

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 9th October 2025 at 6.30pm.

The agenda for the meeting is set out below.

Steven Young - Town Clerk

1st October 2025



MEETING AGENDA

9TH October 2025, 6.30PM

ELECTION OF CHAIR (MAYOR)

1.	Election of Chair (Mayor)
2.	To receive the Mayor's Declaration of Acceptance of Office
3.	Election of Deputy Mayor <i>It is at the Council's discretion whether to elect a Deputy Mayor or not</i>
4.	To receive the Deputy Mayor's Declaration of Acceptance of Office

The meeting will be suspended by the Chair to allow public agenda-related questions to the Council.

QUESTIONS TO THE COUNCIL

- The Chair will invite members of the public to ask the Council any questions in relation to the *current meeting agenda*. (There will be an opportunity at the end of the meeting to ask any questions not related to agenda items).
- This question time will last for a period of up to 15 minutes (this can be extended at the discretion of the Chair).
- 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.

PRESENTATIONS

There are no presentations for this meeting.

MEETING REINSTATED; PART A – ATTENDANCE

a.	Apologies for absence i. To NOTE any apologies for absence from councillors. ii. To APPROVE any dispensations for absent councillors.
b.	Declaration of interest i. To RECEIVE and NOTE any disclosures of interest. ii. To APPROVE any requests for dispensations.
c.	Meeting minutes To AGREE and SIGN as a correct record the minutes of West Bedlington Town Council's meeting on 11th September 2025. *

MEETING PART B – MATTERS FOR DECISION

a.	Funding applications None for this meeting.
b.	Finance i. Internal controls To APPROVE: 1. Updated Internal Controls (revisions highlighted) * 2. Review of Financial Risks ((revisions highlighted) * 3. Review of Financial Governance (the Council needs to be satisfied AND demonstrate that it has appropriate systems / procedures in place to cover the following statutory requirements – all of which require a positive declaration). * ii. Audit arrangements - 2024/25 Annual Governance and Accountability Return (AGAR) To NOTE the external auditors' certification of the Annual Return of Accounts for the financial year ending 31st March 2025. There were no matters which came to the attention of the Auditor that required the issuing of a separate additional issues report, and the notice of conclusion has been published on 25th September 2025. * iii. Quarterly finance update To REVIEW the current year's expenditure against its current year's budget and (if appropriate) make recommendations to bring both inline. * (Currently, there are new areas of significant overspend or unplanned spending for future projects). iv. 2026-27 budget and precept preparation To APPROVE the DRAFT schedule of meetings for the 2026-27 budget and precept requirement. (Draft schedule of meeting distributed to members together with an illustrative budget for 2026-27 to help with preparation). *
c.	Governance i. Policies with no amendments. APPROVE the following policies which, after review, are unchanged. 1. Policy No 4. Complaints Policy. 2. Policy No 25. Third Party Request For CCTV. 3. Policy No30. Charitable Donations Policy. ii. Policies for review. APPROVE the following updated policies (revisions highlighted) 1. Policy No 1. Standing Orders* 2. Policy No 11 Advertising Policy* 3. Policy No 19. DBS Checks Policy* 4. Policy No 21. Asset Register Policy* 5. Policy No 27. Memorial Plaques on Public Seats* 6. Updated Pandemic Risk Assessments * (reworded to reflect any future pandemic). iii. New Policy APPROVE the creation of a policy that will authorise time off with pay for employees (who are union members) to meet with their union representatives. iv. Deletion of Current Policy. APPROVE the deletion / removal of Policy No.31 Tree Planting Policy and Procedure*
d.	Services 1. Meadowdale Play Area. Consider and AGREE alternatives (if any) to the current contractor service for the locking and unlocking of the play area gates. 2. Remembrance - Poppies on lamppost Bedlington Front Street To AGREE who will put up and take down the Remembrance Poppies and the dates to do both. 3. Christmas Tree To AGREE that the Christmas tree will go up w/c Monday 17th November to allow 10 days before switch-on event on 29th November. 4. Defibrillators To AGREE a renewal of the current leasing arrangements for six Community Defibrillators and Cabinets. *

e.	Events. 1. Events Strategy To AGREE the Draft Events Strategy*															
f.	Residents' Panel To APPROVE the following suggestions from the residents Panel: i. To create a PDF of Bedlington's history and include this on our website. This will use lots of the information from the heritage guide which was produced in 2014 and potentially include other areas of Bedlington's history. (No print cost, just in-house research, writing time, and design, which could be done with a PowerPoint template internally). ii. Ask Northumberland County Council if they have any ideas to prevent the life-saving rings at the river being stolen or damaged. iii. Contact the first schools to refresh eight bus shelters in the town with artwork and/or poems about what makes Bedlington great. Indicative cost (For the 12 bus shelters for VE Day 80, the cost was £1400).															
g.	Consultation - Local Transport Plan Programme 2026/27 To AGREE which three areas the Town Council wants to put forward as its priorities for inclusion into Northumberland County Councils Local Transport Plan Programme 2026/27. *															
h.	Planning 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. <table><tr><th>Ref.</th><th>Description</th><th>Response date</th></tr><tr><td>25/03179/FUL</td><td>Proposal: Utility room, 111 Hartland's, Bedlington, Northumberland, NE22 6JH.</td><td>30th September 2025</td></tr><tr><td>25/03213/PRUTPO</td><td>Proposal: Tree Preservation Order: Removal of Trees 1,2,3,4,6,7 - Ash trees, Tree 5 - Windblown Oak and Tree 9 – Pine. Humford Mill Country Park, Church Lane, Bedlington, Northumberland, NE22 5RT.</td><td>2nd October 2025</td></tr><tr><td>25/02008/FUL</td><td>TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Proposal Installation of roller shutter to shop front (Retrospective) Location 46 Front Street East Bedlington Northumberland NE22 5AB</td><td>Any further comments to The Planning Inspectorate within 5 weeks of 24th September 2025</td></tr><tr><td>25/03439/FUL</td><td>Renew rear fence with new 3m high timber close boarded fence 6 Summerson Way Bedlington Northumberland NE22 5LF</td><td>16th October 2025</td></tr></table> Please note, 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.	Ref.	Description	Response date	25/03179/FUL	Proposal: Utility room, 111 Hartland's, Bedlington, Northumberland, NE22 6JH.	30 th September 2025	25/03213/PRUTPO	Proposal: Tree Preservation Order: Removal of Trees 1,2,3,4,6,7 - Ash trees, Tree 5 - Windblown Oak and Tree 9 – Pine. Humford Mill Country Park, Church Lane, Bedlington, Northumberland, NE22 5RT.	2 nd October 2025	25/02008/FUL	TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Proposal Installation of roller shutter to shop front (Retrospective) Location 46 Front Street East Bedlington Northumberland NE22 5AB	Any further comments to The Planning Inspectorate within 5 weeks of 24 th September 2025	25/03439/FUL	Renew rear fence with new 3m high timber close boarded fence 6 Summerson Way Bedlington Northumberland NE22 5LF	16th October 2025
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i.	Working groups / committees i. APPROVE any recommendations from working groups (not included elsewhere on the agenda). Non for this meeting. ii. To NOTE any other information from working group Chairs.															
j.	Bank reconciliation i. To APPROVE a checked bank reconciliation as of 30th September 2025, a current account balance of £10,656.62, a deposit account balance of £90,161.42 of 30th September 2025 and a CCLA savings account balance of £350,000 *															

MEETING PART C – MATTERS FOR INFORMATION

a.

Chair’s update and external invitations/consultations

To NOTE any announcements from the Chair, and to discuss invitations, consultations and external meeting feedback since the last Council meeting.

• Invitation to attend Northumberland County Council’s 2026-30 corporate plan meeting on 2nd October in Cramlington. Open to all.

• The Annual General meeting of the Northumberland Association of Local Councils will be held on Saturday 15th November, 10:00am at County Hall Morpeth. Please note the change of date – previously advertised as 20th September. The guest speaker will be Rob Murfin.

• Local Transport Plan Programme guidance workshops – attendance confirmation due by 12th September.

• Annual General Citizens Advice Northumberland Meeting on Monday, 1st December 2025, from 12 noon to 2.30pm. The AGM will be held at the Community Hub, Woodhorn Rd, Newbiggin-by-the-Sea, NE64 6HG. Open to all.

b.

Schedule of payments and receipts

Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.

Payee	Amount (£)	Description
Deposit Account to Current Account	-10,000.00	Internal Bank Account Transfer
CCLA Deposit Fund	-783.91	Interest Received
Northumberland County Council	9,048.91	Election Costs
Chevron Traffic Management	1,380.00	Street Fair Traffic Management
Widescope Web Design	74.29	.gov email accounts
Smart Office Systems Ltd	48.67	Printer Costs
The Festive Lighting Company Ltd	253.20	Deposit on new Christmas lights
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Northumberland County Council	-149,129.00	2 nd Precept Receipt
Society of Local Council Clerks	360.00	Subscription Costs
Reay Security Ltd	809.64	CCTV Costs
Jo-Anne Garrick Ltd	84.00	Neighbourhood Plan Consultancy
CCLA Deposit Fund Transfer	25,000.00	Internal Bank Account Transfer
CCLA Deposit Fund Transfer	100,000.00	Internal Bank Account Transfer
House of Hamilton	1,300.00	Halloween and Christmas Event Deposits
Reay Security Ltd	446.40	Meadowdale Gates
Talk Talk Business	62.92	Telephone + Internet
Bedlington Community Centre	32.00	Room Hire Presentation Evening
1p Mobile	1.00	Mobile Phone Debit Card Authorisation
Orangutan Landscapes Limited	1,795.50	Front Street Flower Pots
Reay Security Limited	83.04	CCTV Costs
M & D Burkinshaw	1,194.00	Christmas Tree
Widescope Web Design	143.86	Software Upgrades
Northumberland County Council	7,129.43	Payroll Costs August
Lloyds	8.50	Bank Charges
Reay Security Ltd	83.04	CCTV Costs
Wireless Logic Limited	555.36	CCTV Sim Card Costs
Northumberland County Council	6,332.44	Payroll Costs September
Nettl of Bedlington	1,146.86	Newsletter
I.T Governance Ltd	250.80	Online Training
Viking Payments	142.61	Stationery

c.	Other planning applications Where comments have not been requested.		
	Ref.	Description	
	25/03057/CLPROP	Certificate of Proposed Lawful Development - Proposed dormer to rear of property 18 Clitheroe Gardens Hazelmere Bedlington Northumberland NE22 6NZ	
	25/03256/MISC	NEW 10M LIGHT WOODEN POLE Land East Of 109 Hartlands Bedlington Northumberland	
d.	Planning decisions notified to West Bedlington Town Council by Northumberland County Council		
	Ref.	Description	Decision
	25/02574/FUL	Proposal: single storey rear extension. Location: 5 Cedar Close, Beaufront Park, Bedlington, Northumberland, NE22 7LW.	GRANTED
	25/01302/FUL	Proposed 2 storey flat roof extension to existing nursery Bedlington Bears Nursery 2 - 4 Forster Avenue Bedlington Northumberland NE22 6EW	GRANTED
e.	Police report To NOTE the police report provided. The next scheduled report is for the December 2025 meeting. Reminder to Councillors – informal meeting with Police scheduled for Monday 6 th October 2025 at 6pm.		
f.	Matters for information only 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. i. Councillor – any matters for information only. ii. Town Clerk – any matters for information only. Reminder to Councillors to respond to Community Governance Review - Parish Pre Consultation Questionnaire and Neighbourhood Plan Pre Submission.		
g.	Date of next meeting To NOTE the next scheduled meeting of the Council will be on Thursday 13th November 2025 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 5 th November 2025.		

SUSPENSION OF STANDING ORDERS TO FACILITATE FURTHER QUESTIONS TO THE COUNCIL

QUESTIONS TO THE COUNCIL – ANY OTHER WEST BEDLINGTON TOWN COUNCIL MATTERS

- The Chair will invite members of the public to ask the Council any questions in relation to any other West Bedlington Town Council matters.
- This question time will last for a period of up to 15 minutes (this can be extended at the discretion of the Chair).
- 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.

MEETING 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.

a.	Approval to use current Event Organiser until the end of December 2026.
b.	Bedlington Community Centre

WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

Trevor Austin, Dave Chapple, Brian Denny, Sian Denny, Cath Henderson, Adam Hogg, Al Roberts, Christine Taylor, Victoria Thompson.

* Supporting documentation distributed to members before the meeting.