

**Minutes of the West Bedlington Town Council Meeting held at Bedlington Community Centre, Front Street West, Bedlington. On Thursday 10th June 2021 at 6.30pm.**



**WEST BEDLINGTON  
TOWN COUNCIL**

**PRESENTATIONS** – There were no presentations for this meeting.

**QUESTIONS TO THE COUNCIL**

- A resident asked questions of individual councillors about their reasons for standing for office as a Councillor. The Clerk and Chair advised the residents that questions to individual councillors should be made directly to individual councillors outside of the Council Meeting. The resident agreed to contact the Councillors directly.
- A resident asked if the Council would at a future meeting consider the continuation of a joint project and funding sharing arrangement with County Councillor Robinson. The Chair asked if a request could be put in writing for the Council to consider formally.

**PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.**

Min Ref		Attendance / Apologies and Declarations of Interests.	Determination
21/26		<b>In Attendance</b>	Councillors Crosby, Hedley, Hogg, Reed, Taylor, Thompson, Todd, D Wallace, and R Wallace. Town Clerk Steven Young, County Councillor Robinson and 7 (Seven) members of the public.
21/27	a.	<b>Apologies for Absence.</b> i. To receive and note any apologies for absence from Councillors ii. To consider and determine any dispensations for absent Councillors.	i. All Councillor were present. ii. There were no dispensations for absence for this meeting.
21/28	b.	<b>Declaration of Interests.</b> 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 respect of agenda item Part B 2b. Funding of Bedlington Food Banks - Review. ii. Councillor R Wallace was granted a dispensation to make a statement ahead of any vote on agenda item Part B 2b Funding of Bedlington Food Banks - Review.

**PART B – MATTERS FOR DECISION**

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

		Details of Meeting or Delegated Decisions	Determination
21/29	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 20 <sup>th</sup> May 2021.	<b>RESOLVED</b> that the minutes of the West Bedlington Town Council Meeting held on 20 <sup>th</sup> May 2021 are <b>APPROVED</b> as a true record.
21/30	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 20 <sup>th</sup> May 2021.

**2. MATTERS FOR DISCUSSION / DECISION**

		<b>Matters for Discussion / Decision</b>	<b>Determination</b>
21/31	a.	<p><b>2021 Annual Meeting of The Town.</b></p> <p>i. <b>Draft Minutes</b> - The Council are requested to NOTE the DRAFT copy of the minutes of The Annual Meeting of The Town held on 27<sup>th</sup> May 2021. (Distributed) <i>Note - Draft minutes have been distributed to all electors in attendance at the meeting with a request for suggested amendments. These draft minutes can not be formally approved until the next Annual Meeting of The Town – Date to be arranged.</i></p> <p>ii. <b>Consider a Resolved Proposal from the Annual Meeting of The Town held on 27<sup>th</sup> May 2021</b> – The Council are requested to discuss and decide upon the following proposal that was voted upon and resolved to approve at the 2021 Annual Meeting of The Town.  “West Bedlington Town Council to take a more proactive role in seeking a town center development that residents can lead upon”.</p>	<p>i. <b>RESOLVED TO NOTE</b> the DRAFT copy of the minutes of The Annual Meeting of The Town held on 27<sup>th</sup> May 2021.</p> <p>ii. <b>RESOLVED to</b> request Advance Northumberland / Northumberland County Council to engage with residents directly – specifically to put in place a public consultation, the creation of a residents panel and to hold a public meeting for residents to attend and ask questions about the proposed development directly.</p>
21/32	b.	<p><b>Funding of Bedlington Food Banks - Review.</b>  The Council are requested to discuss, review, and decide upon any future financial support to:</p> <ul style="list-style-type: none"> <li>i. Bedlington Salvation Army</li> <li>ii. Bedlington Matthew Project and</li> <li>iii. Wansbeck Valley Food Bank.</li> </ul> <p>Any approved funding would be in respect of a S137 payment.  <i>Note The Clerk has invited all three food banks to meet the Council to discuss their ongoing needs and demands a meeting will be convened before the end of June 2021</i></p>	<p><b>RESOLVED to APPROVE</b> a further monthly funding payment of £1000 for June 2020 to each of the three Bedlington Food Banks.</p>
21/33	c.	<p><b>Approval of DRAFT Response to Residents Letter re Bedlington Country Park</b>  The Council are requested to discuss and decide (with any suggested amendments) upon the draft response (Distributed to members) in relation to an enquiry the Council has received in relation to Bedlington Country Park</p>	<p><b>RESOLVED to APPROVE</b> the draft response (Distributed to members) in relation to an enquiry the Council has received in relation to Bedlington Country Park</p>
21/34	d.	<p><b>Funding Application</b>  The Council are requested to discuss and decide upon a Community Chest Application from Bedlington Community Allotment. (Application distributed to members).</p>	<p><b>RESOLVED to AWARD</b> £200 to Bedlington Community Allotment.</p>
21/35	e.	<p><b>Internal Audit.</b>  Agenda item deferred from Council meeting of 20<sup>th</sup> May 2021).  The Council are asked to discuss and approve the DRAFT Internal Audit Terms of Reference (distributed to members).</p>	<p><b>RESOLVED to APPROVE</b> the DRAFT Internal Audit Terms of Reference (distributed to members).</p>
21/36	f.	<p><b>Working Groups / Committees</b> (items for decision or discussion). <b>Services Committee.</b>  No meeting to date. First meeting scheduled for Thursday 24<sup>th</sup> June 2021.  These agenda items would ordinarily be considered at the Services Committee meeting, but they were requested ahead of the formal confirmation of the reintroduction of the services committee and residents had been advised that the Council would decide at its meeting on 10<sup>th</sup> June 2021.</p>	

		<ol style="list-style-type: none"> <li><b>Memorial Plaque Application</b> - The Council are asked to discuss and decide upon an application for a Memorial Plaque on a public seat on Front Street West, Bedlington (details previously distributed to members).</li> <li><b>Litter Bin</b> – The Council are requested to discuss and decide upon a resident’s request to provide a replacement / additional ground mounted litter bin at The Hartland’s, Bedlington. (Request distributed to members).</li> </ol>	<ol style="list-style-type: none"> <li><b>RESOLVED to APPROVE</b> an application for a Memorial Plaque on a public seat on Front Street West, Bedlington.</li> <li><b>RESOLVED to APPROVE</b> a resident’s request to provide a replacement / additional ground mounted litter bin at The Hartland’s, Bedlington</li> </ol>
21/37	g.	<p><b>Working Groups / Committees</b> (items for decision or discussion). <b>Governance and Staffing Working Group</b> Met on Friday 28<sup>th</sup> May 2021.</p> <ol style="list-style-type: none"> <li>Recommendation from Working Group for decision by full Council - <b>Agenda Proposal Form</b> – The Council are asked to discuss and decide upon the DRAFT updated Agenda Proposal Form (distributed).</li> <li>Recommendation from Working Group for decision by full Council - <b>Council Meetings Questions to the Council</b>. The Council are requested to discuss and decide upon a recommendation to remove the requirement for residents to state their name and address before asking a question at Council meetings. In future all meeting attendees must sign the attendance register and provide their contact details when entering the building ahead of the meeting. The revision to procedure would eliminate any requirement to edit video records / live streaming records of meeting whenever the Council provides those services.</li> <li>Recommendation from Working Group for decision by full Council - <b>Revision of Working Groups Terms of Reference</b> – The Council are asked to consider the DRAFT revised Working Groups Terms of Reference. In summary they remove the requirement to meet in quorate (the groups are non-decision making and group members may not always have shared availability, the revision also takes account that there is also a possibility of opposing recommendations or at least more than one recommendation from Working Groups for full Council to decide upon. Finally, the revision provides for greater flexibility of Working Group membership so additional councillors can join groups where they have a specific interest in an issue but been mindful (though non-restrictive) of the need for any formal decision to be transparent.</li> </ol> <p><b>Any Other Items from the Working Group Meeting (not for decision)</b> – The Working Group Chair will feedback to the Council any other items discussed, any ongoing and future matters. Revision of meeting video streaming and recording provision / Revision of all existing policies.</p>	<ol style="list-style-type: none"> <li><b>RESOLVED to APPROVE</b> the draft updated Agenda Proposal Form and to trial its use for 6 months.</li> <li><b>RESOLVED to APPROVE</b> a recommendation to remove the requirement for residents to state their name and address before asking a question at Council meetings.</li> <li><b>RESOLVED to APPROVE</b> the DRAFT revised Working Groups Terms of Reference. Further <b>RESOLVED</b> Councillor Thompson to join the Events Working Group with immediate effect.</li> </ol> <p>The Clerk reported the Working group had set themselves a task of reviewing all the Councils existing policies. The group is currently looking at available costed options for the provision of meeting video recording and live streaming.</p>

21/38	h.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>Events Working Group</b> Not met to date – A first meeting of the Events Working Group should be convened before 18 <sup>th</sup> June 2021.	<b>RESOLVED</b> to convene an Events Working Group meeting before 18 <sup>th</sup> June 2021.								
21/39	i.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>Communications Working Group</b> Not met to date – A first meeting of the Communications Working Group should be convened before 30 <sup>th</sup> June 2021	<b>RESOLVED</b> to convene a Communications Working Group before 30 <sup>th</sup> June 2021.								
21/40	j.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>Neighbourhood Plan Working Group</b> Not met to date – The Clerk will convene a first meeting of the Neighbourhood Plan Working Group as soon as the analysis of the public consultation has been completed.	<b>RESOLVED</b> to convene a Neighbourhood Plan Working Group meeting as soon as the analysis of the public consultation has been completed.								
21/41	k.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>Finance Working Group</b> Not met to date – A first meeting of the Communications Working Group should be convened before 30 <sup>th</sup> June 2021	<b>RESOLVED</b> to convene a Finance Working Group before 30 <sup>th</sup> June 2021.								
21/42	l.	<b>Working Groups / Committees (items for decision or discussion). Youth Support Programme Working Group</b> Not met to date – A first meeting of the Youth Support Programme Working Group should be convened before 30 <sup>th</sup> June 2021.	<b>RESOLVED</b> to convene a Youth Support Working Group before 30 <sup>th</sup> June 2021.								
21/43	m.	<p><b>Working Groups / Committees (items for decision or discussion). Planning Working Group</b>  <b>Planning Applications – Considered by Planning Working Group - Where Comments Have Been Requested.</b>            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" data-bbox="284 1115 932 1570"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>21/01579/FUL</td> <td>Demolition of existing storage building and erection of 2 two bedroomed semi-detached dwellings, associated landscaping and parking Location Store To Rear Of High Ridge Bedlington Northumberland NE22 6EF</td> <td>8th June 2021</td> </tr> </tbody> </table>	Ref.	Description	Response Due Date	21/01579/FUL	Demolition of existing storage building and erection of 2 two bedroomed semi-detached dwellings, associated landscaping and parking Location Store To Rear Of High Ridge Bedlington Northumberland NE22 6EF	8th June 2021	<table border="1" data-bbox="962 1115 1501 1570"> <thead> <tr> <th>Determination</th> </tr> </thead> <tbody> <tr> <td>No Comment</td> </tr> </tbody> </table>	Determination	No Comment
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21/44	n.	<p><b>Approval of Chairs DRAFT Letter of support for East Bedlington Parish Council.</b>            The Council are requested to discuss and decide (with any suggested amendments) upon the Chairs draft letter of support for East Bedlington Parish Council in relation to their written objection to Northumberland County Council concerning the proposed car park on Ravensworth Street, Bedlington Station.            (Draft letter of support and copy of EBPC objection to follow)</p>	<b>RESOLVED to APPROVE</b> a draft letter of support for East Bedlington Parish Council in relation to their written objection to Northumberland County Council concerning the proposed car park on Ravensworth Street, Bedlington Station.								

**PART C – MATTERS FOR INFORMATION OR TO BE NOTED**

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21/45	<p><b>RESOLVED to NOTE</b>                      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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21/46	c	<b>Invitations.</b>			
		From	Event	Response Details	
		Northumberland Communities Together	Initial food partnership meeting 4 <sup>th</sup> June 2021 at 11am.	Open To All	
21/47	d.	<b>Schedule of Payments and Receipts.</b>			
		Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.			
		Payee	Amount £. p	Description	Notes
		Viaan Enterprise Ltd	8.99	Face Masks	
		Amazon	24.99	Hand Sanitiser Gel	
		Shenzhenshi Meimi Keji Youxiangongsi	16.99	Temperature Gun	
		NALC	5.00	Councillor Training	
		Talk Talk Business	43.14	Telephone + Internet	
		Reay Security Limited	83.04	CCTV Charges	
		NALC	5.00	Councillor Training	
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		Royal British Legion Poppy Appeal	450.00	Lamppost Remembrance Poppies	
		Northumberland County Council	3,599.88	May Payroll Charges	
		Reay Security Limited	809.64	CCTV Charges	
		Bedlington Salvation Army	1,000.00	Foodbank Donation	s136
Matthew Project	1,000.00	Foodbank Donation	s136		
Wansbeck Valley Food Bank	1,000.00	Foodbank Donation	s136		
21/48	e.	<b>Other Planning Applications</b>			
		Where comments have not been requested.			
		Ref.	Description		
	21/02103/DISCON	Discharge of condition 26(ecological report) on approved application 17/00444/OUT.   Car Park Vulcan Place Bedlington Northumberland NE22 5DN			
21/49	f.	Planning decisions notified to WBTC by NCC.			
		Ref.	Description	Decision	
		21/01036/FUL	Single storey rear kitchen/dining room extension, single storey side utility/garage extension and single storey front porch with pitched roof Location 9 Clitheroe Gardens Hazelmere Bedlington Northumberland NE22 6NZ	GRANTED	
		21/00756/FUL	Demolition of existing garage and replace with new two storey garage, add a full width, single floor extension on the back property. Location 31 Acorn Avenue Bedlington NE22 5SW	GRANTED	
		21/01218/PRUTPO	Tree Preservation Order Application - Crown reduce two Beech trees by 20% Location Le Chene West Court Hartford Hall Estate Bedlington Northumberland NE22 6AG	PERMIT	
	21/01250/VARYCO	Variation of Condition No.2 (Approved Plans) on approved application 20/02119/FUL to allow proposed depth of extension to increase by 1012.5mm Location 34 Carisbrooke Beaufront Park Bedlington Northumberland NE22 7LB			
21/50	g.	<b>Police Report.</b> <b>RESOLVED to NOTE</b> the police report provided and distributed to members. The next scheduled regular report is for June 2021 meeting.			

21/51	h.	<b>Financial Update / Bank Reconciliation.</b>	
		<b>Matter to be noted.</b>	<b>Determination</b>
		<b>Bank Reconciliation</b> The Council are asked to note checked bank reconciliation of £ £330,755.42 as of 31st May 2021 and a Deposit Account Balance of £ 100,444.98 as of 31st May 2021. Note re Bank Reconciliation– In accordance with revised Statement of Internal Controls. Councillor D Wallace as the nominated member has independently verified the monthly bank reconciliation	The Council <b>NOTED</b> the bank reconciliation.
21/52	i.	<b>Matters for Information Only</b>	
		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.	
		Clerk	Advance Notice of Annual Leave – I will be away from work Fri 4 <sup>th</sup> June and Mon 7 <sup>th</sup> June, Fri 18 <sup>th</sup> June to Sun 27 <sup>th</sup> June, Monday 5 <sup>th</sup> July, Thurs 26 <sup>th</sup> Aug to Wed 8 <sup>th</sup> Sept and Mon 28 <sup>th</sup> Sept 2021.
		Clerk	Office reopening – Providing all covid restrictions are removed (government roadmap) I will return to work from the office on Monday 28 <sup>th</sup> June 2021.
		Councillor Todd	Advance notice of apologies for next meeting due to holiday.
21/53		<b>Meeting Close and Date of Next Meeting.</b> <b>RESOLVED</b> the next scheduled meeting of the Council will be on Thursday 8th July 2021 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 1st July 2021.  <b>The Chair closed the meeting at 7.40pm</b>	

**WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:**

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

**Signed by Chair**

**Date**