



WEST BEDLINGTON  
TOWN COUNCIL

## 8th January 2026 MEETING MINUTES

WEST BEDLINGTON TOWN COUNCIL  
Bedlington Community Centre  
Front Street West  
Bedlington  
NE22 5TT

### AGENDA-RELATED QUESTIONS FROM RESIDENTS

- No agenda-related questions for this meeting.

### PRESENTATIONS

- No presentations for this meeting.

### PART A - ATTENDANCE

Min ref		Attendance/declarations/last meeting's minutes	Determination
26/1	a.	<b>Attendance</b>	Councillors Austin, B. Denny (Chair), S. Denny, Chapple and Roberts. Town Clerk S. Young, Assistant Town Clerk M. McTeer, and three (3) members of the public.
26/2	b.	<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. Apologies for absence from councillors Henderson, Hogg, Taylor and Thompson were NOTED.  ii. None for this meeting.
26/3	c.	<b>Declarations of interest</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. No declarations of interest.  ii. No requests for dispensation.

26/4	d.	<p><b>Meeting minutes</b></p> <p>To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 11<sup>th</sup> December 2025.</p>	<p><b>RESOLVED</b> that the minutes of the West Bedlington Town Council Meeting held on 11<sup>th</sup> December 2025 are <b>APPROVED</b> as a true record.</p>
------	----	---	---

## PART B – MATTERS FOR DECISION

Min ref		Matters for discussion / decision	Determination
26/5	a.	<p><b>Finance</b></p> <p>1. Matters deferred from the December 2025 meeting.</p> <p><b>Proposed spending reductions for 2026/27 to existing services</b></p> <p>i. Reduction in newsletter costs from £4,500 to £3,000 by cancelling one edition and only publishing two editions each year.</p> <p><b>To approve in principle new spending and how it will be met</b></p> <p>ii. Outdoor gym equipment - £11,000 met from reserves (deferred to January meeting at the request of the proposer). Details to follow.</p> <p>iii. Diversity event - £1,000 met from reserves. (Deferred to January meeting at the request of the proposer). Details to follow.</p> <p>2. <b>Reserves</b></p> <p>Review and (if appropriate) update the estimated “reserve provision”. No account is made of current in-year spending or any resulting potential surplus or deficit. A further review (approx. May 2026) will confirm the actual reserve provision as of 31st March 2026.*</p> <p>3. <b>Financial reserves policy</b></p> <p>Review and update (if appropriate) Policy no. 20, Financial Reserves.*</p> <p>4. <b>Quarterly Finance Report</b></p> <p>Review the current year’s expenditure against its current year’s budget up to the end of December 2025 and (if appropriate) make recommendations to bring both inline. (There are no significant areas of unplanned overspending or unplanned spending for future projects currently). Planned overspending is highlighted in the report.*</p> <p>5. <b>Internal Audit Interim Report</b></p> <p>NOTE the report*. There is no area of concern to report.</p>	<p>1 (i). REJECTED. It was agreed to keep the newsletter production to three editions each year.</p> <p>1 (ii). DEFERRED</p> <p>1 (iii). DEFERRED</p> <p>2. REVIEWED and no changes made.</p> <p>3. REVIEWED and no changes made.</p> <p>4. REVIEWED and no changes made.</p> <p>5. NOTED</p>

		<p><b>6. Asset Register</b></p> <p>Review (and if appropriate) update the current Asset Register.*</p> <p><b>7. 2026/27 budget and precept requirement *</b></p> <p>The Council is requested to review and approve its budget and precept requirement for 2026/27.</p> <p>A draft budget of £310,732 has been prepared and distributed to members. (For info, 2025-26 precept was £298,258 this represents either a 1.53% or a 0.71% annual increase to Town Council, Council Tax payments dependent upon Northumberland County Councils decision to adjust the Council Tax – Tax Base at their meeting 14<sup>th</sup> January 2026).</p>	<p>6. REVIEWED and no changes made.</p> <p>7. APPROVED a precept of £313,284 (estimated council tax increase of 1.53% - subject to Council Tax Base revision).</p>
26/6	b.	<p><b>Governance</b></p> <p>REVIEW and APPROVE the following polices and risk assessments*</p> <p><b>i. Review of current policies</b></p> <ul style="list-style-type: none"> <li>1. Policy No. 6 Grievance</li> <li>2. Policy No. 7 Health and Safety</li> <li>3. Policy No. 9 Disciplinary Procedure</li> <li>4. Policy No 15 Lone Worker</li> <li>5. Policy No 26. Virtual Meeting Protocol</li> </ul> <p><b>ii. Review of current risk assessments</b></p> <ul style="list-style-type: none"> <li>1. Lone Worker Risk Assessment</li> <li>2. Slips and Trips Risk Assessment</li> <li>3. Manual Handling Risk Assessment</li> <li>4. Electrical Equipment</li> <li>5. Display Screen Equipment</li> <li>6. Stress</li> <li>7. Travelling Whilst at Work</li> <li>8. Dealing With the Public</li> <li>9. Fire Procedures</li> </ul> <p><b>iii. New policy (draft)</b></p> <ul style="list-style-type: none"> <li>1. Policy No. 42 Information and Technology Policy</li> </ul>	<p>1. APPROVED</p> <p>2. APPROVED</p> <p>3. APPROVED with small amendment.</p> <p>4. APPROVED with small amendment.</p> <p>5. APPROVED with small amendment.</p> <p>i. 1 to 9 APPROVED with typo to be changed on no.6. AGREED to merge all risk assessments into one cohesive document.</p> <p>ii. APPROVED with a few small amendments.</p>
26/7	c.	<p><b>Events</b></p> <p>APPROVE Councillor Roberts as the Council's Events Safety Officer.</p>	APPROVED
26/8	d.	<p><b>Civility and Respect Pledge</b></p> <p>The Town Council is requested to consider signing up to the Civility and Respect Pledge. The National Association of Local Councils (NALC), the</p>	AGREED to attend training and sign up to the pledge.

		<p>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.</p> <p>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>										
26/9	e.	<p><b>Member representation at Joint Town and Parish Council Spring Conference</b></p> <p>APPROVE two (2) delegates to attend and represent West Bedlington Town Council on Thursday 5th March 2026, County Hall, Morpeth (Registration and refreshments from 5pm. Marketplace 5-7pm. Conference ends 8pm). *</p>	AGREED that Councillor B. Denny and S. Denny will attend.									
26/10	f.	<p><b>Planning</b></p> <p>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 border="1"> <thead> <tr> <th>Ref.</th><th>Description</th><th>Response date</th></tr> </thead> <tbody> <tr> <td>25/04442 /FUL</td><td>Proposed single storey rear extension. 49 Hassop Way, Beaufront Park, Bedlington, Northumberland, NE22 7LE.</td><td>31st December 2025</td></tr> <tr> <td>25/04263 /FUL</td><td>18 Carisbrooke, Beaufront Park, Bedlington, Northumberland, NE22 7LB.</td><td>7th January 2026</td></tr> </tbody> </table> <p>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.</p>	Ref.	Description	Response date	25/04442 /FUL	Proposed single storey rear extension. 49 Hassop Way, Beaufront Park, Bedlington, Northumberland, NE22 7LE.	31st December 2025	25/04263 /FUL	18 Carisbrooke, Beaufront Park, Bedlington, Northumberland, NE22 7LB.	7th January 2026	No comments
Ref.	Description	Response date										
25/04442 /FUL	Proposed single storey rear extension. 49 Hassop Way, Beaufront Park, Bedlington, Northumberland, NE22 7LE.	31st December 2025										
25/04263 /FUL	18 Carisbrooke, Beaufront Park, Bedlington, Northumberland, NE22 7LB.	7th January 2026										
26/11	g.	<p><b>Bank reconciliation</b></p> <p>APPROVE a checked bank reconciliation as of 31st December 2025, a current account balance of £10,236.74, a deposit account balance of £15,000 and a CCLA savings account balance of £350,000 *</p>	APPROVED									

## PART C – MATTERS FOR INFORMATION

**RESOLVED** to **NOTE** sections a. to g. Section d is not part of the agenda and is included for information only.

26/12	a.	<p><b>Chair's update and external invitations/consultations</b></p> <p>NOTE any announcements from the Chair, and to discuss invitations, consultations and external meeting feedback since the last Council meeting.</p>	Great feedback from our Christmas carols event on 23 <sup>rd</sup> December with over 100 in attendance.
-------	----	---	--

26/13	b.	<p><b>Schedule of payments and receipts</b></p> <p>Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT.</p> <table border="1"> <thead> <tr> <th>Payee</th><th>Amount (£)</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Reay Security Limited</td><td>83.04</td><td>CCTV Costs - 20 Acres</td></tr> <tr> <td>Wm Morrisons Supermarkets Ltd</td><td>-90.00</td><td>Refund of purchase costs</td></tr> <tr> <td>The Works</td><td>70.00</td><td>Children's Christmas Books – Christmas Carols Event</td></tr> <tr> <td>Commercial Installation &amp; Service Ltd</td><td>6,751.20</td><td>Central Heating Replacement - Bedlington Community Centre</td></tr> <tr> <td>CCLA Deposit Fund</td><td>-145.19</td><td>Interest Received</td></tr> <tr> <td>Smart Office Systems Ltd</td><td>22.53</td><td>Printing Charges</td></tr> <tr> <td>Smart Office Systems Ltd</td><td>9.60</td><td>Cartridge Replacement</td></tr> <tr> <td>Reay Security Limited</td><td>809.64</td><td>CCTV Bedlington</td></tr> <tr> <td>Reay Security Ltd</td><td>648.00</td><td>Meadowdale Gate Lock Up</td></tr> <tr> <td>Widescope Web Design</td><td>74.29</td><td>.GOV emails</td></tr> <tr> <td>Northumberland County Council</td><td>-9,950.00</td><td>Grant Payment - Central Heating Replacement, Bedlington Community Centre</td></tr> <tr> <td>Amazon</td><td>13.99</td><td>Paper Cups etc – Christmas Carols Event</td></tr> <tr> <td>Amazon</td><td>25.99</td><td>Christmas Carols Event - Biscuits</td></tr> <tr> <td>SLCC Enterprises Ltd</td><td>144.00</td><td>Student Membership Subscription</td></tr> <tr> <td>DL Maintenance &amp; Repair</td><td>859.62</td><td>Bus Shelter Repairs</td></tr> <tr> <td>Northumberland County Council</td><td>520.00</td><td>Stalls for Christmas Switch On Event</td></tr> <tr> <td>WL Straughan &amp; Son Ltd</td><td>696.00</td><td>Christmas Tree Delivery and Installation.</td></tr> <tr> <td>Northumberland County Council</td><td>6,332.44</td><td>November Payroll Costs</td></tr> <tr> <td>HMRC</td><td>-5,669.04</td><td>VAT Reclaim</td></tr> <tr> <td>Reay Security</td><td>83.04</td><td>CCTV - Cemetery Gates</td></tr> <tr> <td>Talk Talk Business</td><td>62.92</td><td>Telephone + Internet</td></tr> </tbody> </table>	Payee	Amount (£)	Description	Reay Security Limited	83.04	CCTV Costs - 20 Acres	Wm Morrisons Supermarkets Ltd	-90.00	Refund of purchase costs	The Works	70.00	Children's Christmas Books – Christmas Carols Event	Commercial Installation & Service Ltd	6,751.20	Central Heating Replacement - Bedlington Community Centre	CCLA Deposit Fund	-145.19	Interest Received	Smart Office Systems Ltd	22.53	Printing Charges	Smart Office Systems Ltd	9.60	Cartridge Replacement	Reay Security Limited	809.64	CCTV Bedlington	Reay Security Ltd	648.00	Meadowdale Gate Lock Up	Widescope Web Design	74.29	.GOV emails	Northumberland County Council	-9,950.00	Grant Payment - Central Heating Replacement, Bedlington Community Centre	Amazon	13.99	Paper Cups etc – Christmas Carols Event	Amazon	25.99	Christmas Carols Event - Biscuits	SLCC Enterprises Ltd	144.00	Student Membership Subscription	DL Maintenance & Repair	859.62	Bus Shelter Repairs	Northumberland County Council	520.00	Stalls for Christmas Switch On Event	WL Straughan & Son Ltd	696.00	Christmas Tree Delivery and Installation.	Northumberland County Council	6,332.44	November Payroll Costs	HMRC	-5,669.04	VAT Reclaim	Reay Security	83.04	CCTV - Cemetery Gates	Talk Talk Business	62.92	Telephone + Internet	NOTED
Payee	Amount (£)	Description																																																																			
Reay Security Limited	83.04	CCTV Costs - 20 Acres																																																																			
Wm Morrisons Supermarkets Ltd	-90.00	Refund of purchase costs																																																																			
The Works	70.00	Children's Christmas Books – Christmas Carols Event																																																																			
Commercial Installation & Service Ltd	6,751.20	Central Heating Replacement - Bedlington Community Centre																																																																			
CCLA Deposit Fund	-145.19	Interest Received																																																																			
Smart Office Systems Ltd	22.53	Printing Charges																																																																			
Smart Office Systems Ltd	9.60	Cartridge Replacement																																																																			
Reay Security Limited	809.64	CCTV Bedlington																																																																			
Reay Security Ltd	648.00	Meadowdale Gate Lock Up																																																																			
Widescope Web Design	74.29	.GOV emails																																																																			
Northumberland County Council	-9,950.00	Grant Payment - Central Heating Replacement, Bedlington Community Centre																																																																			
Amazon	13.99	Paper Cups etc – Christmas Carols Event																																																																			
Amazon	25.99	Christmas Carols Event - Biscuits																																																																			
SLCC Enterprises Ltd	144.00	Student Membership Subscription																																																																			
DL Maintenance & Repair	859.62	Bus Shelter Repairs																																																																			
Northumberland County Council	520.00	Stalls for Christmas Switch On Event																																																																			
WL Straughan & Son Ltd	696.00	Christmas Tree Delivery and Installation.																																																																			
Northumberland County Council	6,332.44	November Payroll Costs																																																																			
HMRC	-5,669.04	VAT Reclaim																																																																			
Reay Security	83.04	CCTV - Cemetery Gates																																																																			
Talk Talk Business	62.92	Telephone + Internet																																																																			



26/15	d.	<b>Planning decisions notified to West Bedlington Town Council by Northumberland County Council</b> <table border="1"> <thead> <tr> <th>Ref.</th><th>Description</th><th>Decision</th></tr> </thead> <tbody> <tr> <td>24/03741/REM</td><td>Reserved Matters application for access, appearance, landscaping, layout and scale for construction of 13no dwellings on approved 18/02329/OUT. 7C Netherton Lane Bedlington Northumberland NE22 6DP</td><td>GRANTED</td></tr> <tr> <td>25/03969/PRUTPO</td><td>Tree Preservation Order Application to T1 Hornbeam prune back to previous pruning points (crown reduce by 1m). 3 South Farm Nedderton Village Northumberland NE22 6BH</td><td>GRANTED</td></tr> </tbody> </table>	Ref.	Description	Decision	24/03741/REM	Reserved Matters application for access, appearance, landscaping, layout and scale for construction of 13no dwellings on approved 18/02329/OUT. 7C Netherton Lane Bedlington Northumberland NE22 6DP	GRANTED	25/03969/PRUTPO	Tree Preservation Order Application to T1 Hornbeam prune back to previous pruning points (crown reduce by 1m). 3 South Farm Nedderton Village Northumberland NE22 6BH	GRANTED	NOTED
Ref.	Description	Decision										
24/03741/REM	Reserved Matters application for access, appearance, landscaping, layout and scale for construction of 13no dwellings on approved 18/02329/OUT. 7C Netherton Lane Bedlington Northumberland NE22 6DP	GRANTED										
25/03969/PRUTPO	Tree Preservation Order Application to T1 Hornbeam prune back to previous pruning points (crown reduce by 1m). 3 South Farm Nedderton Village Northumberland NE22 6BH	GRANTED										
26/16	e.	<b>Police report</b> The next scheduled report is for the March 2026 meeting.	NOTED									
26/17	f.	<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. <ol style="list-style-type: none"> <li>Councillor – any matters for information only.</li> <li>Town Clerk – any matters for information only. Assistant Town Clerk successfully completed her first stage of her professional qualification.</li> </ol>	NOTED									
26/18	g.	<b>Date of next meeting</b> To NOTE the next scheduled meeting of the Council will be on Thursday 12th February at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 4th February 2026.	NOTED									

#### **SUSPENSION OF MEETING TO FACILITATE FURTHER QUESTIONS TO THE COUNCIL**

- A resident wanted to know if the Christmas lights could be extended down to Glenton's Bakery and was told it could be considered as part of the 2027/28 budget.
- A resident wanted to know if the Asset Register had been looked at in terms of annual maintenance and wanted to know why the Council couldn't just accept the sign the Civility and Respect Pledge (without the training). They were told it was more than just signing the pledge, that training was needed too.
- A resident wanted to know if providers of Town Council services could sign a similar pledge.

## MEETING REINSTATED

### 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>		
26/19	a.	None for this meeting.
26/20	b.	<b>Close of meeting</b>  The Chair closed the meeting at 7.15pm.

#### WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:

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

**Signed by Chair**

**Date**

\* Supporting documentation distributed to members before the meeting.