



Minutes of the Meeting held on Thursday 19th November 2015 at 6.30 pm at Bedlington Community Centre, Bedlington.

PRESENT:

Councillors: M Robinson (Chair) K Dalton J Dobie D Graham
P Hedley A Hogg C Taylor S Tyler

IN ATTENDANCE:

Town Clerk S Young
Members of the public.

PRESENTATIONS

There were no presentations for this meeting.

OPEN SESSION

- A member of the public asked if any progress had been made with regard to the brokering of a meeting between residents and the County Council relating to parking issues at Burdon Terrace and Red House Farm estate. The Chair confirmed that the County Council had been contacted on two separate occasions but no reply had been received to date.

The meeting commenced at 7.00pm.

C202/15 - 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Tyler.
Resolved to accept the apologies received.

C203/15 - 2. MINUTES OF THE LAST MEETINGS

Resolved that the minutes of the West Bedlington Town Council meetings of 8th October 2015 are approved.

C204/15 - 3. MATTERS ARISING

The Chair asked for a progress report in relation to minute C193/15 agenda item 7k - Power Supply to Attlee Park. The Clerk advised that all three Bedlington County Councillors had been contacted and a request made for financial support. To date no definite commitments had been received.

C205/15 – 4. DISCLOSURE OF INTERESTS

Councillor Dalton declared an interest in Agenda Item 15 – Councillor Expenses
Councillor Robinson informed the Council that he would abstain from the vote in relation to Agenda Item 7h – Ross Lively sponsorship application.
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C/206 - 5. CHAIRS UPDATE

The Chair provided updates on the matters detailed in Appendix D – Chairs Update

C/207 - 6. COMMITTEE / WORKING GROUPS

- a. Finance and Governance – The Chair provided an update on the meeting held on 30th October 2015 and outlined the recommendations to be discussed on the current agenda.
- b. Events and Communication working group – Councillor Graham provided a verbal update on the meeting held on 16th October 2015 and outlined the recommendations to be discussed on the current agenda. Councillor Graham also gave feedback on Remembrance Day and details about the Christmas Lights Switch On event on 4th December 2015.
- c. Services Committee – Councillor Taylor provided a verbal update and distributed a draft copy of the minutes from the Committee meeting held on 22nd October 2015.

Resolved to accept all committee / working group reports

C208/15 - 7. MATTERS FOR DISCUSSION / DECISION

At this point the Chair moved to alter the order of the meeting agenda to enable Item 7h to be decided first.

- h. **Resolved to award Ross Lively £500 sponsorship towards his “World Challenge”. Councillor Robinson abstained from the vote.**
- a. **Resolved to accept the quote for the painting of the railings at Ridge Terrace (both sides of West End School).**
- b. **Deferred a decision on the provision of a Social Media package and website design until the next Council meeting.**
- c. **Resolved to accept the recommendation of the Finance and Governance Working Group to formally enter into a Service Level Agreement with NCC for the provision of local services for the financial years 2015/16 and 2016/17.**
- d. **Resolved to accept the recommendation of the Finance and Governance Working Group with regard to identified items of underspend within the current year’s budget amounting to £36,000.**
- e. **Resolved to ring fence up to 80% (£28,800) of the identified underspend in agenda item 7d to bring forward the renewal of assets within the current financial year.**
- f. **Resolved to publish future residents’ newsletters in May and November each year.**
- g. **Resolved that the Councils preferred supplier for the distribution of future residents’ newsletters is Royal Mail.**
- l. **Resolved to support the Local Transport Plan proposal of County Councillor Wallace. The proposal is to implement 20mph speed limits at various area within Bedlington.**

C209/15 – 8. CORRESPONDENCE

The Council were informed of the following correspondence:

203/15	SE Northumberland Credit Union	Letter of thanks for Community Chest Funding	Noted.
204/15	Alnwick CAB	CAB reorganisation in Northumberland	Noted and Cicalated.
205/15	Brian Gell	Michael Longridge Biography	Noted and available to view.
206/15	George Armitage	Litter / Dog Waste Bins at 20 Acres	Noted, Circulated and added to Services Agenda
207/15	Northumberland VCS	Networking Event	Noted and Circulated
208/15	NALC	Copy Letter – response to Public Toilet Review	Noted and Circulated
209/15	NCC	Road Closure Notice – A193 Bedlington Bank	Noted and Circulated
210/15	Bedlington Forum	Next Meeting Notification	Noted and Circulated

Chairman’s initials

211/15	NCC Housing	Rough Sleeper estimate	Noted and Circulated
212/15	Bedlington Community Allotment	Minutes of Autumn Meeting	Noted and Circulated
213/15	CAN	Autumn E News	Noted and Circulated
214/15	East Bedlington Parish Council	Parish Council Newsletter	Noted and Circulated
215/15	NCC	Drop in session reminder -	Noted and Circulated
216/15	Bedlington Forum	Meeting Agenda	Noted and Circulated
217/15	NCC	Parking Enforcement Vehicle	Noted and Circulated
218/15	NALC	November NALC Training Sessions	Noted and Circulated
219/15	NCC Conservation Officer	Request for Project Support	Noted, Circulated and Replied.
220/15	Historic Towns Forum	Events Newsletter	Noted and Circulated
221/15	NCC	New Website	Noted and Circulated
222/15	Northumbria Healthcare	October Stakeholder Update	Noted and Circulated
223/15	NCC	Funding Bulletin	Noted and Circulated
224/15	LMAPS	Licensing Meeting Notes	Noted and Circulated
225/15	NALC	NCC Management Restructure	Noted and Circulated
226/15	NCC	County Lives - digital magazine	Noted and Circulated
227/15	WorkWise Personnel Ltd	Training Opportunities	Noted and Circulated
228/15	Community Action Northumberland	October e News	Noted and Circulated
229/15	Northumberland CVA	Support Services e-bulletin	Noted and Circulated
230/15	Community Action Northumberland	Reminder – Central Heating Fund	Noted and Circulated
231/15	Bedlington Community Allotment	10 Week Gardening Course	Noted and Circulated
232/15	NCC	Notice of SE Area Committee	Noted and Circulated
233/15	Chief Fire Officer	Pre Consultation Notice on proposed changes to the fire and rescue service	Noted and Circulated
234/15	NALC	November e News	Noted and Circulated
235/15	County Councillor Wallace	LTP 20 mph speed limits – request for support	Noted, Circulated and added to Agenda
236/15	Waldon Telecom Ltd	EE and H3G proposed upgrade to Bedlington ATE	Noted and Circulated

West Bedlington Town Council has been requested to give their opinion on the following consultations:

Owner	Description	Where and When
NCC	Local Plan Core Strategy Pre Submission Draft	Online by 25 Nov 2015
NCC	Hackney Carriage and Private Licensing	Online by 11 Dec 2015

The following invitations have been received:

Date	From	Description	Comments
Various	Choysez	Open Days	To All Councillors
17 Oct 2015	NALC	AGM	Circulated
27 Oct 2015	Dean Jackson	Bedlington Drop In Session	Circulated
18 Nov 2015	Rape Crisis	Annual Review Meeting	Circulated
23 Nov 2015	Civic Head of NCC	Charity Event	To Mayor / Chair
12 Nov 2015	Wansbeck CVS	Annual General Meeting	Circulated
15 Dec 2015	Northumberland Domestic Abuse Service	Launch Meeting	Circulated
19 Nov 2015	Northumberland CVA	Strengthening Community Assets Event	Circulated
4 Dec 2015	NCC	Information Session - Protection For Elderly And Vulnerable People	Circulated
10 Nov 2015	NCC	North East Combined Authority (NECA) Devolution Agreement Northumberland Stakeholder Event invitation	Circulated
24 Nov 2015	Northumberland CVA	Funding Fair	Circulated
8 Dec 2015	Ross Lively	Charity Fundraising Dinner	Circulated

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Resolved that all correspondence, consultations and invitations have been properly received and actioned.

C210/15 - 9. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

Feedback from Councillor Representatives on external committees

- Town / Parish Liaison Committee (Councillor Robinson) – Nothing to report.
- NALC – (Councillor Dalton) – Written report circulated
- LMAPS – (Councillor Hedley) – Written report circulated.
- Northumberland In Bloom – (Councillor Taylor and Councillor Hedley) – Written reports circulated
- Red House Farm residents Group – (Councillor Hogg) – Nothing to report
- Joint Meetings with East Bedlington Parish Council – Nothing to report
- Gallagher Park Steering Group – (Councillor Dalton) – Nothing to report
- Dr Pit Stakeholder Meetings – (Councillor Dalton) – Nothing to report

Resolved to accept all reports.

C211/15 - 10. CLERKS REPORT

Resolved to accept the Clerks written report and verbal update (Appendix A).

C212/15 – 11. INTERNAL AUDIT

- **Resolved to arrange a property valuation for Bedlington Community Centre to ensure that the current levels of insurance are adequate and appropriate.**
- **Deferred to make a decision in relation to the insurance of Council assets until budget setting meetings.**
- **Resolved to implement any changes to The Clerks salary resulting from his annual appraisal (each July) with effect from 1st April of the following year to allow for any changes to be included in the budget process each December.**

C213/15 - 12. SCHEDULE OF PAYMENTS AND RECEIPTS

Resolved to approve the schedule of payments and receipts (Appendix B)

C214/15 - 13. PLANNING

Ref.	Description	Response Due
15/03483/FUL	Single storey extension to rear of detached two storey dwelling - 16 Nottingham Court Hazelmere Bedlington NE22 6PE	11th November 2015
15/03590/FUL	Proposed side and rear extensions to form kitchen/diner and additional bedroom - 12 Hirst Villas Bedlington Northumberland NE22 5QQ	24th November 2015
15/01306/PREAPP	Pre application for erection of timber cabin - Land Near Phoenix House Childrens Care Home St Benet Biscop Catholic Academy Ridge Terrace Bedlington Northumberland	26th November 2015
15/03640/PRUTPO	Works to trees protected by TPO - Crown Lifting is required to T23 to T26 Crown Lifting may be required to T21 and T22 Crown Reduction - limited works may be required ; approved on inspection - The Coach House Netherton Hall Netherton Road Nedderton Village Bedlington Northumberland NE22 6AS	26th November 2015

The Council had no comment with regards to these applications.

C215/15 – 14. COMMUNITY CHEST APPLICATIONS

Resolved to award The Salvation Army £200 in respect of their Community Chest Application
Resolved to award Doxford Youth Project £244 in respect of their Community chest Application.

C216/15 – 15. COUNCILLOR EXPENSES

Resolved to approve the expenses of Councillor Dalton in the sum of £73.50

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C217/15 - 16. ANY OTHER BUSINESS

Review and Approve Risk Assessment and Management Statement 2015/16

Review and Approve Statement of Internal Controls 2015/16

Review and Approve Internal Audit Terms of Reference 2015/16

Review and Approve Existing Risk Assessments

Councillor Dalton – Review of DBS Registrations

Councillor Hogg for information only – uncertainty of any future asset transfers as a result of NCC current budget savings.

C218/15 – 15. DATE OF NEXT MEETING

Resolved the next meeting of the Council will be held on Thursday 10 December 2015 at 6.30pm at Bedlington Community Centre

The Chair declared the meeting closed at 8.15pm.

Signed by the Chair

10th December 2015

Appendix A, B and D Form Part of these minutes.

Appendix A – Clerks Report (Agenda Item 10).

West Bedlington Town Council - Council Meeting Thursday 19th November 2015

Agenda Item 10 - Clerk Report

Services

- Still awaiting replies from playground suppliers for their suggestions and prices for the refurbishment of Westlea and Meadowdale Play Area together with a cost for the removal of the equipment at The Grange Nedderton.
- Still awaiting a response from NCC legal department in relation to the transfer / non transfer of Westlea and Meadowdale Play Areas together with information relating to any obligations for The Grange Nedderton, though Mike Jefferies has also promised to come back to me with further information.
- The litter bin for the entrance to Meadowdale estate has arrived and will be installed shortly.
- Still waiting on a reply from NCC regarding the upkeep of the War Memorial surrounds, the maintenance of the new path to Atlee Park.
- The painter started work on painting the railings at the top of Atlee Bank next week on 2nd Nov 2015 – Traffic lights to manage traffic flow were kindly provided by NCC.
- The extra grass cut (for October) has taken place.

Events

- All arrangements are in place for Remembrance Day Service
- Xmas Lights Switch On Event arrangements are all in place
- Christmas Tree is ordered and awaiting delivery date

General

- Still waiting on the Bank to update the Councils Cheque signatories - Verbal Update “Now done and debit card applied for”.
- Internal Audit recommendations include obtaining an insurance quote for street furniture assets owned by the Council, reviewing the rebuilding costs of Bedlington Community Centre for Insurance Valuation purposes and

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agreeing an effective date for any salary amendments resulting from the Clerks appraisal each July. All have been added to the meeting agenda.

- County Councillor Johnstone has asked to meet with me and the Chair in relation to providing funding for power supply to Attlee Park and the provision of litter bins. – no date fixed as yet
- Reminder to Councillors to review and if appropriate amend their declarations of interest. The Clerk can provide copies of existing declarations and new forms for any revisions.
- Verbal Update “The office will be closed Monday 30TH November 2015.

Outstanding Council Resolutions

- Obtain running costs for Attlee Park Toilets – Services Committee – Mike Jefferies will provide some information.
- Invitation to Air Cadets – Councillor Hedley
- Design and cost of gateway features.
- Procurement of “Home of West Bedlington Town Council” signs for the Community Centre building. – Clerk to arrange.
- Creation of a Town Plan
- Sponsorship of a Community Defibrillators.
- Bedlington Market – initial meeting with markets manager has taken place.

Appendix B – Schedule of Payments and Receipts (Agenda Item 11)

Payee	Amount	BCC	Bloom	Description
Michael Dougherty	220.00			Painting of railings
Northumberland Association of Local Councils	5.00			Councillor training
Talk Talk Business	30.00			Telephone and Internet
Royal British Legion Poppy Appeal	147.00			Wreaths for Remembrance Day
Flower Shop	21.50			Flowers of Condolence
Smart Office Systems Ltd	1,200.00			Printer
Ashington Colliery Band	250.00			Brass Band Concert
Azure Garden Centre			592.32	Winter Plants
Zen Internet Ltd	4.79			Internet Hosting
SLCC	20.00			Clerks training
West End First School	1,500.00			Pupils Fund Bid
NALC	1,201.23			Annual Subscription
Credit Union South East Northumberland	500.00			Community Chest Payment
Steven Young	30.00			Purchase of Gift Of Thanks
Northumberland County Council	2,461.71			Salary Costs
Northumberland County Council	6,087.03			Service Level Agreement Floral Displays / Bus Shelters
Keenleysides	175.96			Paint For Railings
Community Action Northumberland	5.00			AGM Attendance – Councillor Dalton
Sleekburn Welding Ltd	115.20			Bus Shelter Repair
Councillor K Dalton	(5.00)			Payment from Councillor Dalton for CAN AGM

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Rotary International	(21.00)			Contribution to cost of wreath
HMRC	(3,455.91)			Vat refund
Mrs T Webb			15.00	Bedlington In Bloom Presentation Evening - Refreshments
St Cuthbert's Church, Bedlington			30.00	Bedlington In Bloom Presentation Evening – Room Hire
Broxap Limited	196.74			Purchase Of Litter Bin

APPENDIX C – Planning decisions notified to WBTC by NCC - For Information Only

Ref.	Description	Decision
15/02508/FELTPO	Tree Preservation Order – Removal of oak tree at Hartford Wood Hartford Hall Estate Bedlington	Withdrawn
15/03055/FULL	Change of use of grazed land to create an extension to existing hardstanding area – Bedlington Lane Farm Hartford Road Bedlington NE22 6AA	Granted
15/02896/ADE	Advertisement consent for 1 no fascia sign - Land East Of Livery Stables Hartford Road Bedlington Northumberland	Withdrawn

APPENDIX D – Chairs Update (Agenda Item 5)

Mayor's update: Nov 15

At the last town Council meeting I made mention of the quarterly meeting myself and Steven have with a senior officer and a Locality officer of NCC. At our last meeting we didn't have any minutes as Iain had them and the meeting had only just taken place the day before. Now we do have those minutes and to give an idea of what was discussed and requested these are what was discussed.

- Market Tavern – maintenance of the rear
- Redundant public toilets – signage removal and repositioning
- Gallagher Park planning consultation
- Tesco site
- The Grange playground, Nedderton
- Business Rates
- Condemned Wall on Church Lane
- Conservation Area and Article 4
- Parking issues – Burdon Terrace, Bishops Meadow and Red House Farm
- Social Media
- LED Street Lighting Project
- Glebe Bank parking bays

We then had a meeting with NCC Neighbourhood Services, Amanda, Colin and Martin. The main thing which we discussed was the SLA for this year and the one for next year. As far as I can see they have done exactly what I asked

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them to do and everything has been whittled down to its simplest form with a corresponding associated cost. This then went to Finance and Governance who agreed the 'wording' of the contract and now it goes to full council for possible adoption.

Other bits and bobs were talked about, some of more relevance than others but we should have prices for not only the services we commission off NCC but also any enhanced services we might like to buy. That's for our Services committee to consider now.

We were asked to consider the possibility of aiding NCC opening and closing parks, namely Dr Pit, and we included Meadowdale. We have a revised price for Services to consider that option now too.

Just after our last meeting I had the privilege to go and help award trophies at the Bedlington in Bloom Gardening Awards. Nice to see so many people and businesses taking part in these awards now. The point I made to them was that we were grateful to each and every one of those people and businesses for helping us make Bedlington more visually attractive. It might just be their own gardens or shops they decorate, but they do add to overall impression people have for our Town, so thanks and well done!

Next meeting was with NCC once again and this time our Bedlington Central Councillor Alyson Wallace was in attendance. This was requested by Mike Jeffries who wanted to discuss the likelihood of NCC taking the play equipment away from the Humford Mill Park area. This isn't really our Park but no one has to ask me twice to see what I can get off NCC! So what we suggested, and were given assurances of, was if that park loses its play equipment, and it almost certainly will, then we will see enhanced NCC investment into the Dr Pit Park and Attlee Park areas. I think that was about as good as we could get because in reality NCC could just take that equipment away and consult no one!

I also showed NCC our plans for the toilet block down in Attlee Park and asked given the obvious commitment we are looking to make there will NCC make sure the services into that toilet block are of a good and usable standard. We also discussed the power supply problem into the bandstand.

Let see what comes back but the requests are in!

We also discussed the Grange Play area and whilst our only obligation is to actually take the two very small bits of equipment out of there, we naturally want to represent residents there and make sure they have something they will accept out of any resolution to this situation.

Next meeting was with the new Northumberland Markets manager. He had been given our contact details by neighbourhood services with whom we had previously discussed our market and the associated problems it has. I also invited Councillors Taylor and Graham as Christine chairs our Services committee and David chairs events and communications.

We had a very open meeting once again and all sorts of options for our market were discussed. It seems this new manager is very keen to try and implement our suggestions and even hinted that we might be the vanguard for the way markets are organised from now on in some of our county's other Market Towns.

It seems to me that everyone has had a go at revitalising this market, we have heard promises from all sorts of people, and the one thing they have in common is a failure to actually succeed in making this market popular again. Well it looks like it's fallen to us to tackle and whilst I relish the challenge we have to be able to 'oversee' its operation in the way we decide. First thing we are looking at is a possible change in its location!

We have since had correspondence saying we will fit in with what we are being told about our market and the fact that the whole Tesco redevelopment is about making this market sustainable????? I think someone up at County Hall has been on the happy baccy but once again the market has nothing to do with WBTC! They want us on board and that's fine but it's on our terms!

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We also had our 'internal audit' and whilst you can see because of Steven's good financial administration we passed with flying colours there were one or two comments to take note of. After a discussion with Steven and because of their brevity we decided to put into place all the recommendations the internal auditor has made.

To give an example we own this community centre and therefore pay a bricks and mortar insurance. What we don't have and what we never had is an up to date valuation on the building so that's in hand. Let's hope we have enough insurance to cover any possibility but if not let's get it sorted!

I could mention another where NCC has been in error for several months and it ended up us having to correct them. That might be a salutary lesson to be learnt for other people, the fact that NCC have been found to be in the wrong.....Brian/Vicky and Article 4 for our conservation area springs to mind with that one!

Neither do we have insurance to cover play area equipment or street furniture and that too will be looked at for cost effectiveness.

It would seem fairly reasonable to have our fixed assets covered by some sort of insurance; we should at the very least look at costs.

These are the sorts of things which have been recommended along with us checking our current policies and procedures against JPAG's "Governance and Accountability for Local Councils (2014)." I would say that's just good business practice as are the other suggestions and I don't see why these new checks and balances should be any more onerous than what is in place currently.

Basically we have tightened up the business practices of this council to make sure we are promoting best practice and offering maximum value for money for ratepayers. I think that will be clearly demonstrated in the next two sections of this agenda because as well as that we have also gone through each line of our current budget checking it against delivery and performance.

Our Youth Council project is coming along too:

The arrangements for the new group of Youth Council were as follows:

Friday 13th – Kirkley Hall team building session.

Included: Whitley Memorial, West End, St Bede's and Meadowdale.

Further training sessions are provisionally booked for:

18th November and 7th December.

There will be other training sessions in the New Year.

BTW, they are calling this West Bedlington Town Council Youth Voice.

I will now make reference to the 'training' I want the older members of this project to access. These are young people from both High Schools. I have asked NCC not once but twice to sort out a visit to County Hall so we can give these older ones some detailed knowledge of how the County Council works and where exactly this Town Council fits into the local Government map. We can then explain our remit to them. Whilst I know my request was forwarded to the correct officers I have yet to be contacted with any feedback. Very disappointing! I then had the chance to speak to our new Town Champion and raised this matter with him. Dean assured me this will be taken care of!

Steven and I have also had talks with playground equipment manufacturers so we have a pretty good idea of costs for replacement of the soon to be obsolete play equipment.

Chairman's initials

Interestingly we needed to ask NCC for a cost of an additional service and their reply needs to be noted. "It's not something I can provide at this current time." As they are delivering exactly the same thing and all we wanted was them to do a bit more then I think the writing is on the wall pretty clearly now!

Finally I took it upon myself to write a letter of condolence to the Mayor of Paris for the victim of the recent terrorist attacks there. The English version is as follows:

"The Council and residents of West Bedlington in Northumberland, England, would like to express their condolences to the families of the victims, and the government and people of Paris on this very sad occasion.

We also wish to express our solidarity with the people of France in their fight against terrorism and for democracy. Your fight is our fight in the face of any attack on the freedom and liberty we all take for granted. "

Chairman's initials