

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summonsed to attend the meeting of **WEST BEDLINGTON TOWN COUNCIL** to be held via internet conferencing

Join Zoom Meeting – <https://us02web.zoom.us/j/83764681424> Meeting ID: 837 6468 1424

On Thursday 12th November 2020 at 6.30pm.



**WEST BEDLINGTON
TOWN COUNCIL**

The agenda for the meeting is set out below.

Steven Young Clerk to West Bedlington Town Council.

6th November 2020.

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 Chair's 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 sign as a correct record the minutes of West Bedlington Town Council Meeting held on 8 th October 2020.
b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.
c.	To resolve to amend and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 13th August 2020. The revision is to accurately reflect the attendance of Councillor Thompson that had been omitted in error within the previously approved minutes

2. MATTERS FOR DISCUSSION / DECISION

Matters for Discussion / Decision	
a.	Internal Audit. i. The Council are asked to approve the reappointment of Mr Malcom Wilkinson as its Internal Auditor for the financial year 2020/21. ii. The Council are requested to approve the DRAFT Internal Audit Terms of Reference. (Distributed to members).
b.	Internal Controls. The Council are requested to discuss and decide upon the DRAFT Internal Controls (Distributed to members) i. Statement of Internal Controls. ii. Financial Risk Assessment.

c.	<p>Budget Setting Meeting Schedule The Council are asked to discuss and decide upon the DRAFT Budget Setting Meeting Schedule. (Distributed to members).</p>
d.	<p>Website. The Council are requested to discuss and decide upon proposals in relation to its website.</p> <ul style="list-style-type: none"> i. WCAG 2.1 AA Compliance. This is a legal requirement. The Council are requested to decide upon the recommendation to instruct Widescope Web design to make the required amendments to fulfil its legal obligation at a cost of £400. (Accessibility Statement distributed to members). ii. Website Hosting Transfer. Currently the Council has no Website design or hosting support. To facilitate future support the recommendation is to transfer the website hosting to Widescope Web Design at an initial cost of £150 to transfer the website and thereafter an annual cost of £150 per year for website hosting.
e.	<p>Funding of Bedlington Food Banks - Review. The Council are requested to discuss, review, and decide upon any future continued financial support to</p> <ul style="list-style-type: none"> i. Bedlington Salvation Army ii. Bedlington Matthew Project and iii. Wansbeck Valley Food Bank. <p>Any approved funding would be in respect of a \$137 payment</p>
f.	<p>Provision for Free School Meal Vouchers The Council are requested to discuss and decide upon a proposal to provide vouchers for free school meals during school holiday periods (Christmas and February Half Term) for Bedlington School pupils, should an alternative scheme not be already in operation and specifically to:</p> <ul style="list-style-type: none"> i. Agree in principle to provide funding directly to Bedlington schools to administer the validation of entitlement and distribution of any vouchers. ii. Agree and approve a voucher value of £15 per pupil per week iii. Set aside sufficient funding to cover the cost of providing vouchers equivalent to the number of income related free school meal recipients at each school plus ten percent to allow schools discretion when awarding and distributing vouchers. iv. Request from schools' details of the number of vouchers distributed and agree a procedure with schools for the return any unused funding. <p>Any approved funding would be in respect of a \$137 payment</p>
g.	<p>Events -Proposed Christmas Event The Council are asked to discuss and decide upon a proposal from MoJo Parties to provide outdoor Christmas parties in various locations throughout Bedlington. Estimated total cost would be £2,000. (Details of event content, risk assessments and costing breakdown previously distributed to members).</p>
h.	<p>Insurance Renewal – Bedlington Community Centre. The Council are requested to discuss and decide its preferred Insurer to cover Bedlington Community Centre and its use as a Community Centre. (A table of quotes and covers distributed to members).</p>
i.	<p>Flagpole Maintenance The Council are asked to approve the quote (£173) for the annual service of the War Memorial Flagpole. (Quote distributed to members).</p>
j.	<p>Irregular Expenditure – Remembrance Wreaths In accordance with “Part 3 Clerks Payments” of the Councils Statement of Internal Controls (Agenda Item b – above) the Council are asked to approve the reimbursement of £37 to The Clerk. The Council has no petty cash and payment to the Royal British Legion local coordinator was not possible by cheque, debit card or bank transfer this year, so a cash payment was made by the Clerk from his own funds.</p>
k.	<p>Memorial Seat Plaques</p> <ul style="list-style-type: none"> i. Policy / Procedure. The Council is requested to discuss and decide upon a DRAFT policy in relation to requests for Memorial Seat Plaques. (DRAFT policy distributed to members). ii. Memorial Plaque Request. The Council are asked to discuss and decide (in conjunction with any policy approved at agenda item k i. above) upon a resident’s request to have a memorial plaque added to an existing Council owned public seat on Front Street West, Bedlington.
l.	<p>New Christmas Lights.</p> <ul style="list-style-type: none"> i. The Council are asked to approve the purchase of 11 (Eleven) new Christmas Motif Lights at a cost of £5,047. ii. The Council are asked to approve the purchase and installation of 8 (Eight) light column commando sockets (Burdon Terrace / North Ridge) at a cost of £3,600. <p>The Council has already set aside budget for these purchases.</p>

m.	<p>Litter Bins The Council are requested to discuss and decide upon a request for an additional litter bin at either “outside the entrance to St Benet Biscop Catholic Academy, opposite the Co-op or along Ridge Villas”. (Residents request distributed to members).</p>												
n.	<p>Review Standing Orders / Financial Regulations The Council is requested to discuss and decide upon revisions to its Standing Orders and Financial Regulations. (Draft documents SHOWING PROPOSED AMENDMENTS distributed to members).</p> <ul style="list-style-type: none"> i. Standing Orders. ii. Financial Regulations. 												
o.	<p>Road Speed Safety Sign. The Council are asked to discuss and decide upon a request to support a road safety scheme at Church Lane Bedlington. The Council are been asked to fund the purchase of 1 (one) road speed sign at a cost of £3,712.54. The cost of a second sign is to be met by County Councillor Wallace from his members small schemes funding. As with all road speed safety signs ongoing repair and maintenance will be the responsibility of the Town Council.</p>												
p.	<p>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" data-bbox="225 629 1471 1055"> <thead> <tr> <th data-bbox="225 629 459 696">Ref.</th> <th data-bbox="459 629 1262 696">Description</th> <th data-bbox="1262 629 1471 696">Response Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 696 459 891">19/02870/FUL</td> <td data-bbox="459 696 1262 891">Erection of 49 dwellings on site of former driving range, relocation, and construction of 24 bay, floodlit, all weather driving range and visitor facility, creating 'Centre of Excellence', Clubhouse refurbishment/extension and new community function room (amended 04/05/2020) Location Bedlingtonshire Golf Club Hartford Road Bedlington NE22 6AA</td> <td data-bbox="1262 696 1471 891">Strategic Planning Committee at 2pm on 17 November 2020.</td> </tr> <tr> <td data-bbox="225 891 459 987">20/03257/FUL</td> <td data-bbox="459 891 1262 987">Rear ground floor sun lounge extension, first floor bedroom and bathroom extension and creation of 2 front car parking spaces Location 95 Hartlands Bedlington Northumberland NE22 6JQ</td> <td data-bbox="1262 891 1471 987">13th November 2020.</td> </tr> <tr> <td data-bbox="225 987 459 1055">20/03428/COU</td> <td data-bbox="459 987 1262 1055">Change of use from a beauty salon to a dog groomer (Sui Generis) Location 76A Front Street West Bedlington NE22 5UA</td> <td data-bbox="1262 987 1471 1055">19th November 2020.</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	19/02870/FUL	Erection of 49 dwellings on site of former driving range, relocation, and construction of 24 bay, floodlit, all weather driving range and visitor facility, creating 'Centre of Excellence', Clubhouse refurbishment/extension and new community function room (amended 04/05/2020) Location Bedlingtonshire Golf Club Hartford Road Bedlington NE22 6AA	Strategic Planning Committee at 2pm on 17 November 2020.	20/03257/FUL	Rear ground floor sun lounge extension, first floor bedroom and bathroom extension and creation of 2 front car parking spaces Location 95 Hartlands Bedlington Northumberland NE22 6JQ	13th November 2020.	20/03428/COU	Change of use from a beauty salon to a dog groomer (Sui Generis) Location 76A Front Street West Bedlington NE22 5UA	19th November 2020.
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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
	265	Community Action Northumberland	CAN Enews 2 nd Oct 2020	Noted + Circulated
	266	NCC Highways	EMG TTRO 118933035 - Bells Place/Hollymount Square	Noted + Circulated
	267	Leading Link	Parish & Town Christmas Lights across Northumberland	Noted + Circulated
	268	NALC	Enews 7 October 2020	Noted + Circulated
	269	Councillor Wallace EBPC	NORTHUMBERLAND LINE UPDATE	Noted + Circulated
	270	Locality	Neighbourhood Planning Newsletter - October 2020	Noted + Circulated
	271	NALC	Member Council Update 14 October 2020	Noted + Circulated
	272	NCC Estates	Footprints on the Moon lease at Plessey Woods Country Park	Noted + Circulated
	273	NCC Countryside and Green Spaces	Tree Planting Rear of Hartlands	Noted + Circulated
	274	NALC	Member Council Update 15 October 2020 - Remembrance Sunday	Noted + Circulated
	275	Northumberland Community Bank	Feedback request following decline in funding application	Noted + Circulated + Reply Sent
	276	NCC Communications	WARNING AROUND PHISHING	Noted + Circulated
	277	SENUG	Update & Survey	Noted + Circulated
	278	Primary care, Population Science and Medical Education	Covid-19 preventative behaviour and symptoms study	Noted + Circulated
	279	Wansbeck Valley Food Bank	Note of Thanks for Food Bank Funding	Noted + Circulated
	280	NALC	Enews 21 October 2020	Noted + Circulated
	281	Mojo Parties	Christmas Event Proposal	Noted + Circulated + Added to Agenda
	282	Bedlington Resident	Request for Memorial Seat Plaque	Noted + Circulated + Added to Agenda
	283	Bedlington Salvation Army	Note of Thanks for Food Bank Funding	Noted + Circulated
	284	East Bedlington Parish Council	Acknowledgement of Councillors invitation for informal "talk shop" Councillor meetings	Noted + Circulated
	285	Bedlington Matthew Project	Note of Thanks for Food Bank Funding	Noted + Circulated
	286	Resident	New Litter Bin Request	Noted + Circulated + Added to Agenda
	287	County Councillor Crosby	Reply to Clerks invite for informal talks	Noted + Circulated
	288	County Councillor Wallace	Reply to Clerks invite for informal talks	Noted + Circulated
	289	County Councillor Robinson	Reply to Clerks invite for informal talks	Noted + Circulated
	290	NALC	Member Council Update 29 October 2020	Noted + Circulated
291	County Councillor Wallace	Further response to Clerks invite for informal talks	Noted + Circulated	
292	NCC Economic Regeneration	Councillor Briefing on Northumberland Line and Economic Corridor	Noted + Circulated + Zoom Meeting Agreed	
293	Barnesbury CC	Project Update to WBTC	Noted + Circulated	
294	County Councillor Wallace	Funding support request – 1 road speed safety sign at Church Lane Bedlington	Noted + Circulated + Added to Agenda	
b.	Consultations.			
	From	Description	Details	
	NCC	Plessey Woods, Hartford Bridge Parking Scheme	Agreed Response sent ahead of 9 th November 2020 deadline	

c.	Invitations.		
From	Event	Response Details	
NCC	Town & Parish CLWG - Thursday 8 October 2020 at 11.00 am	Chair to attend	
Northumberland CVA	South East Northumberland VCS Online Network Meeting Tuesday 10 th November 2020 at 10.30am	Open to All	
HAGS & TGO Partnership	Movement is Medicine	Online demonstrations throughout Oct / Nov and Dec online registration required.	
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
Google gmail	15.99	Annual Subscription to Gmail	
Northumberland County Council	420.00	Commando Socket for CCTV	
Northumberland County Council	108.00	Litter Signs	
Reay Security Limited	809.64	CCTV Charges	
Reay Security Limited	0.10	CCTV Charges Adjustment	
D & M Fencing	14,367.05	Play Area Fence	
Bedlington Community Centre	160.00	Room Hire	
Swarco Traffic Ltd	1,186.51	Maintenance Contract Renewal	
Talk Talk Business	40.74	Telephone + Internet	
HMRC	-6,715.69	VAT Refund	
Amazon	15.99	Webcam	
DL Maintenance & Repair	445.00	Litter Bin Installations	
Zen Internet Ltd	5.39	Internet Hosting	
DCM Projects Ltd	26,572.80	Play Area Safety Surface	
Bedlington Salvation Army	1,000.00	Food Bank Donation	S137
Matthew Project	1,000.00	Food Bank Donation	S137
Wansbeck Valley Food Bank	1,000.00	Food Bank Donation	S137
DL Maintenance & Repair	673.00	Seat and Bin Installations	
Reay Security Limited	809.64	CCTV Charges	
Bedlington Community Centre	140.00	Room Hire	
SHENZHENSIBINXIANG SHIDAIKEJIYOUXIANGONGSI	13.48	Cable Ties for Lamppost Poppies	
Northumberland County Council	4,073.20	October Payroll Charges	
Reay Security Limited	83.04	CCTV Charges	
Reay Security Limited	83.04	CCTV Charges	
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	
20/00241/FUL	Proposed alteration of site levels, drainage alterations and minor variation to previously approved boundary planting location. Location Quarry House Netherton Road Nedderton Village NE22 6AS	GRANTED	
g.	Police Report.		
No Police Report for this meeting. The next report is scheduled for December 2020.			

h.	<p>Financial Update / Bank Reconciliation</p> <p>I. The Council are asked to note the financial report up to 31.10.2020 (Distributed to members).</p> <p>II. The Council are asked to note checked bank reconciliation of: Current account balance of £379,750.24 as at 28 September 2020 and a Deposit Account Balance of £100,439.12 as at 9 October 2020.</p> <p>Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls (agenda item Part B 2B.) Councillor Trimming as the nominated member has independently verified the monthly bank reconciliation.</p>
i.	<p>Date of Next Meeting.</p> <p>The next meeting of the Council will be on Thursday 10th December 2020 at 6.30pm – venue to be confirmed. Agenda for this meeting to be issued on Friday 4th December 2020.</p>

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS: Dawn Crosby, David Graham, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Mike Trimming, Jim Tyler.