood Plan.** The Council after review **RESOLVED to APPROVE and ACCEPT** the following draft documents.
 - i. Pre-submission draft Neighbourhood plan and associated policies map.
 - ii. Local Green Space and Protected Open Space background paper.
 - iii. Sustainability Appraisal Non-Technical Summary.
 - iv. Draft engagement plan for consultation.
- g. **Youth Leisure Provision.** The Council **RESOLVED to APPROVE and ACCEPT** a proposal to provide family Pilates classes during the Easter school holidays at a cost of £260. (Proposal distributed to members).

C031/20 – 9. CORRESPONDENCE

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

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C032/20 - 10. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

a. Feedback

- I. **Town / Parish Liaison Committee** – (Councillor Taylor) – verbal update given.
- II. **NALC** – (Councillor Hogg) – verbal update given.
- III. **Friends of Westlea Cemetery** – Councillor Hogg – verbal update given.

All verbal reports accepted.

C033/20 - 11. CLERK'S REPORT

RESOLVED to NOTE the Clerk's Report submitted. (Appendix B).

C034/20 - 12. SCHEDULE OF PAYMENTS AND RECEIPTS

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

C035/20 - 13. PLANNING

- a. **RESOLVED NOT TO COMMENT** on the planning applications considered at this meeting as per Appendix D.

Note: recent notified planning decisions are shown in Appendix E for information only.

C036/20 - 14. COMMUNITY CHEST / PUPILS FUND APPLICATIONS

- a. Community Chest applications.
 - i. Northumberland Festival of Music. **RESOLVED** to award £370.
- b. Funding requests:
 - i. Bedlington Creatives for room hire costs at Bedlington Community Centre to host "Bedlington Festival of Arts" Fri 20th March 2020 to Sun 22 March 2020. **RESOLVED** to award up to £240
 - ii. Whitley Memorial CE First School – Pupils Fund Application. **RESOLVED** to award £1,500.

C037/20 - 15. RESIDENTS' NEWSLETTER

- a. 2020 Spring Edition of the Residents Newsletter.
 - i. **RESOLVED** to set a final date for submissions of articles to The Clerk of Friday 13th March 2020
 - ii. **RESOLVED** to set a distribution date of the newsletter to be week commencing 13th April 2020
- b. Reminder to members to submit any proposed articles without delay.

C038/20 – 16. ANNUAL MEETING OF THE TOWN 2020

- a. The Council **RESOLVED** to hold the 2020 Annual meeting of the town on Wednesday 6th May 2020 starting at 6pm in Bedlington Community Centre.
- b. The Clerk will invite Advance Northumberland to attend the meeting to update residents on the proposed town centre development.

C039/20 – 17. ACCOUNTS / BUDGET AND PRECEPT REQUIREMENT / FINANCIAL UPDATE

- a. **Finance Report 2019/20.** The Council after review **RESOLVED to NOTE and ACCEPT** the Finance report distributed.
- b. **Internal Audit Report.** The Council after review **RESOLVED to NOTE and ACCEPT** The Internal Audit report of 8th January 2020.

C040/20 – 18. POLICE REPORT

No Police report scheduled for this meeting.

C041/20 - 19. EXEMPT BUSINESS

There was no exempt business for this meeting.

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C042/20 – 20. ANY OTHER BUSINESS

Councillor Hedley – For Information – Northumberland Healthwatch survey and engagement event at Bedlington Community Allotment.

Councillor Hedley – For Information – Northumberland County Councils Public Library Consultation.

Town Clerk – For Information revision of Government advice on flag flying for The Duke of York's birthday.

C043/20 - 21. DATE OF NEXT MEETING

RESOLVED the next meeting of the Council will be held on **Thursday 12th March 2020** at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington.

C044/20 - 22. CLOSE OF MEETING

The meeting closed at 8.29pm

Signed by the Chair

12th March 2020

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

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Appendix A – Correspondence, Consultations and Invitations. (Agenda Item 9).

a) Correspondence:

Ref	From	Summary	Action
01/20	Northumberland County Council	Training – Promoting Healthy Lifestyle Choices	Noted and Circulated
02/20	NALC	NALC Enews – 7 January 2020	Noted and Circulated
03/20	NALC	Ray Butler Deceased	Noted and Circulated
04/20	Northumberland County Council	Football Counts Surveys	Noted and Circulated
05/20	Northumberland Healthwatch	Annual Survey 2020	Noted and Circulated
06/20	Northumberland County Council	Proposed Residents Parking Scheme Burdon Terrace, Bedlington.	Noted and Circulated
07/20	Northumberland County Council	Local Area Council Meeting 22 January 2020	Noted and Circulated
08/20	NALC	Member Council Update 15 January 2020	Noted and Circulated
09/20	NALC	NALC Enews 15 January 2020	Noted and Circulated
10/20	East Bedlington Parish Council	Reply to request for contribution towards First Aid costs at Remembrance Service + Parade	Noted and Circulated
11/20	Allied Westminster	Wonderful Villages Photo Competition	Noted and Circulated
12/20	Northumberland County Council	TTRO 116137860 A1068 Choppington Road Bedlington	Noted and Circulated
13/20	Office of Ian Lavery MP	Funding Opportunities	Noted and Circulated
14/20	NALC	NALC Enews 22 January 2020	Noted and Circulated
15/20	Northumberland County Council	Northumberland Day	Noted and Circulated
16/20	Station Entertainments	Response to Invitation to Express an Interest in Summer Music Event 2020	Noted, Circulated to Events Group
17/20	Charmain Hamilton	Response to Invitation to Express an Interest in Summer Music Event 2020	Noted, Circulated to Events Group
18/20	Jigsaw Event Management	Response to Invitation to Express an Interest in Summer Music Event 2020	Noted, Circulated to Events Group
19/20	Bedlington Resident	Funding Thanks and Update re Scottish Athletics Championship Win.	Noted and Circulated
20/20	Northumberland County Council	Tree Planting Scheme in Bedlington.	Noted and Circulated
21/20	NALC	NALC Enews 28 January 2020	Noted and Circulated
22/20	Northumberland County Council	TTRO 116254881 Glebe Road, Bedlington	Noted and Circulated
23/20	NALC	NALC Enews 30 January 2020	Noted and Circulated
24/20	Northumberland County Council	Employers pension Contribution Valuation 2020	Noted and Circulated
25/20	Community Action Northumberland	CAN Winter Newsletter – January 2020	Noted and Circulated
26/20	Northumberland Healthwatch	Annual Survey 2020 Reminder	Noted and Circulated

b) Consultations:

Owner	Description	Where and When
	None For This Meeting	

c) Invitations:

Date	From	Description	Comments
		None For This Meeting	

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Appendix B – Clerks Report (Agenda Item 11).

Finance

A Finance report is included within the current meeting agenda.

Services

- a. Play Areas - : The 20 Acre Play Area Improvements. Currently seeking quotes for wet pour safety surfaces, additional fencing and gates, seats and litter bins. A notice needs to be prepared and distributed to local residents to advise them of the proposed improvements. New signs for Westlea play area have been ordered.
- b. Litter Bins – Services Committee will consider a proposal to replace the current post mounted bin with a larger ground mounted bin.
- c. Bus Shelters – all displaced panels have been replaced. School Art Work has now been installed.
- d. Public Seats – Waiting on repairs to lathes on 2 Front Street West benches.
- e. War Memorial – Repairs to steps will be done as soon as the temperature rises.
- f. Road Speed Reduction Signs – still awaiting on invoice for share of purchase costs of new signs – provision has been made in accounts. Annual inspection of all our speed signs has been completed – no issues to report.
- g. Environmental Enforcement Officer – the current post holder is to leave her role, the vacancy has been advertised and service will continue at the same level from existing resources until the post is filled.

Events.

Summer Event - report within the current meeting agenda. Local residents need to be advised in advance of any advertisement of the event.

Remembrance Day – the Council has been invited to attend the event planning meetings for Remembrance Day – looking for a Councillor to attend in addition to The Clerk.

Projects

Sun Dial – Installation is planned for early March 2020.

CCTV – No further update

Admin

The office will be closed on Friday 21st Feb 2020 - The Clerk is on annual leave

The office will be closed for the whole of the week commencing 23rd March 2020 – The Clerk is on annual leave

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Appendix C – Schedule of Payments and Receipts (Agenda Item 12)**Payment 1st January 2020 to 31st January 2020.****All payment GROSS of VAT.**

Payee	Amount	BCC	Bloom	Dr Pit	Description
Land Registry	60.00				Land Ownership Enquires
JARM Amusements	1,497.00				Christmas Event Stalls
Northumberland County Council	3,272.98				December Payroll Costs
Malcolm Wilkinson	85.00				Internal Audit Costs
Broxap Limited	1,303.20				New Public Seats
Northumberland County Council	2,327.89				Play Area Gates
Northumberland County Council	22,396.08				Service Level Agreements
Reay Security Limited	809.64				CCTV Costs
Northumberland County Council	(25,344.00)				S106 Funding Payment
2522 (Bedlington) SQN Air Training	500.00				Community Chest Funding Payment
Northumberland County Council	360.00				Christmas Gazebo's
Northumberland County Council	480.00				Ghost Soldiers
Reay Security Limited	83.04				CCTV Costs
Talk Talk Business	40.74				Telephone + Internet
Zen Internet Ltd	5.39				Website Hosting
DL Maintenance & Repair	315.00				Bus Shelter Repairs / Seat Installation
Northumberland County Council	3,272.98				January Payroll Costs
Running Imp Limited	45.49				Bunting for Community Events
Northumberland County Council	420.00				Power Supply Sockets for CCTV
Northumberland County Council	9,956.40				Christmas Lights
D & M Fencing	261.60				Christmas Tree Fencing
Reay Security Limited	809.64				CCTV Costs
Front Street News And Post Office	45.80				Library Newspapers
Haggs-Smp Ltd	198.00				Trampoline Repair Kits
Jo-Anne Garrick Ltd	1,200.00				Neighbourhood Plan Consultation Fee

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Appendix D – Planning Applications Received for Comment. (Agenda Item 13).

Ref.	Description	Response Due
20/00095/FUL	Two storey elevation and alterations to rear of property on extension footprint. Demolition of existing store room and lean to provide 2 further bedrooms, ensuite, store room, boiler room, utility and sunroom. Location Glebe Farm House Choppington Road Choppington Northumberland NE62 5TJ	13th February 2020
20/00147/FUL	Retrospective approval for Construction of 3 Bedroom House.	17th February 2020

Other Applications.

Ref.	Description	Response Due
20/00101/DISCON	Discharge of Condition 14 relating to approved planning application 16/04731/OUT. Land South West Of Glebe Farm Choppington Road Bedlington Northumberland	NA
20/00102/DISCON	Discharge of conditions 15 (construction method statement) and 36 (construction drainage) on approved planning application 16/04731/OUT. Land South West Of Glebe Farm Choppington Road Bedlington Northumberland	NA
20/00103/DISCON	Discharge of Conditions : 17 (foul sewer), 32 (surface water), 33 (Flood risk/Drainage strategy), 34 (SUDs) and 35 (surface water mitigation) relating to approved planning application 16/04731/OUT. Land South West Of Glebe Farm Choppington Road Bedlington Northumberland	NA
20/00288/NONMAT	Non-Material Amendment in relation to approved planning application 18/04497/REM. Amendment to house type labels on the site plan (Unit 1 now House Type 2A and Unit 6 now House Type 2B, where previously both were House Type 2). Lowered eaves and ridge heights for all 6 approved dwellings. Addition of a single rooflight to the rear roof pitch of each of the 6 approved dwellings. Amendment of the internal layout and window arrangement to Plot 6 only (now shown as house type 2B) to include substitution of a pair of French doors to the 1F rear elevation in place of a single window and a reconfigured master bedroom suite. Land North Of Quarry House Nedderton Village Northumberland	NA

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.

Appendix E – Chairs Update (Agenda Item 5).

The Chair provided a verbal report in relation to the matters summarised below:

- Meeting re temporary car parking on site of proposed town centre development.
- Festival of Arts Bedlington, 20th – 22nd March 2020.
- Arts Festival at St Cuthbert’s Church 29th February 2020
- Tree planting 20 Acre Playing field.

Appendix F - Planning decisions notified to WBTC by NCC - Information Only

Ref.	Description	Decision
18/03117/FUL	Agricultural workers dwelling including access and amenity space (as supplemented by information received 22.11.2018 and 11.01.2019) Location Land South Of Burnt House Farm Netherton Colliery Northumberland	GRANTED
19/04835/FUL	Rear extension and garage extension Location 14 Octavia Close The Chesters Bedlington NE22 6LG	GRANTED

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