

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summonsed to attend the meeting of **WEST BEDLINGTON TOWN COUNCIL** to be held at **Bedlington Community Centre**, Front Street West, Bedlington.  
On Thursday 12th June 2025 at 6.30pm.

The agenda for the meeting is set out below.

Steven Young - Town Clerk

4th June 2024



## PRESENTATIONS

- Northumbria Police have been invited to provide their Quarterly Police Report (Agenda Item Part C item g.).
- Presentation - Kathy Keadie (Northumberland County Council) Westlea Playzone. (Agenda Item Part B item 2k).

## 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 interest	
a.	<b>Apologies for absence</b> <ul style="list-style-type: none"><li>i. To NOTE any apologies for absence from councillors.</li><li>ii. To APPROVE any dispensations for absent councillors. Request from Councillor Hogg (Distributed to members).</li></ul>
b.	<b>Declaration of interest</b> <ul style="list-style-type: none"><li>i. To RECEIVE and NOTE any disclosures of interest. (Any disclosure 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).</li><li>ii. To APPROVE any requests for dispensations. Members are reminded that if they have any personal interest 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.</li></ul>

## PART B – MATTERS FOR DECISION

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

Details of Meeting or Delegated Decisions	
a.	To AGREE and SIGN as a correct record the minutes of West Bedlington Town Council Meeting held on 15th May 2025.
b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.

## 2. MATTERS FOR DISCUSSION / DECISION

	<b>Matters for discussion / decision</b>
a.	<p><b>Annual Return of Accounts 2024/25 – Annual Internal Audit Report</b></p> <p>In accordance with The Accounts and Audit Regulations 2015.</p> <ul style="list-style-type: none"> <li>i. To NOTE and APPROVE The Annual Internal Audit Summary and Report of 2024/25.</li> <li>ii. To CONSIDER and AGREE to any actions arising from the report of the internal auditor. (There were no actions provided in the report).</li> </ul> <p>All papers distributed to members in advance of the meeting.</p>
b.	<p><b>Annual Return of Accounts 2024/25 – Annual Governance Statement</b></p> <p>In accordance with The Accounts and Audit Regulations 2015.</p> <p>To APPROVE The Annual Governance Statement 2024-25 (Section 1 Annual Return of Accounts) in advance of considering the Approval of Accounts for 2024-25.</p> <p>All papers distributed to members in advance of meeting.</p>
c.	<p><b>Annual Return of Accounts 2024/25 – Accounting Statements</b></p> <p>In accordance with The Accounts and Audit Regulations 2015.</p> <p>Only after approval of The Annual Governance Statement 2024 – 25 (at b above).</p> <p>To APPROVE the 2024 -25 Accounting Statements (Section 2 Annual Return of Accounts)</p> <p>As already signed by the Council's Responsible Finance Officer.</p> <p>All papers distributed to members in advance of meeting.</p>
d.	<p><b>Annual Return of Accounts 2024/25 – Year-on-Year Variances</b></p> <p>To NOTE the explanation of year-on-year variances provided by the Council's Responsible Finance Officer.</p> <p>All papers distributed to members in advance of meeting.</p>
e.	<p><b>Setting the Period for the Exercise of Public Rights. Accounts 2025/26</b></p> <ul style="list-style-type: none"> <li>i. To NOTE the dates (Friday 13 June 2025 to Thursday 24 July 2025 inclusive) chosen for the period for the exercise of public rights. The inspection period must include the first 10 working days of July.</li> <li>ii. To NOTE the date (Thursday 12 June 2025) of publishing the relevant notice advertising the dates which public rights may be exercised. Copy of notice distributed to members.</li> </ul>
f.	<p><b>Potential Errors in Annual Return – Qualification</b></p> <p>To AGREE a preferred option.</p> <p>The external auditors have suggested that ahead of submitting the Annual Return, it is “good practice” for councils to consider how any minor errors (if any) are to be dealt with. The options are:</p> <p>(a) Asking us to return the AGAR for the clerk / RFO to correct, initial the amendment and return so the final, published return is materially correct and we can consider an unqualified opinion in the report we give at AGAR Section 3. If this option is taken, we will comment on the amended error as an ‘other matter’ and recommend the Authority ensures it is not repeated in future years. There will be a small charge for this option; or</p> <p>(b) Accepting a qualification of our opinion at AGAR section 3. This will avoid the costs and delay associated with correction but mean that the final published return is materially incorrect, and care will be needed in 2025/26 to ensure that the 2024/25 figures are restated to avoid the error carrying over.</p>
g.	<p><b>Funding Applications</b></p> <p>To APPROVE the following funding requests:</p> <ul style="list-style-type: none"> <li>i. Community Chest Application - Paramount Boxing Club.</li> <li>ii. Community Chest Application - Bedlington Terriers FC.</li> <li>iii. Community Chest Application - Ashington and District Male Voice Choir</li> </ul>
h.	<p><b>Services – Litter Bins</b></p> <p>To APPROVE a request from a resident for the purchase and installation of a litter bin at Junction of Ewart Drive / A1068 Choppington Road, Bedlington. (Estimated Cost £285 for litter bin and £140 for installation).</p>

i.	<p><b>Governance - Review of policies</b> To Review and APPROVE</p> <ul style="list-style-type: none"><li>i. Policy No. 1 Standing Orders.</li><li>ii. Policy No.13 Members Code of Conduct.</li><li>iii. Policy No. 14 Meeting Protocol.</li><li>iv. Policy No. 16 Social Media.</li><li>v. Policy No. 23 Flag Flying Policy.</li></ul> <p>(Policies distributed to members).</p>																					
j.	<p><b>Christmas 2025</b></p> <p><b>i. Christmas Tree</b> The Council is requested to discuss and decide upon the provision of this year’s Christmas Tree and the associated costs. To APPROVE - “The cost to supply, an approximately, 25ft Premium Nordman Fir Christmas Tree, will remain the same as last year at £985.00 plus vat.” To APPROVE Transportation and installation £300 of the tree To APPROVE Removal and Disposal £200 of the tree To APPROVE The erection, dismantling and off-site storage of picket fence £300</p> <p><b>ii. Extension of Christmas Lights to Broadoaks Estate.</b> Minute 25/29 Approves (in principle only) an extension to the current Christmas lights to the Broadoaks estate. Northumberland County Council have now provided the following estimate of costs associated with the provision of new light motifs for the Councils consideration and approval.</p> <ul style="list-style-type: none"><li>o To APPROVE the number of light columns to be used.</li><li>o To APPROVE the supply and installation of commando sockets - £475 per column.</li><li>o To APPROVE the costs to erect, dismantle, safety check and store any new Christmas lights £200 per column.</li><li>o To APPROVE a budget for the purchase of any additional light units. (Estimated costs of additional lights £300 to £600 per column).</li></ul>																					
k.	<p><b>Asset Transfer</b> To APPROVE a proposal (Councillor Taylor) to request an asset transfer of Westlea Playzone from Northumberland County Council to West Bedlington Town Council.</p>																					
l.	<p><b>Planning</b> i. Planning applications – where comments have been requested. The Council is asked to discuss and decide if it wishes to make any comments in relation to the planning applications received for comment.</p> <table><tr><th>Ref.</th><th>Description</th><th>Response date*</th></tr><tr><td>25/01678/FUL</td><td>Rear extension and changes to the garage 8 Newark Close Hazelmere Bedlington Northumberland NE22 6PD</td><td>3rd June 2025.</td></tr><tr><td>25/01564/CCD</td><td>Change of Use from Class C3 residential to C2 home for young person 6 Perrystone Mews Bedlington Northumberland NE22 5BH</td><td>3rd June 2025</td></tr><tr><td>25/01682/FUL</td><td>Dormer loft conversion to create bedroom and en-suite 19 Acorn Avenue Bedlington Northumberland NE22 5SN</td><td>3rd June 2025.</td></tr><tr><td>25/01881/FUL</td><td>Proposed trar extensions, with side utility extension to existing bungalow 27 Nedderton Village Northumberland NE22 6AX</td><td>20th June 2025</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> <p>*Where the response date is before the date of the meeting, an extension has been agreed to allow consideration of the application at the meeting and an opportunity to submit comments. 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 date*	25/01678/FUL	Rear extension and changes to the garage 8 Newark Close Hazelmere Bedlington Northumberland NE22 6PD	3rd June 2025.	25/01564/CCD	Change of Use from Class C3 residential to C2 home for young person 6 Perrystone Mews Bedlington Northumberland NE22 5BH	3rd June 2025	25/01682/FUL	Dormer loft conversion to create bedroom and en-suite 19 Acorn Avenue Bedlington Northumberland NE22 5SN	3rd June 2025.	25/01881/FUL	Proposed trar extensions, with side utility extension to existing bungalow 27 Nedderton Village Northumberland NE22 6AX	20th June 2025						
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m.	<b>Working groups / committees (items for decision or discussion)</b> 1. To APPROVE any recommendations from working groups (not included elsewhere on the agenda). 2. To NOTE any other information from working group Chairs.
n.	<b>Bank reconciliation</b> i. To APPROVE a checked bank reconciliation of £5,607.03 as of 31 <sup>st</sup> May 2025, a Deposit Account Balance of £363,207.01 as of 31 <sup>st</sup> May 2025 and a CCLA account balance of £30,000.

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

Matters for information or to be noted				
a.	Chair’s update and any reports from external meetings			
	i. To NOTE any relevant announcements from the Council Chair. ii. To NOTE any feedback from councillors from any external meetings since the date of the last Council meeting.			
b.	Consultations			
	From	Description	Details	
		None For This Meeting		
c.	Invitations.			
	From	Event	Response details	
		None For This Meeting		
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
	Whiteley Memorial School	1,500.00	Funding - Pupils Fund	
	Reay Security	83.04	CCTV – Church Lane	
	Reay Security	83.04	CCTV – Cemetery Gates	
	Smart Office Systems Ltd	52.99	Printer Costs April and May	
	CCLA Deposit Fund Interest	-104.52	Interest Received	
	Coalitation ONIN	3,000.00	Performers Fees Family Festival Event	
	House of Hamilton	14,550.00	Family Festival Event	
	Reay Security Ltd	432.00	Meadowdale Play Area Gates	
	Reay Security Ltd	809.64	CCTV - Bedlington	
	Transfer In from Deposit Account	-30,000.00	Internal Transfer	
	Coalitation	4,500.00	Performers Fee Family Festival	
	Widescope web design	74.29	.gov emails	
	Widescope web design	1,354.80	Owl Video Conferencing Equipment	
	Talk Talk Business	62.92	Telephone + Internet	
	Northumberland County Council	1,800.00	Installation of bunting	
	Orangutan Landscapes Limited	7,776.00	Storage Delivery and Filling of new planters	
	Stage Door Events Ltd	1,800.00	Stage Hire Family Festival	
	Bagnalls Painting & Decorating	392.40	Painting of existing planters	
	M Wilkinson	150.00	Internal Audit Charges	
	House of Hamilton	-1,500.00	Return of Vat chargeable invoice	
	West End School - Northumberland County Council	1,500.00	Funding – Pupils Fund	

	<table><tr><td>Reay Security Ltd</td><td>83.04</td><td>CCTV – Cemetery Gates</td><td></td></tr><tr><td>Rural Market Town Group</td><td>148.68</td><td>Final Subscription Payment – now cancelled.</td><td></td></tr><tr><td>Lloyds Bank</td><td>8.50</td><td>Bank Charges</td><td></td></tr><tr><td>Broxap Limited</td><td>778.68</td><td>New Litter Bins</td><td></td></tr><tr><td>Wireless Logic Limited</td><td>539.14</td><td>CCTV Sim Charges</td><td></td></tr><tr><td>Northumberland County Council</td><td>6,154.67</td><td>May Payroll Costs</td><td></td></tr><tr><td>Blyth Star Enterprises</td><td>660.00</td><td>Removal and Disposal of old flower planters</td><td></td></tr></table>	Reay Security Ltd	83.04	CCTV – Cemetery Gates		Rural Market Town Group	148.68	Final Subscription Payment – now cancelled.		Lloyds Bank	8.50	Bank Charges		Broxap Limited	778.68	New Litter Bins		Wireless Logic Limited	539.14	CCTV Sim Charges		Northumberland County Council	6,154.67	May Payroll Costs		Blyth Star Enterprises	660.00	Removal and Disposal of old flower planters	
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e.	<b>Other planning applications</b> Where comments have <b>not</b> been requested. <table><tr><th>Ref.</th><th>Description</th></tr><tr><td>25/01709/DISCON</td><td>Discharge of Conditions 8 (Construction Environmental Management Plan), 10 (Perimeter Fence), 11 (Landscape &amp; Ecology Management Plan), 18 (Temporary Construction Access), 19 (Construction Method Statement) and 25 (Emergency Response Plan) of approved application 23/02205/RENE - Land South Of Broadway House Farm Church Lane Bedlington Northumberland</td></tr></table>			Ref.	Description	25/01709/DISCON	Discharge of Conditions 8 (Construction Environmental Management Plan), 10 (Perimeter Fence), 11 (Landscape & Ecology Management Plan), 18 (Temporary Construction Access), 19 (Construction Method Statement) and 25 (Emergency Response Plan) of approved application 23/02205/RENE - Land South Of Broadway House Farm Church Lane Bedlington Northumberland																						
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g.	<b>Police report</b> To NOTE the report provided. The next scheduled report is for September 2025 meeting.																												
h.	<b>Matters for information only.</b> To NOTE 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. 1. Councillor – any matters for information only. 2. Town Clerk – any matters for information only.																												
i.	<b>Date of next meeting</b> To NOTE The next scheduled meeting of the Council will be on Thursday 10th July 2025 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 2rd July 2025.																												

**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.

	<b>Matters for discussion / decision / information</b>
a.	Bedlington Community Centre i. Office Rent ii. Support – Financial and / or other. iii. Any Conditions attached to ii above.

**WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:**

Trevor Austin, Lawrence Chapple, Brian Denny, Sian Denny, Cath Henderson, Adam Hogg, Allyn Rhys Roberts, Christine Taylor, Victoria Thompson.