**EAST BEDLINGTON PARISH COUNCIL**

**Minutes of a meeting held on Tuesday 2nd June 2015, 6:00pm at East Bedlington Community Centre, Bedlington.**

**PRESENT:**

Councillors:

E. Dickson

D Graham

P Hedley

C Parker

A Stewart (Acting Chair)

Nichola Hogarth

 **IN ATTENDANCE:**

Parish Clerk, Assistant Parish Clerk and 11 members of the public.

**OPEN SESSION**

The Chair welcomed all present. He explained that the open session was their opportunity to raise questions and make comments in connection with the business to be conducted as they were excluded from doing so once the business had commenced.

County Councillor Jeff Gobin referred to a letter that had appeared in the previous week’s News Post

Leader which had been critical of the Council’s decision not to provide additional bins on Cambois foreshore and also of the Council’s decision to contribute towards the provision of Community facilities in the area. Councillors Hedley and Parker were also critical of the article which was in bad taste and materially incorrect.

The Chair advised that he felt that it was inappropriate that a Councillor and resident from a neighbouring parish should be acting in this manner and that the Council would be responding

**CO27/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received on behalf of Councillors Alex Wallace; J Dobie and A Watson.

**Resolved**

**That the apologies for absence be accepted.**

**CO28/15 2.MINUTES OF THE LAST MEETING.**

**Resolved**

That the minutes of the Annual and the Parish Council Meetings held on 5 May 2015 be agreed as a true record.

**CO129/15 3. MATTERS ARISING FROM THE MINUTES**

Councillor referred to discussion regarding “Make a Noise for Bedlington” and questioned whether any action had been taken. In response the Assistant Clerk advised that this was minuted (CO22/15 agenda item 15) and confirmed that a response had been made.

**Resolved**

That the matters arising be noted.

**CO130/15 4. DISCLOSURE OF INTERESTS & DISPENSATIONS**

There were declarations.

**CO131/15 5. POLICE REPORT**

PC Rob Thompson reported that that there had been a rise in ASB at Bedlington Station with some damage caused to the signal box on the Clayton corner and also drinking in Gallagher Park which was a normal occurrence in the summer months. He also advised that there had been some damage caused to motor vehicles and other property in the Victoria / Rothesay Terrace area which was currently under investigation.

PC Thompson also advised that PC Dave Johnson had been reassigned to Bedlington Town Centre and that PC Wayne Turnbull was the new Community Support Officer that had been assigned to our area. He also advised that the new Chief Constable for Northumbria Police was Steve Ashman. Councillor Stewart thanked the police officers for their attendance and report.

**RESOLVED**

**That the police report be accepted and that the Council’s gratitude to PC Dave Johnson be placed on record.**

**CO132/15 6. CORRESPONDANCE**

In response to a number of questions raised in connection with correspondence received the clerk advised as follows;

The Chair referred to the schedule of correspondence which mainly consisted of planning applications and determination all of which were of a non-contentious nature. The Clerk added that he had received unofficial notification that permission had been granted on appeal for the provision for 48, houses at Springville, East Sleekburn.

**RESOLVED**

**That the correspondence be noted together with the proposed actions.**

**CO133/15 7. CLERKS REPORT**

 The clerk advised the following;

* Work on the new allotments had now been completed with all 3 having been let
* A notice board had been erected in the vicinity of Havelock Crescent, East Sleekburn as previously approved
* Repairs to play areas at North Blyth and Heritage Gardens were in the process of being carried out and an estimate was being obtained for repairs to the safety surface at Wembley Terrace

He advised that two allotment holders at Cambois had not paid their 2015/16 rent and were in breach of their tenancy agreements and he sought leave to serve Termination Notices.

**RESOLVED**

1. **That the Clerks report be noted.**
2. **That termination notices be served on tenants in default of their tenancy agreements.**

**CO134/15 8. ANNUAL REVIEW OF THE COUNCIL’S RISK REGISTER 2015/16**

The Clerk explained that the annual review of the Council’s risk register was a statutory requirement which formed part of a wider review of the Council’s system of internal audit. He advised that it was the duty of the Council to carry out this review and failure to do so was a qualification issue on the Audit Commission’s Annual Return. As such he had agreed with the Council’s Internal Auditor to both carry out and minute the review in such a way that completion of this task was clearly evident.

Members were provided with the updated risk register and a report that had been prepared by the Finance working group. The Clerk highlighted significant new areas of risk and invited members to identify any further additions or amendments that they considered necessary.

**RESOLVED**

**That the Council approves the revised risk register and adopts the report drafted by the Finance working Group as that of the Council.**

**CO135/15 9. ANNUAL REVIEW OF THE SYSTEM OF INTERNAL AUDIT**

**Members were presented and scrutinised a draft report outlining the approach, methodology and findings of a review of the system of Internal Audit that had been prepared by the finance working group.**

**RESOLVED**

**That the draft report be adopted as the Council’s review of its system of internal audit.**

**CO136/15 10. APPOINTMENT OF INTERNAL AUDITOR 2015/16**

**RESOLVED**

**That Mr John Ainsworth is reappointed as the Council’s internal auditor for 2015/16.**

**CO137/15 11. INVOICES & PAYMENT VOUCHERS**

|  |  |  |
| --- | --- | --- |
| **Payment reference** | **Details** | **amount £** |
| 19 | Trustees of Sleekburn Estate – lease of Allotments | 60.00 |
| 20 | G Birch - Grounds Maintenance - April | 655.20 |
| 21 | NALC – subscriptions | 883.67 |
| DD | BT | 109.82 |
| 22 | Watsons Haulage Ltd – skips (East Bedlington Community Centre) | 240.00 |
| 23 | R & L Keenleyside Ltd – Electric recharge | 363.58 |
| 24 | Bedlington Station Primary School - grant | 1200.00 |
| 25 | Cambois Primary School - grant | 1200.00 |
| 26 | Stead Lane Primary School - grant | 1200.00 |
| 27 | Bedlingtonshire Community High School - grant | 940.00 |
| 28 | Choysez - grant | 250.00 |
| DBB | Bank Charges | 17.45 |
| 29 | Northumberland County Council - payroll May | 4643.65 |
| 30 | UK Office Direct - stationery | 207.32 |
| 31 | J A Tindale - expenses | 44.48 |
| 32 | J A Tindale - expenses | 19.80 |
| 33 | Harford Catering - buffet Annual Assembly | 100.00 |
| 34 | R Thornton - clerk's expenses | 92.95 |

**RESOLVED**

**That the schedule of invoices and payment Vouchers be approved.**

**CO138/15 12. INCOME RECEIVED**

**RESOLVED**

**That the schedule of income be approved**

|  |  |  |
| --- | --- | --- |
| 5-6/5/2015 | Various allotment rents | 92.60 |
| 8/5/2015 | Vat Repayment | 5664.23 |

**CO139/15 13. FINANCIAL POSITION**

**RESOLVED**

**That the Council notes the cleared balance as at 29 May 2015 £131,518.76.**

**CO140/15 14. BANK RECONCILIATION**

**RESOLVED**

**That the bank reconciliation statement for the period ending 30 April 2015 be approved.**

**CO141/15 15. MATTERS FOR DECISION**

15.1 Evaluation of land at Allgood Terrace (£250.00) with a view to purchasing the same from Bernicia.

15.2 To consider submission of an initial application to the coastal communities fund and formulate a coastal communities team.

**RESOLVED.**

1. **That the clerk be instructed to authorise an evaluation of the land at Allgood Terrace.**
2. **That an application not be submitted to Coastal Communities due to insufficient time to formulate a team and submit a bid.**

**CO142/15 16. WORKING GROUPS**

16.1 Communications & Community Liaison 1 June 2015

**RESOLVED**

**That the minutes of the working group be accepted.**

**CO143/15 17. STAFFING PANEL**

Further to minutes CO183/14 & CO24/15 the Clerk presented draft Terms of Reference for the proposed staffing panel and requested members to elect 3 Councillors to serve on the panel in addition to the Chair and Vice Chair who would act in an ex-officio capacity.

**RESOLVED**

1. **That the draft terms of reference be approved by the Council.**
2. **That Councillors, Watson, Hogarth and Hedley are appointed to serve on the panel for 2015/16.**

**CO144/15 18. ABSENCE FROM COUNCIL MEETINGS**

The Clerk advised that the law required the Council to pass a resolution accepting the reason for persistent absence in excess of 6 months. Failure to do so would automatically result in the member ceasing to be a Councillor.

It was noted that Councillor Terry Johnson had not attended a meeting for over 5 months and that this meeting had been of a working group which was not eligible to count under section 85s (1) & (2) of the Local Government Act. Members were therefore requested to consider the reason(s) for Councillor Johnstone’s absence and whether they are acceptable to the Council.

Following lengthy debate the Clerk suggested that a way forward may be for him to write to Councillor Johnstone, explaining the legal position and seeking clarification of his situation and intention of future commitment.

**RESOLVED**

 **That the Clerk write to Councillor Johnstone.**

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**CO145/15 19. AOB**

The Clerk updated members with developments at Gallagher Park. He advised that NCC had been successful in obtaining funding of circa £135,000 from Sport England and that he had been assured that the necessary funding was secured. He advised that the design of the pavilion was under review to improve access to toilet facilities, however, the positioning of the pavilion was still to be resolved with him and others in favour of the site that had been identified in the master plan**.**

 **DATE & TIME OF THE NEXT MEETING**

The next meeting of East Bedlington Parish Council will be a parish Council Meeting to be held at 6.00pm Tuesday 7th July 2015 at East Bedlington Community Centre.

Meeting Closed 7.20 pm.

Signed by the Chairman: ……………………… Date: ………………………………………...................