

# 11<sup>th</sup> December 2025

## 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

- Northumbria Police attended tonight's meeting and provided an update. A formal report will be shared with members following the meeting.
- The youth outreaching proposal which was on the agenda was withdrawn at the request of the proposer.

### PART A - ATTENDANCE

Min ref		Attendance/declarations/last meeting's minutes	Determination
25/280	a.	<b>Attendance</b>	Councillors Austin, B. Denny (Chair), S. Denny, Henderson, Taylor, and Roberts. Town Clerk S. Young, Assistant Town Clerk M. McTeer, and three (3) members of the public.
25/281	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 Hogg, Chapple and Thompson were NOTED.  ii. None for this meeting.
25/282	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.  i. No requests for dispensation.

25/283	d.	<b>Meeting minutes</b>  To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 13 <sup>th</sup> November 2025.	<b>RESOLVED</b> that the minutes of the West Bedlington Town Council Meeting held on 13 <sup>th</sup> November 2025 are <b>APPROVED</b> as a true record.
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## PART B – MATTERS FOR DECISION

Min ref		Matters for discussion / decision	Determination
25/284	a.	<b>Funding application</b>  APPROVE the Pupils’ Fund BID from West End Primary School*.	APPROVED
25/285	b.	<b>Finance</b>  APPROVE in principle the proposed new spending for 2026/27 and how it will be met. <ul style="list-style-type: none"> <li>i. Permanent Christmas tree – £6,000 met from reserves.</li> <li>ii. Bedlington Terrier Seat - £1,000 met from reserves.</li> <li>iii. Outdoor gym equipment - £11,000 met from reserves (deferred to January meeting at the request of the proposer).</li> <li>iv. Diversity event - £1,000 met from reserves (deferred to January meeting at the request of the proposer).</li> <li>v. Advertising and publicity - £500 met from annual budget, proposed spending reductions for 2026/27 to existing services.</li> <li>vi. Reduction in newsletter costs from £4,500 to £3,000 by cancelling one annual edition and only publishing two editions each year.</li> </ul>	<ul style="list-style-type: none"> <li>i. APPROVED</li> <li>ii. APPROVED</li> <li>iii. DEFERRED</li> <li>iv. DEFERRED</li> <li>v. APPROVED</li> <li>vi. DEFERRED</li> </ul>
25/286	c.	<b>Governance</b> <ol style="list-style-type: none"> <li>1. APPROVE the following updated policy (revisions highlighted) and associated risk assessment.             <ul style="list-style-type: none"> <li>i. Policy No 5. Dignity at Work (Bullying and Harassment including Sexual Harassment) Policy.</li> <li>ii. Sexual Harassment Risk Assessment.</li> </ul> </li> <li>2. APPROVE a reduction in the printing of meeting materials to contribute towards achieving the Council’s environmental reduction aims and a saving of staff time. As standard only, the meeting agenda would be printed for the meeting. However, upon request, members can obtain printed copies of specific supporting documents.</li> </ol>	1 (i). APPROVED 1 (ii). APPROVED with a small amendment  2. Agreed that only one copy of all related papers will be printed for each meeting
25/287	d.	<b>Services</b>  AGREE “in principle” to trial the management of a Playzone at Westlea, Bedlington. Northumberland County Council will provide a further updated management plan to confirm the Town Council’s responsibilities and liabilities. Preparation work will start immediately with a spring 2026 target for the use of the facility.	AGREED in principle

25/288	e.	<b>I.T software purchase</b>  APPROVE the purchase of accounting software. Details of the recommended provider distributed to members. The purchase cost of the accounting software, £1,046, is to be met from existing reserves and the £1,000 ongoing annual cost for support, maintenance and training is met from the annual budget.	APPROVED												
25/289	f.	<b>Planning</b>  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>25/03960/FUL</td><td>Single storey extension. 26 Knaresborough Close, Hazelmere, Bedlington, Northumberland, NE22 6NT.</td><td>27th November 2025</td></tr><tr><td>25/03827/FUL</td><td>Demolish redundant dilapidated workshop and replace with detached two-storey dwelling house. Workshop North West Of 6 Bells Place, Bedlington, Northumberland, NE22 5AQ.</td><td>22nd December 2025</td></tr><tr><td>25/04362/VARYCO</td><td>Land to south of Hartford Drive. Hartford Drive, Hartford Bridge, Northumberland, NE22 6AJ.</td><td>23rd December 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 **	25/03960/FUL	Single storey extension. 26 Knaresborough Close, Hazelmere, Bedlington, Northumberland, NE22 6NT.	27th November 2025	25/03827/FUL	Demolish redundant dilapidated workshop and replace with detached two-storey dwelling house. Workshop North West Of 6 Bells Place, Bedlington, Northumberland, NE22 5AQ.	22nd December 2025	25/04362/VARYCO	Land to south of Hartford Drive. Hartford Drive, Hartford Bridge, Northumberland, NE22 6AJ.	23rd December 2025	25/03827/FUL – agreed to submit a comment about the aesthetics of the proposed new dwelling.
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25/290	g.	<b>Working groups/committees</b>  APPROVE any recommendations from working groups (not included elsewhere on the agenda) and to NOTE any other information from working group Chairs.	None for this meeting												
25/291	h.	<b>Bank reconciliation</b>  APPROVE a checked bank reconciliation as of 30th November 2025, a current account balance of £11,469.14 a deposit account balance of £20,234.92 and a CCLA savings account balance of £350,000. *	APPROVED												
25/292	i.	<b>Youth Service Outreaching</b> Proposal from resident re Youth Outreaching provision. Details to follow*	WITHDRAWN by proposer.												

## 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.

25/293	a.	<b>Chair’s update and external invitations/consultations</b>  NOTE any announcements from the Chair, and to discuss invitations, consultations and external meeting feedback since the last Council meeting.	Nothing for this meeting																																																																																							
25/294	b.	<b>Schedule of payments and receipts</b>  Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT. <table><tr><th>Payee</th><th>Amount (£)</th><th>Description</th></tr><tr><td>Widescope Web Design</td><td>48.00</td><td>Remote Access</td></tr><tr><td>CCLA Deposit Fund</td><td>-1,191.02</td><td>Interest Received</td></tr><tr><td>Widescope Web Design</td><td>74.29</td><td>.gov email accounts</td></tr><tr><td>Smart Office Systems Ltd</td><td>19.20</td><td>Printer costs – maintenance costs</td></tr><tr><td>Smart Office Systems Ltd</td><td>49.87</td><td>Printer costs – replacement cartridge</td></tr><tr><td>Reay Security Ltd</td><td>669.60</td><td>Meadowdale Lock Up Charges</td></tr><tr><td>Reay Security Ltd</td><td>809.64</td><td>CCTV Charges</td></tr><tr><td>Mary Convenience Store</td><td>3.70</td><td>Milk – Remembrance Refreshments</td></tr><tr><td>Bedlington Women's Institute</td><td>250.00</td><td>Remembrance Refreshments</td></tr><tr><td>Viking Payments</td><td>51.59</td><td>New Telephone</td></tr><tr><td>Viking Payments</td><td>53.87</td><td>Rotary Trimmer</td></tr><tr><td>Reay Security Ltd</td><td>83.04</td><td>Cemetery Gates CCTV</td></tr><tr><td>House of Hamilton</td><td>2,500.00</td><td>2026 Street Fair Deposits</td></tr><tr><td>Talk Talk Business</td><td>62.92</td><td>Telephone and Internet</td></tr><tr><td>GeoXsphere Ltd</td><td>270.00</td><td>Parish Online Annual Subscription</td></tr><tr><td>Lloyds Bank</td><td>8.50</td><td>Bank Charges</td></tr><tr><td>DL Maintenance &amp; Repair</td><td>231.00</td><td>Bus Shelter repairs</td></tr><tr><td>Northumberland County Council</td><td>6,332.44</td><td>Payroll Costs</td></tr><tr><td>Widescope Web Design</td><td>37.44</td><td>Message Bunker Monthly Subscription</td></tr><tr><td>Malcolm Wilkinson</td><td>218.75</td><td>Internal Audit Charges</td></tr><tr><td>House of Hamilton</td><td>2,945.00</td><td>Magic of Christmas</td></tr><tr><td>Widescope Web Design</td><td>54.00</td><td>Laptop Updates and Reconfiguration</td></tr><tr><td>Club Insure</td><td>4,105.16</td><td>Annual Insurance renewal Premium</td></tr><tr><td>Wm Morrisons Supermarkets Ltd</td><td>1,564.00</td><td>Selection Boxes For Schools</td></tr><tr><td>Disclosure and Barring</td><td>21.50</td><td>DBS Fee</td></tr><tr><td>Wireless Logic Limited</td><td>555.36</td><td>CCTV Sim Card Charges</td></tr><tr><td>From Deposit Account</td><td>-10,000.00</td><td>Internal Bank Account Transfer</td></tr><tr><td>DL Maintenance &amp; Repair</td><td>339.95</td><td>Repairs – Bus Shelters and Defibrillator</td></tr></table>	Payee	Amount (£)	Description	Widescope Web Design	48.00	Remote Access	CCLA Deposit Fund	-1,191.02	Interest Received	Widescope Web Design	74.29	.gov email accounts	Smart Office Systems Ltd	19.20	Printer costs – maintenance costs	Smart Office Systems Ltd	49.87	Printer costs – replacement cartridge	Reay Security Ltd	669.60	Meadowdale Lock Up Charges	Reay Security Ltd	809.64	CCTV Charges	Mary Convenience Store	3.70	Milk – Remembrance Refreshments	Bedlington Women's Institute	250.00	Remembrance Refreshments	Viking Payments	51.59	New Telephone	Viking Payments	53.87	Rotary Trimmer	Reay Security Ltd	83.04	Cemetery Gates CCTV	House of Hamilton	2,500.00	2026 Street Fair Deposits	Talk Talk Business	62.92	Telephone and Internet	GeoXsphere Ltd	270.00	Parish Online Annual Subscription	Lloyds Bank	8.50	Bank Charges	DL Maintenance & Repair	231.00	Bus Shelter repairs	Northumberland County Council	6,332.44	Payroll Costs	Widescope Web Design	37.44	Message Bunker Monthly Subscription	Malcolm Wilkinson	218.75	Internal Audit Charges	House of Hamilton	2,945.00	Magic of Christmas	Widescope Web Design	54.00	Laptop Updates and Reconfiguration	Club Insure	4,105.16	Annual Insurance renewal Premium	Wm Morrisons Supermarkets Ltd	1,564.00	Selection Boxes For Schools	Disclosure and Barring	21.50	DBS Fee	Wireless Logic Limited	555.36	CCTV Sim Card Charges	From Deposit Account	-10,000.00	Internal Bank Account Transfer	DL Maintenance & Repair	339.95	Repairs – Bus Shelters and Defibrillator	NOTED
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25/296	d.	<b>Planning decisions notified to West Bedlington Town Council from Northumberland County Council</b> <table><tr><th>Ref.</th><th>Description</th><th>Decision</th></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>GRANTED</td></tr><tr><td>25/03531/FUL</td><td>Proposed rear single storey extension and building an additional bedroom over the garage. 35 Hassop Way Beaufront Park Bedlington Northumberland NE22 7LE</td><td>GRANTED</td></tr><tr><td>25/03607/FUL</td><td>Two Storey side and rear extension (amended) 5 Hollymount Square Bedlington Northumberland NE22 5AH</td><td>GRANTED</td></tr></table>	Ref.	Description	Decision	25/03439/FUL	Renew rear fence with new 3m high timber close boarded fence 6 Summerson Way Bedlington Northumberland NE22 5LF	GRANTED	25/03531/FUL	Proposed rear single storey extension and building an additional bedroom over the garage. 35 Hassop Way Beaufront Park Bedlington Northumberland NE22 7LE	GRANTED	25/03607/FUL	Two Storey side and rear extension (amended) 5 Hollymount Square Bedlington Northumberland NE22 5AH	GRANTED	
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25/297	e.	<b>Police report</b>  The next scheduled report is for the March 2026 meeting.	NOTED												
25/298	f.	<b>Matters for information only</b>  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. Community Christmas Carol singing around the Christmas tree, Bedlington Market Place on Tuesday 23rd December 2025 6pm to 6.40pm.	Councillor Taylor announced she was stepping down as Safety Officer for events, so Councillor Roberts put his name forward and this will be added to January’s meeting for a decision.												
25/299	g.	<b>Date of next meeting</b>  The next scheduled meeting of the Council will be on Thursday 8th January 2026 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 31st December 2025.	NOTED												

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

- No questions for this meeting.

#### 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>
25/300	a.	None for this meeting.
25/301	b.	<b>Close of meeting</b>  The Chair closed the meeting at 7.26pm.

**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.