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EAST BEDLINGTON
Parish Council



To: ALL MEMBERS OF THE COUNCIL

You are hereby requested to attend a virtual meeting of EAST BEDLINGTON PARISH COUNCIL to be held via ZOOM on **Tuesday 3 November** 2020 at 6.00pm.

The agenda for the meeting is set out below.

Ron Thornton
Parish Clerk
29 October 2020

OPEN SESSION

Any member of the public wishing to be virtually present at the meeting should join via the link <https://us02web.zoom.us/j/83491446118> which is also posted on the Council website www.eastbedlingtonpc.org.uk

The Chair to invite members of the public to put questions or draw relevant matters to the attention of the council, prior to the commencement of business. This is for a period of **15 minutes** overall and is limited to **3 minutes** per person. The Chair of the Council will inform the member of the public of the action to be taken, that is, to be passed to a Working Group; go on the next agenda; or that their points will be taken into consideration if already on the agenda.

Councillors are not allowed to participate on this part of the meeting, other than to ask direct questions for clarification. **The public are not permitted to participate in the remainder of the meeting.**

AGENDA

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE LAST MEETING

To sign as a correct record, the minutes of the Parish Council on 6 October 2020

3. MATTERS ARISING FROM THE MINUTES

To note matters arising from the minutes that are not included as agenda items.

4. DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSATION

To receive from members, disclosure of any personal or prejudicial interest in respect of any items included on the agenda and to consider any requests for dispensation.

5. POLICE REPORT

6. NCC COUNCILLORS REPORTS

To receive written reports from elected members on business relating to East Bedlington Parish.

7. CORRESPONDENCE

To note the correspondence received (attached at Appendix A) and the actions taken and proposed.

8. CLERK'S REPORT

9. FINANCE REPORT

- 10.1 Schedule of receipts and payments
- 10.2 Bank Reconciliation
- 10.3 Budget Report
- 10.4 Balance Sheet

10. EXTERNAL AUDITORS REPORT

11. PLANNING APPLICATIONS

To offer comment on planning applications as listed at Appendix B.

12. WORKING GROUPS

To receive the draft minutes of:

- (i) Services Working Group 20 October 2020

13. MATTERS FOR DECISION

To consider the following matters:

- 13.1 To approve Christmas gift to each child attending Primary Schools in the Parish consisting of a £10 gift voucher and a selection box at a cost of circa £6,000.
- 13.2 To approve a contribution of £75 per month to Bedlington Station Primary school Foodbank for the supply of Fareshares food packs for the remainder of the financial year 2020/21 and then subject to review as part of the 2021/22 budget process.
- 13.3 To approve a donation to Bedlington Academy of £300 for the provision of OAP Christmas Hampers.
- 13.4 To note an award of £400 (under delegated authority) towards the provision of meals for 40 children Cambois Primary School.

14. OUTSIDE BODIES

To receive the delegates reports:

- (i) NALC County Committee 2 October 2020 via ZOOM
- (ii) Town & Parish Council Liaison Working Group 8 October 2020 via ZOOM

15. ANY OTHER URGENT BUSINESS

To consider any other urgent items of business.

DATE OF NEXT MEETING

The next meeting of East Bedlington Parish Council will be a virtual meeting to be held on Tuesday 1 December 2020 6pm.

EAST BEDLINGTON PARISH COUNCILLORS:

**Steve Aynsley, John Batey, Helen Bradford, Allan Douglas, Paul Hedley,
Lynda Mason, Keith Scantlebury, Allan Stewart, Mike Trimming, Alex Wallace**

SCHEDULE OF CORRESPONDENCE

ACTION

263	01/10/2020	Eleveden Farms	Confirmation of Christmas Tree order	Clerks to action
264	02/10/2020	FACTCO	Notes from ZOOM Briefing meeting	Ref Services WG
265	02/10/2020	Touring Pantos	Pantomime updates and options	Ref Services WG
266	02/10/2020	NALC National	Chief Executives Bulletin	Circulated to members
267	02/10/2020	NCC	Northumberland Line briefing note	Agenda item Oct 20
268	02/10/2020	Lee Wood	Request for 2 nd allotment plot	Clerks responded
269	05/10/2020	Bedlington NPT	crime figures Bedlington	Agenda item Oct 20
270	06/10/2020	Fareshares NE	Update of food supply to Primary Schools and Foodbank	Ref Services WG
271	07/10/2020	Northumberland ALC	NALC E:news 7 October 20	Circulated to members
272	07/10/2020	Northumberland ALC	Member Council update 7 October 20	Circulated to members
273	09/10/20	NALC National	Chief Executives Bulletin	Circulated to members
274	10/10/2020	Bedlington Academy	Request to support alternative to Senior Citizens Lunch	Ref Services WG
275	12/10/2020	West Bedlington Town Council	Notification of Remembrance Day arrangements	Ref Services WG
276	14/10/2020	Northumberland ALC	Member Council update 14 October 20	Circulated to members
277	21/10/2020	Northumberland ALC	NALC E News	Circulated to members
278	21/10/2020	Heather Proudlock	Confirmation of surrender of tenancy plot 490 Cambois Allotments	Plot relet
279	21/10/2020	Emma Richardson	Poverty update East Bedlington	Circulated to Chairman
280	21/10/2020	Lynne Craggs	Deanery Synard Representative Elections update and role descriptions	Circulated to members
281	22/10/2020	NCC - Planning	Application 20/02825/ADE - determination	Agenda item
282	23/10/2020	NCC	Notification that Northumberland Line Public Consultation going live 16 November	Circulated to members
283	23/10/2020	NALC National	Chief executive's bulletin	Circulated to members
284	23/10/2020	West Bedlington Town Council	Request for interest in informal Talk Shop	Referred to Services WG

285	26/10/2010	West Bedlington Town Council	Enquiry as to Parish Councils support in response to free school meals schemes	Clerk responded
286	28/10/2010	Age Concern	Service information update	Circulated to members
287	28/10/2020	Air Ambulance	Request for donation	Ref Finance WG

**APPENDIX B
PLANNING**

Date	Application ref	Proposal	address	comments
22/10/2020	20/02825/ADE	Advertisement consent facia sign for an accountancy practice	19 Station Street Bedlington NE22 7JN	Determination GRANTED

13:34

Current A/C

Cash Received between 01/10/2020 and 28/10/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
21/10/2020	Gorman Plot 494		Allotment Rent	11.66
Total Receipts				<u>11.66</u>

List of Payments made between 01/10/2020 and 28/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2020	HFF Civil Engineering Limited	BACS	288.00		Watering w/e 20/9/2020
05/10/2020	PKF Littlejohn LLP	BACS	720.00		External Audit Fee
05/10/2020	Alex Wallace	BACS	45.00		Expences Jul - Sep 2020
06/10/2020	Broxap Ltd	BACS	808.80		Lakeside Cast Iron Seat
08/10/2020	Allan Stewart	BACS	90.00		Expenses Apl - Sep 20
08/10/2020	Keith Scantlebury	BACS	90.00		Expenses Apl - Sep 20
08/10/2020	British Telecom Ltd	DD	89.88		Phone Lines - 30 Sep 20
13/10/2020	Birch Landscapes	BACS	720.00		Grounds Maintenance
14/10/2020	ABS Business Supplies	BACS	63.88		Inv 63960
14/10/2020	Morpeth Welding Ltd	BACS	726.00		Inv 1204
14/10/2020	Kompan Scotland Ltd	BACS	213.34		Inv 207222 - spares Jennings F
14/10/2020	Total Business Group	BACS	58.32		Inv 70214 - Photocopier
19/10/2020	Realtis Business Solutions Ltd	BACS	830.40		Allotments software & Support
20/10/2020	The Poppy Appeal	BACS	273.50		Wreaths & Crosses
20/10/2020	Northumbrian Water	BACS	593.05		Water - Cambois Allotments
20/10/2020	Lloyds Bank	DD	6.50		service charghes
23/10/2020	Azure Garden Centre	BACS	29.95		Plants - War Memorial Cambois
25/10/2020	Northumbrian Water	BACS	1,249.90		EBCC
26/10/2020	Community Centre	BACS	6,816.00		Community Centre
26/10/2020	Community Centre	BACS	5,960.00		Annual Grant
26/10/2020	W. L. Straughan	BACS	186.00		Install Seat - Moorland Ave
26/10/2020	Highmarket Allotment Assoc	BACS	33.50		Fertilizer - Orchard
27/10/2020	Northumberland cc	BACS	8,420.64		Payroll - October20
28/10/2020	W. L. Straughan	BACS	984.00		Sew wildflower seed
Total Payments			29,296.66		

**Bank Reconciliation Statement as at 28/10/2020
for Cashbook 1 - Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current A/c	08/10/2020		310,267.77
			<u>310,267.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/10/2020 BACS The Poppy Appeal		273.50	
			<u>273.50</u>
			309,994.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			309,994.27
		Balance per Cash Book is :-	309,739.27
		Difference Excluding Adjustments is :-	255.00
<u>Adjustments to Reconciliation</u>			
31/03/2020 806 Donation Radio Wansbeck		75.00	
31/03/2020 1118 Councillor expenses		180.00	
			<u>255.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Detailed Income & Expenditure by Budget Heading 28/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	279,594	279,594	0			100.0%	
Income :- Income	<u>0</u>	<u>279,594</u>	<u>279,594</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>279,594</u>	<u>279,594</u>	<u>0</u>				
<u>200 Management & Support</u>								
4000 Staff Salaries	7,631	47,830	82,565	34,735	35,340	(605)	100.7%	
4020 NI Employers Contribution	774	4,523	8,015	3,492	4,350	(858)	110.7%	
4025 Pension Employers Contribution	0	1,127	2,190	1,063	1,081	(18)	100.8%	
4030 Payroll Administration	13	88	150	63	62	1	99.7%	
4040 Travel / Subsistence	0	0	940	940	440	500	46.8%	
4055 Rent	4,180	5,680	5,680	0		0	100.0%	
4060 Room Hire	0	0	3,800	3,800		3,800	0.0%	
4065 Cleaning	0	0	200	200		200	0.0%	
4070 Telecoms	75	1,236	1,200	(36)		(36)	103.0%	
4075 Web site - hosting	0	(900)	305	1,205		1,205	(295.1%)	
4080 Postages	0	48	75	27		27	64.3%	
4085 Prining & Stationery	102	621	1,040	419		419	59.7%	
4090 Furniture & Equipment	0	24	0	(24)		(24)	0.0%	
4095 IT equipment & Support	520	4,277	4,360	83		83	98.1%	
4100 Refreshments	0	0	20	20		20	0.0%	
4105 Insurances	0	2,113	1,850	(263)		(263)	114.2%	
4110 Audit - Internal	0	50	410	360		360	12.2%	
4115 Audit - External	600	100	610	510		510	16.4%	
4120 Subscriptions Nalc / General	0	1,290	1,040	(250)		(250)	124.0%	
4125 Publications	0	0	50	50		50	0.0%	
4130 Data Protection Registration	0	0	35	35	35	0	100.0%	
4135 Bank Charges	7	53	135	82		82	39.5%	
4140 Publicity	0	0	3,620	3,620		3,620	0.0%	
4145 Councillor Expenses	225	302	2,500	2,199		2,199	12.1%	
4150 Parish Plan	0	0	1,100	1,100		1,100	0.0%	
4155 Councillor Training	0	0	1,000	1,000		1,000	0.0%	
4160 Staff Training	172	641	1,000	359		359	64.1%	
4165 Temporary Accomodation	1,500	4,500	6,000	1,500	1,500	0	100.0%	
4175 Protective Clothing	0	59	30	(29)		(29)	195.7%	
4180 HR Support	0	295	0	(295)		(295)	0.0%	
4999 Contingencies	0	0	1,879	1,879		1,879	0.0%	
Management & Support :- Indirect Expenditure	<u>15,798</u>	<u>73,957</u>	<u>131,799</u>	<u>57,842</u>	<u>42,808</u>	<u>15,034</u>	<u>88.6%</u>	<u>0</u>
Net Expenditure	<u>(15,798)</u>	<u>(73,957)</u>	<u>(131,799)</u>	<u>(57,842)</u>				

Detailed Income & Expenditure by Budget Heading 28/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Recreation & Leisure Services								
1100 Gallagher Park Live Inc	0	(500)	1,000	1,500			(50.0%)	
Recreation & Leisure Services :- Income	0	(500)	1,000	1,500			(50.0%)	0
4200 Gallagher Park Live	0	9,320	8,875	(445)		(445)	105.0%	
4205 Community Events	0	250	7,000	6,750		6,750	3.6%	
4210 Heritage Celebrations	0	0	5,000	5,000		5,000	0.0%	
4215 Cambois Fair	0	0	1,000	1,000		1,000	0.0%	
4220 Loan Repayments	0	9,182	25,040	15,858	15,858	(0)	100.0%	
4225 Youth Provision	0	0	4,080	4,080		4,080	0.0%	
4230 Play schemes	0	0	6,000	6,000		6,000	0.0%	
4235 Remembrance Day	218	218	200	(18)		(18)	109.0%	
4320 Repairs & Renewals	178	9,976	14,900	4,924	4,950	(26)	100.2%	
Recreation & Leisure Services :- Indirect Expenditure	396	28,946	72,095	43,149	20,808	22,341	69.0%	0
Net Income over Expenditure	(396)	(29,446)	(71,095)	(41,649)				
400 Environmental Services								
1150 Grants received	0	(3,655)	0	3,655			0.0%	
Environmental Services :- Income	0	(3,655)	0	3,655				0
4300 Notice Board-Cambois Allotment	0	0	500	500		500	0.0%	
4305 Wild Flowers	820	820	820	0		0	100.0%	
4310 Kings & Queens	0	0	25,000	25,000	25,000	0	100.0%	
4315 Grounds Maintenance	634	4,424	9,000	4,577		4,577	49.1%	
4320 Repairs & Renewals	1,434	3,660	2,040	(1,620)		(1,620)	179.4%	
4325 Street Furniture	0	4,693	5,900	1,207	1,207	0	100.0%	
4380 Safety Inspections	0	370	0	(370)		(370)	0.0%	
Environmental Services :- Indirect Expenditure	2,888	13,966	43,260	29,294	26,207	3,087	92.9%	0
Net Income over Expenditure	(2,888)	(17,621)	(43,260)	(25,639)				
410 Allotments								
1000 Allotment income	12	2,525	3,090	565			81.7%	
Allotments :- Income	12	2,525	3,090	565			81.7%	0
4320 Repairs & Renewals	0	4,660	4,740	80		80	98.3%	
4340 Water Rates	593	593	1,200	607		607	49.4%	
4345 Lease	0	60	60	0		0	100.0%	
Allotments :- Indirect Expenditure	593	5,313	6,000	687	0	687	88.6%	0
Net Income over Expenditure	(581)	(2,788)	(2,910)	(122)				

Detailed Income & Expenditure by Budget Heading 28/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420 Floral Displays								
4360 Planters	25	3,804	4,000	196		196	95.1%	
4370 Flower Beds	0	0	4,500	4,500	4,500	0	100.0%	
4375 Watering	240	3,360	3,500	140		140	96.0%	
Floral Displays :- Indirect Expenditure	265	7,164	12,000	4,836	4,500	336	97.2%	0
Net Expenditure	(265)	(7,164)	(12,000)	(4,836)				
500 Grants & Subsidies								
4400 Grants & Donations	0	1,200	3,000	1,800		1,800	40.0%	
4405 Hardship Fund	0	0	1,000	1,000		1,000	0.0%	
4410 Green Fund	0	0	3,000	3,000		3,000	0.0%	
4415 Schools Green Fund	0	0	1,500	1,500		1,500	0.0%	
4420 East Bedlington Community Cent	5,960	5,960	5,960	0		0	100.0%	
4425 Schools & Communities	0	5,500	5,580	80		80	98.6%	
Grants & Subsidies :- Indirect Expenditure	5,960	12,660	20,040	7,380	0	7,380	63.2%	0
Net Expenditure	(5,960)	(12,660)	(20,040)	(7,380)				
600 Other Services								
4500 Xmas Lights & celebrations	0	(3,547)	4,670	8,217	3,354	4,863	(4.1%)	
4505 Xmas Lights	0	0	6,000	6,000	6,934	(934)	115.6%	
4510 Civic Events	0	0	320	320		320	0.0%	
4515 Licences	0	24	0	(24)		(24)	0.0%	
Other Services :- Indirect Expenditure	0	(3,523)	10,990	14,513	10,288	4,225	61.6%	0
Net Expenditure	0	3,523	(10,990)	(14,513)				
Grand Totals:- Income	12	277,964	283,684	5,720			98.0%	
Expenditure	25,900	138,483	296,184	157,701	104,611	53,090	82.1%	
Net Income over Expenditure	(25,888)	139,481	(12,500)	(151,981)				
Movement to/(from) Gen Reserve	(25,888)	139,481						

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 28/10/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
100	Debtors	56	
105	VAT Control A/c	9,919	
125	EBCC - Debtor	3,453	
130	CAN Debtor	150	
200	Current Bank A/c	309,739	
205	Deposit A/c	0	
	Total Current Assets		323,317
	<i>Represented by :-</i>		
300	Current Year Fund	139,648	
310	General Reserves	183,669	
	Total Equity		323,317
