

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 13th March 2025 at 6.30pm.



The agenda for the meeting is set out below.
Steven Young – Town Clerk.
5th March 2025.

PRESENTATIONS and REPRESENTATIONS

- Apologies from Northumbria Police who will now present their report at the next scheduled meeting on 10th April 2025.
- Bedlington and Districts Red Squirrel Group have been invited to support their Community Chest Application (Agenda item Part B 2f. Community Chest and Funding Requests).

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.	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.	Declarations of interest 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, 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 agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 13th February 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

Matters for discussion / decision	
a.	<p>Review of Current Policies. The Town Council are asked to review the following existing policies. (Current policy distributed to members with suggested amendments highlighted).</p> <ul style="list-style-type: none"> i. Policy 8 – Media Policy. ii. Policy 16 – Social media Policy. iii. Policy 17 – Sickness Absence Policy. iv. Policy 28 – Equalities Policy.
b.	<p>New Policies for Adoption. The Town Council are asked to APPROVE after consideration the following DRAFT policies. (Draft policies distributed to members)</p> <ul style="list-style-type: none"> i. Draft Pension Discretions Policy ii. Draft Pensions and Flexible Retirement Policy iii. Draft Flexible Working Policy iv. Draft Bereavement Policy v. Draft Employees Code of Conduct vi. Draft Member Officer Protocol vii. Draft Conflicting Situations Policy.
c.	<p>Civility and Respect Pledge. The Town Council are requested to consider signing up to the Civility and Respect Pledge. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. By West Bedlington Town Council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. (The statements that the Town Council must agree ahead of making the pledge are distributed to members for their attention).</p>
d.	<p>Update on Current Projects. After consideration of the background information provided, The Council is asked to review and if appropriate update its current projects.</p> <ul style="list-style-type: none"> 1. Flower Troughs and Planting Etc – Front Street The Council are asked to discuss and decide upon quotes received for: <ul style="list-style-type: none"> i. The removal and disposal of existing plant pots and troughs. ii. The supply and installation of new plant pots and troughs. iii. The planting up of all new plant pots and troughs (Twice Yearly). iv. Purchase of new planters. <p>Quotes distributed to members.</p> 2. New Play Area – deferred indefinitely. 3. New Skatepark – deferred until after the completion of Northumberland County Councils “Play Zone” at the same location. 4. Railing around Dr Trotter Memorial – currently awaiting details from Northumberland County Council about any required permissions, together with a non-adoption agreement for the actual memorial before referring back to The Council. County Councillor Taylor has already provided £3000 of funding towards the project from her Members Small Scheme Funding. Thanks to County Councillor Taylor from West Bedlington Town Council.

e.	<p>Finance</p> <p>1. Finance Report and Reserves. The Council are asked to review and note</p> <p>i. Report of current year spending against budget - estimated year end projections. (Distributed to members)</p> <p>ii. Reserves Provision - estimated year end projection. (Distributed to members).</p> <p>2. Internal Audit.</p> <p>i. The Council are asked to note the latest Internal Audit report (Distributed to members) There are no areas of concern reported.</p> <p>ii. The Council are requested to approve (after review) the Internal Audit terms of reference for 2025-26. (Draft distributed to members with updates highlighted).</p>									
f.	<p>Community Chest / Funding Requests. The Council are asked to discuss and decide upon a Community Chest Application from Bedlington and Districts Red Squirrel Group (Application and Fund Summary distributed to members).</p>									
g.	<p>Audio Video Recording of Council Meetings The Council are requested to approve the purchase of video / audio equipment (Owl Lab equipment and software) together with associated setting up costs to facilitate the video / audio recording of Council Meetings. Estimated costs to be IRO £1,500.</p>									
h.	<p>Request for a Civic Reception. The Council are asked to decide upon a request from Bedlington Salvation Army to provide a “civic reception” for the Canadian Staff Songsters of The Salvation Army on 8th July 2025 and to also for Town Council representation at their concert held on the same date. (Request distributed to members).</p>									
i.	<p>Planning</p> <p>i. 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"> <thead> <tr> <th>Ref.</th> <th>Description</th> <th>Response Due Date*</th> </tr> </thead> <tbody> <tr> <td>25/00517/COU</td> <td>Change of use of hot food takeaway (Sui Generis) to hair/beauty salon (Use Class E) Location 46 Front Street East Bedlington Northumberland NE22 5AB</td> <td>13th March 2025.</td> </tr> <tr> <td>25/00556/COU</td> <td>Retrospective: Change of use of flat 2 on ground floor to office and meeting space for R21 Location 2 Old Barrington Arms Vulcan Place Bedlington Northumberland NE22 5DL</td> <td>14th March 2025.</td> </tr> </tbody> </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> <p>ii. To note - Planning Consultation 24/04112/OUTES Land At Former Power Station Site On Northern Side Of Cambois Cambois Northumberland – Strategic Planning Committee - Council Chamber, County Hall, Morpeth NE61 2EF at 4pm on 4 March 2025. (The Council has submitted its SUPPORTED to the application previously).</p>	Ref.	Description	Response Due Date*	25/00517/COU	Change of use of hot food takeaway (Sui Generis) to hair/beauty salon (Use Class E) Location 46 Front Street East Bedlington Northumberland NE22 5AB	13th March 2025.	25/00556/COU	Retrospective: Change of use of flat 2 on ground floor to office and meeting space for R21 Location 2 Old Barrington Arms Vulcan Place Bedlington Northumberland NE22 5DL	14th March 2025.
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j.	<p>Working groups / committees (items for decision or discussion)</p> <p>1) Any recommendations from working groups for decision by full the Council. None for this meeting.</p> <p>2) Any other Items from working groups – the Working Group Chair will feed back to the Council about any other items discussed, any ongoing and future matters by the working group.</p> <p>Events working group – confirmation that 1000m of bunting for VE80 events has been ordered. Currently awaiting quotes from Northumberland County Council in relation to hanging the bunting between lamp columns on Front Street, Bedlington.</p>									
k.	<p>Bank reconciliation The Council are asked to APPROVE a checked bank reconciliation of £10,122.34 as of 28th February 2025 for current account, a Deposit Account Balance of £ 327,405.33 as of 28th February 2025, and a CCLA account balance of £25,000.</p>									

PART C – MATTERS FOR INFORMATION OR TO BE NOTED

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a.	<p>Chair’s update and any reports from external meetings</p> <p>i. The Chair will make any relevant announcements and provide updates to members.</p> <p>ii. To receive feedback from councillors from any external meetings since the date of the last Council meeting.</p>																																																						
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d.	<p>Schedule of payments and receipts</p> <p>Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 15%;">Amount £. p</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Notes</th> </tr> </thead> <tbody> <tr> <td>CCLA Deposit Fund Interest</td> <td style="text-align: right;">-100.14</td> <td>Interest Received</td> <td></td> </tr> <tr> <td>Talk Talk Business</td> <td style="text-align: right;">59.42</td> <td>Telephone + Internet</td> <td></td> </tr> <tr> <td>W.L Straughan & Son Ltd</td> <td style="text-align: right;">240.00</td> <td>Christmas Tree</td> <td></td> </tr> <tr> <td>Reay Security</td> <td style="text-align: right;">83.04</td> <td>CCTV Cemetery Gates</td> <td></td> </tr> <tr> <td>Widescope Web Design</td> <td style="text-align: right;">432.00</td> <td>Website Hosting and Backup</td> <td></td> </tr> <tr> <td>Smart Office Systems Ltd</td> <td style="text-align: right;">6.59</td> <td>Printer Costs</td> <td></td> </tr> <tr> <td>Reay Security</td> <td style="text-align: right;">83.04</td> <td>CCTV Church Lane play Area</td> <td></td> </tr> <tr> <td>Bedlington Imagination Library</td> <td style="text-align: right;">500.00</td> <td>Community Chest Funding</td> <td></td> </tr> <tr> <td>Widescope Web Design</td> <td style="text-align: right;">94.69</td> <td>.gov email subscription costs</td> <td></td> </tr> <tr> <td>NALC</td> <td style="text-align: right;">10.00</td> <td>Cost of 2 x Training Courses</td> <td></td> </tr> <tr> <td>Reay Security</td> <td style="text-align: right;">809.64</td> <td>CCTV Bedlington</td> <td></td> </tr> <tr> <td>Reay Security</td> <td style="text-align: right;">446.40</td> <td>Meadowdale Play Area Gates</td> <td></td> </tr> </tbody> </table>			Payee	Amount £. p	Description	Notes	CCLA Deposit Fund Interest	-100.14	Interest Received		Talk Talk Business	59.42	Telephone + Internet		W.L Straughan & Son Ltd	240.00	Christmas Tree		Reay Security	83.04	CCTV Cemetery Gates		Widescope Web Design	432.00	Website Hosting and Backup		Smart Office Systems Ltd	6.59	Printer Costs		Reay Security	83.04	CCTV Church Lane play Area		Bedlington Imagination Library	500.00	Community Chest Funding		Widescope Web Design	94.69	.gov email subscription costs		NALC	10.00	Cost of 2 x Training Courses		Reay Security	809.64	CCTV Bedlington		Reay Security	446.40	Meadowdale Play Area Gates	
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	Northumberland County Council	-3,000.00	Northumberland County Councillor Taylor – Funding contribution (Trotter Memorial).	
	Defib Machines Ltd	1,176.00	2 x replacement defibrillators	
	Defib Machines Ltd	876.00	2 x replacement defibrillator cabinets	
	Transfer In from Deposit Account	-20,000.00	Internal Account Transfer	
	Northumberland County Council	21,282.00	Cost of Christmas Lights	
	Amazon	10.48	Cable for projector	
	Amazon	9.49	Cable for projector	
	Wireless Logic Limited	539.14	SIM Card fees for CCTV	
	Northumberland County Council	5829.12	February Payroll Costs	
	Forvis Mazars LLP	756.00	External Audit Fee	
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	
	24/03891/VARYCO	Variation of condition 3 (Noise and Odour) on approved application 23/00369/FUL Location Confetti 64 Front Street East Bedlington Northumberland NE22 5AB	Withdrawn.	
	24/03953/PRUTPO	Tree Preservation Order Application to: G1 Sycamore prune, Ash fell, T2 Willow prune overhanging branches by 2-3m, T3 Pine fell and T4 Oak prune overhanging branches by 2-3m. Location Rear Of Byre Dene House Penny Lane Hartford Hall Estate Bedlington Northumberland NE22 6HD	REFUSED	
	24/03607/FUL	Work to refurbish and extend the cafe and kitchen of the visitor centre and to refurbish the adjacent public toilets Location Visitors Centre Plessey Woods Country Park Shields Road Hartford Bridge Bedlington Northumberland NE22 6AN	GRANTED	
	25/00030/VARYCO	Variation of condition 2 (approved plans) on approved application 24/01508/FUL in order to alter the garage to an office/room Location 18 Hartford Road East Bedlington Northumberland NE22 6HZ	GRANTED	
g.	Police report No Police report for this meeting. The next scheduled regular report is for the 10th of April 2025. The Police will also make a short presentation at the Annual Meeting of The Town also scheduled for 10th April 2025.			
h.	Matters for information only 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. <ol style="list-style-type: none"> Councillors – any matters for information only. Town Clerk – Neighbourhood Plan update. The Town Clerk will be on annual leave Thursday 17th April to Friday 25th April 2025. The town Council office will be open as usual other than Bank Holidays Friday 18th and Monday 21st April 2025. 			
i.	Date of next meeting The next scheduled meeting of the Council will be on Thursday 10 th April 2025 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 2nd April 2025. At the conclusion of the Council meeting (but not before 7pm) on 10 April 2025 will be the 2025 Annual Meeting of The Town. Everyone welcome.			

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.

	Matters for Discussion / Decision / Information
	Nothing for this meeting.

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS: Bill Crosby, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Jane Todd, Diane Wallace, Russ Wallace.