

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

Chairman
Greg Lings

Clerk: Clair Lewis
65 Main Street, Felton
Northumberland, NE65 9PT
Tel: 07809 205548

To the Members of Felton Parish Council:

27 August 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 6 September 2021, **at 7.15 pm** for the purpose of transacting the following business.

The Meeting will be held in the Main Hall, Felton Village Hall. Please note the following safety precautions which must be adhered to by councillors and attendees, due to the Covid-19 pandemic:

1. You **must not attend** if you or anyone in your household, or social or childcare bubble has Covid-19 symptoms.
2. There is a **one-way system for entry and exit**. Please follow the signs on the doors.
3. **Social distancing** must be adhered to at all times. Please take particular care to keep your distance from others while waiting to enter and exit the Hall and in the entry and exit vestibules. You may need to queue. Should you need to use the toilet facilities while at the Hall, you must wait until the suite of toilets is empty before entering. You should ensure that you maintain social distancing while in the toilet corridor.
4. You must **wear a mask** at all times while in the Hall unless you are exempt.
5. On Arrival, **hand sanitiser** is available immediately inside the entry doorway; please use this before entering the Main Hall.
6. On Arrival, you must **provide your track and trace details**. A sign in sheet will be provided for this purpose by the Parish Clerk, just inside the Main Hall. The completed sheet will be held by the Parish Clerk in accordance with regulations and then permanently deleted.
7. After signing in, please **make your way directly to your seat** and **remain seated** unless you are leaving the Hall or you are accessing the toilet facilities. Your chair must remain at the required 2m distance from all other users, except those in your own household, or social or childcare bubble.

The Hall will be kept ventilated as far as possible; you may wish to bring warm layers in case the air temperature is cool.

Please note that restrictions on numbers have been imposed by the Village Hall Committee in compliance with Covid-19 restrictions and the need for attendees to be socially distanced. The Parish Council will admit public and press on a first come first serve basis.

Felton Parish Council may at any time pass a resolution under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude public and press if the business being discussed is or becomes confidential for any reason. The reason will be stated as part of the resolution.

Clair Lewis

AGENDA

PART 1

1. Apologies for absence

To approve any apologies for absence

2. Disclosure of Interests

To disclose any interests in items on the Agenda and the granting of any dispensations

3. Public Participation

Members of the public may ask questions and make representations relating to items on the agenda, in accordance with Standing Orders 4(d-j)

4. Minutes of previous meetings

- a. To approve as a correct record the minutes of the meeting of the Council held on 25 June 2021 (Pages 4-7)
- b. To approve as a correct record the minutes of the meeting of the Council held on 9 July 2021 (Pages 7-9)

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5. Finances

- a. To receive financial statement and budget monitoring document to 24 August 2021 (Pages 10-13)
- b. To authorise payments (Page 14)
- c. To consider donation request – Duchess' High School Trust (Pages 14-15)
- d. To receive Update on External Audit for the Year Ended 31 March 2021

6. Policy and Procedure

- a. To adopt Property Management Committee Terms of Reference (see separate document)
- b. To adopt Finance Committee Terms of Reference (see separate document)
- c. To adopt Recreation Field Committee Terms of Reference – amended to remove duplication of the provision about the Code of Conduct, to allow more than three (plus reserve) councillor members, to allow the Committee to co-opt additional councillor members and to remove the requirement for a Thirston Parish Councillor to be present for the meeting to be quorate (Page 16-18)
- d. To appoint Cllrs Cruden and Cuthbert as additional members of the Recreation Field Committee

7. Standing Item – Parish Representation at Meetings

To receive reports from councillors on any meetings attended since the date of the last Parish Council meeting

8. Recreation Field – Purchase of Toddler Swing and Bark

If both of the following purchases are approved the Parish Council will need to transfer (by virement – See Financial Regulation 4.2) a minimum of £850 to the Play Area Reserve Fund to enable the purchase and are hereby invited to resolve to transfer at least that amount from another Reserve Fund, having regard to the impact on public services. The Clerk recommends that £1,600 is transferred, which should ensure sufficient remains in the Play Area Reserve Fund to cover landscaping costs for the year. This figure assumes that Thirston Parish Council will agree to contribute 28% to the purchase under Paragraph 6.3 of the Recreation Field Committee Terms of Reference and the current agreed level of contribution: if not then further funds will need to be transferred.

- a. To approve expenditure:
The Recreation Field Committee recommends purchase of a Caloo Robinia 2.3m swing with cradle seat and Me&You seat, at a revised cost of £4,017.00 (plus VAT of £803.40). If the swing needs to be moved during the installation of a new play area, the guarantee will be preserved if Caloo are contracted for either for the full play area or for just the relocation of the swing.
- b. To approve expenditure:
The Recreation Field Committee recommends purchase of 35m³ of Softwood Playgrade Chip from CPA Horticulture, being the cheapest option, as new bark will be needed once the play area is installed. Exact cost to be checked by the Clerk as the quotes given were for 25m³ and 40m³; different costs per m³ apply depending on the total volume ordered. Based on the unit price for 25m³ the cost would be £2,273.25 (plus VAT of £454.65). The unit cost for 35m³ may be lower.
- c. To consider whether it is necessary to transfer funds to the Play Area Reserve Fund and if so, to resolve the amount and from where

9. Felton Cemetery – Purchase of Noticeboard

To approve expenditure:

Felton Cemetery Joint Committee recommends purchase of a man-made timber noticeboard from Greenbarnes (size 4xA4), single bay, lockable (shank key), portrait format, post mounted, at a cost of £619.40 (excl. VAT). No header required as this can be displayed inside the noticeboard.

10.9 Recreation Lane – Request to change width of gateway access by 1 metre

To consider request and to pass a resolution as to whether to permit this change

11. Recreation Lane – Access

To review the position in relation to access along Recreation Lane including the contents of the Sintons letter previously received and to agree next steps

12. Printer used by the Bridge Newsletter

To decide whether to offer the printer for sale to the Bridge Newsletter for the sum of £998.65, being the amount of reclaimed VAT returned to HMRC by the Parish Council

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13. Local Transport Plan Programme 2021/22

To decide top three highways and transport priority issues for submission to NCC, to be considered for inclusion in the Local Transport Plan Programme 2021/22 (Guidance from NCC aimed at Parish Councils included as Pages 18-19)

14. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

15. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

16. Standing Item – Correspondence Received

To receive list of correspondence received during the period to 27 August 2021 (Page 20)

17. Date of Next Ordinary Meeting: 4 October 2021 at 7:15pm in Felton Village Hall

PART 2

18. Resolution to exclude public and press

Felton Parish Council may resolve to pass a resolution under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude public and press due to the confidential nature of the business to be discussed which is commercially sensitive.

19. New Surgery

- a. To agree Solicitor's proposed fees for work relating to the transfer of land.
- b. To consider the information provided by the developer and Dr Lees at their meeting with members of the Parish Council, in particular the proposals put forward and the statements made by the developer and Dr Lees regarding ground rent and the Parish Council's proposals and to agree a response.

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ITEM 4a – DRAFT MINUTES

At the Extraordinary Meeting of the Parish Council held at Felton Village Hall at 7:15pm on Friday 25 June 2021.

Present: Cllrs E Blagburn, J Cruden, R Evans, T Hood, G Lings, L Sowter, and A Walton.

PART 1

1. **Apologies for Absence** – Cllrs Cuthbert, Dickson and Thornton.
2. **Declarations of interest in items on the Agenda** – Cllr Walton declared an interest in the Parish Council printer if it is discussed, as she is involved with the Bridge Newsletter.
3. **Internal Auditor's Report**

The Parish Council discussed the Internal Auditor's Report. The following points were made and noted:

- a. There was no evidence apparent that two of the bank reconciliation had involved a detailed check. The requirements will be clarified in the Financial Regulations and the Clerk has also added a statement to the bank reconciliation pro forma for the councillor to sign which confirms they have carried out a random check on a number of entries and that they have initialled these.
- b. The matter of the printer is still ongoing. Cllr Lings has been in contact with NALC (Northumberland branch) and his query has been forwarded to national level, as to what options are available for the Parish Council to deal with or dispose of the printer. The internal auditor's comments were noted that the Bridge Newsletter should be asked to pay the VAT cost as part of an agreement and this forms part of the advice sought from NALC. The Bridge Newsletter has not confirmed what kind of entity it is. The current ownership of the printer was discussed. The printer was purchased and paid for by the Parish Council, is on the Parish Council's asset register and is insured by the Parish Council, and the Parish Council currently own it, although a donation was received from the Bridge Newsletter.
- c. The Chairman Cllr Lings permitted a member of the public to speak (in accordance with Standing Order 4d). The member of the public stated that it was disingenuous to say that a donation had been received and stated that there had been an informal arrangement between the former chairman of the Parish Council and the Bridge Newsletter. The member of the public commented that the treasurer of the Bridge Newsletter was a current councillor and was not saying anything in response to the questions. Cllr Lings pointed out that Cllr Walton had declared an interest in this item at the start of the meeting. The donation was £2 short of the VAT exclusive amount and not the full amount paid for the purchase, and was recorded in the accounts as a donation.
- d. It was noted that when the first printer was bought confirmation was received from HMRC that the Parish Council could reclaim the VAT, and this advice continued to be relied on by the Parish Council when clearly the rules have changed. The Clerk commented that clearly this should have been checked again at the time of the most recent purchase and failing to check this was an error. The Parish Council hopes a solution can be found with the advice of NALC.
- e. The Internal Auditor has stated that are still some areas to be updated or enhanced which have been discussed with the Clerk and Chairman, such as policies and procedures. The Clerk confirmed that this comment by the Internal Auditor does not refer to anything which merits a specific mention in the report; it relates mainly to the ongoing review and improvement of policy and procedure, in particular some policies.
- f. The External Auditor's fees are mounting. The Clerk confirmed that there is a standard audit fee in the sum of £200 (plus VAT) outstanding on two years' audit, plus any additional fees relating to challenge correspondence. The level of additional fees is not known, but the External Auditor has stated to Cllr Lings that they are dealing with the files together to be as cost effective as possible.
- g. Resolved: To accept the Internal Auditor's Report.[with Cllr Walton abstaining].

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4. Annual Governance Statement for the Year Ended 31 March 2021

The Parish Council considered each of the Assertions on the Annual Governance Statement in conjunction with the Practitioners' Guide issued by the Joint Panel on Accountability and Governance and concluded as follows.

- a. Assertion 1: The Parish Council had arrangements in place for effective financial management during the year and for preparation of the accounting statements and will answer 'Yes' to this assertion.
- b. Assertion 2: The Parish Council maintained an adequate system of internal control including measure designed to prevent and detect fraud and corruption and will answer 'Yes' to this assertion.
- c. Assertion 3: The Parish Council took all reasonable steps to assure itself that there was no actual or potential non-compliance with laws, regulations or Proper Practices that could have a significant financial effect on the Parish Council's ability to conduct its business or manage its finances. The Parish Council will answer 'Yes' to this assertion.
- d. Assertion 4: No conclusion of audit has yet been received for the previous year from the external auditor and the Parish Council cannot therefore comply with the requirements for Assertion 4. The Parish Council will answer 'No' to Assertion 4.
- e. Assertion 5: The practical implementation of the risk management policy, in particular in relation to physical and health and safety matters has not been carried out. The Clerk has identified a risk management software which should aid with this. The Parish Council will answer 'No' to this assertion.
- f. Assertion 6: The Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems and will answer 'Yes' to this assertion. The Parish Council would like to thank the internal auditor, Mr Canner, for his time and considerable work carrying out the audit, which he does free of charge as a service to the village.
- g. Assertion 7: The Parish Council cannot answer 'Yes' to this assertion as the external audit for last year has not yet been concluded and the matters raised in the internal audit in relation to the Bridge and the printer have not yet been resolved. The Parish Council will answer 'No' to this assertion.
- h. Assertion 8: The Parish Council considered whether there were any matters as listed which should be included in the accounting statements. The payment from Newton on the Moor & Swarland Parish Council towards their share of Cemetery expenditure was received after the end of the financial year but this has not had a financial consequence for Felton Parish Council. The Parish Council will answer 'Yes' to this assertion.
- i. Assertion 9 does not apply.
- j. Resolved: To complete the Annual Governance Statement as follows: 'Yes' to Assertions 1, 2, 3, 6 and 8; 'No' to Assertions 4, 5 and 7; and 'N/A' to Assertion 9. The Clerk will complete Section 1 of the AGAR Form and Explanation of 'No' Responses accordingly and the Clerk and Chairman will sign Section 1.

5. Annual Accounts for the Year Ended 31 March 2021

- a. The Parish Council reviewed the draft annual accounts prepared by the Clerk:
 - The spelling of the word 'Thirston' in the Notes section of Page 1 will be corrected.
 - The list of assets is limited to those currently held, showing how the figure in Box 9 of the Accounting Statements is arrived at. The Clerk has separately updated the Asset Register, showing all assets including those disposed of, and including a separate column for insurance value and this will be uploaded to the website as a standalone document. The Clerk confirmed that commercial concepts such as appreciation or depreciation do not apply to the stated value for the purposes of the Accounting Statements (in accordance with the JPAG guidance).
 - The acquisition date of Recreation Land and Recreation Field will be corrected to 1975.

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- The purchase cost and value of the printer will be amended on the list of Fixed Assets to include the VAT element which was erroneously claimed and has been repaid to HMRC. The amended value for the printer is £5991.65 which will round up in the accounts to £5662. The resulting total value will be £74,557 (left hand column) and £74,017 (right hand column, value excluding share belonging to other parish councils and Box 9 figure).

b. Resolved: to approve the annual accounts for the year ending 31 March 2021 as amended.

6. Accounting Statement for the Year Ended 31 March 2021

Resolved: to approve the Accounting Statement for the year ending 31 March 2021, as corrected with the new figure of £74,017 for Box 9 (2020-21).

7. Explanation of Variances and Bank Reconciliation

- a. The Parish Council reviewed the Explanation of Variances prepared by the Clerk. The figure for Box 9 (2020/21) will be corrected to £74,017 and the Clerk will include an explanation as to why this has changed.
- b. Resolved: to approve the Explanation of Variances as amended.

8. Ramp at Riverside

The Parish Council discussed the condition of the ramp at Riverside. The Clerk has put up signs warning of damage and tripping hazards. There have been numerous temporary repairs carried out to the treads, although it appears from previous surveys carried out by councillors that the uprights are sound. The Parish Council has had difficulty getting a suitable specification produced for works. Any works would need to comply with any requirements set by Natural England and the Environment Agency due to the status of the area as a S.S.I.

Resolved:

- a. the Clerk will seek urgent advice from the Public Protection Officer at Northumberland County Council as to whether the ramp needs to be closed for safety.
- b. Cllr Cruden will take the lead on seeking an appropriate person to give initial advice on the necessary works.

9. New Surgery – Advice from Solicitor

The Clerk has signed and returned the Solicitor's Terms of Engagement, amended as previously resolved. Advice from the solicitor is awaited. The Clerk will ask for an update. There was no resolution taken by the Parish Council under this item.

PART 2

10. Exclusion of the Public and Press

A member of the public raised a point of order that a resolution could not be passed to exclude the public as it was not included on the agenda. The Clerk and Cllr Lings referred to Standing Order 11a(xi) which permits a resolution to exclude the public to be moved at a meeting without written notice to the Proper Officer.

Resolved: Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude public and press due to the confidential nature of the business to be discussed, which is commercially sensitive.

11. New Surgery – Response to Developer's Counter-Offer

The Parish Council discussed at length the counter-offer and the Parish Council's response. It was noted that there are two residents in the village with very relevant experience who may be able to provide insight and advice on the Parish Council's position.

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Resolved:

- a. the Clerk will prepare a draft letter setting out a further counter-offer on the terms discussed at the meeting and will circulate this to councillors.
- b. Cllr Evans will ask the two members of the public for any advice or comments on the various offers (both from the Parish Council and the developer, and the draft counter-offer as agreed at this meeting).
- c. the Clerk will ask the solicitor for his advice on the draft counter-offer and on restrictive covenants which could be included in the leasehold

Chairman closed the meeting at 9:15pm.

ITEM 4b - DRAFT MINUTES

At the Meeting of the Parish Council held at Felton Village Hall at 7:15pm on Friday 9 July 2021.

Present: Cllrs E Blagburn, G Cuthbert, R Evans, G Lings, L Sowter and A Walton.

PART 1

28. Apologies for Absence – Cllrs Cruden, Dickson, Hood and Thornton

29. Declarations of interest in items on the Agenda

- a. Cllr Lings declared an interest in Item 5c (W.I. request for funds) as his wife is President of Felton W.I.
- b. Cllr Sowter declared an interest in Item 7 (7 Recreation Lane – Request to change width of gateway access) as he intends to make a similar request.

30. Public Participation – There were no questions or representations from members of the public.

31. The Minutes of the meeting held on 1 June 2021 were agreed as a true record.

32. The Minutes of the meeting held on 7 June 2021 were agreed as a true record subject to the following amendments:

- a. **Minute 29** – Cllr Evans and not Cllr Cuthbert made a declaration of interest regarding Recreation Lane.
- b. **Minute 30** – addition of (i) “A resident stated that the ICO report had not yet been published on the website after the Parish Council resolved to do so at its April meeting.”

33. Finance

- a. The Parish Council received the financial statement to 24 June 2021.
- b. Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
C Lewis	Clerks Salary Cemetery – Clerk’s Salary Clerk’s Expenses Zoom Training	£719.21	£2.40	£721.61	PC21/22.12 and FCJC21/22.7
H Hood	Cemetery – Plants Felton in Bloom	£65.25	£13.05	£78.30	PC21/22.13 and FCJC21/22.8
Bentham Ltd	Stationery	£61.34	£12.27	£73.61	PC21/22.14
P Brown	Grounds Maintenance – Staff Fuel	£381.67	£4.33	£386.00	FCJC21/22.9
Gustharts	Cemetery – Materials	£91.02	£18.21	£109.23	FCJC21/22.10

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The Clerk confirmed that the full payment for goods or services relating to the Cemetery is included in the payments for authorisation as the full amount is transacted from Felton Parish Council's bank account. However, only a percentage of the payment is included in the Parish Council's year end accounts, with the rest being allocated against the share of Cemetery funds held for the other two constituent councils.

- c. Felton W.I. has requested funds for plants, to be used around the village in the tubs and areas looked after by the W.I. Although the W.I. usually pay for these, income has been affected by Covid. The Parish Council noted that the Felton in Bloom reserve fund is for this purpose and has only not been required in previous years because the W.I. have bought their own plants.

Resolved: To authorise expenditure up to £50 on plants by the W.I., receipts to be provided.

34. Policy and Procedure – Felton Cemetery Joint Committee Terms of Reference

Resolved: To adopt Felton Cemetery Joint Committee Terms of Reference as proposed by the Joint Committee as an interim measure to ensure the references to finances are correct, but to further review the Terms of Reference in particular with regard to employees.

35. 7 Recreation Lane – Request to change width of gateway access

The Parish Council noted the response from the NCC Footpaths Officer, that the proposed change does not appear to affect the Public Right of Way (Footpath) and that he does not have any further comments to make.

Resolved: To give permission for the increase in width of the gateway access.

36. Riverside – Back Burn Bridge – Fish Pass

The Parish Council discussed the request from the Northumberland River Trust for access over Riverside for the purposes of undertaking and maintaining works for a fish pass under the Back Burn Bridge. There was no information with the proposal about whether the access will be used for machinery. It will also be necessary to include some covenants to ensure that Riverside is not damaged and any Japanese knotweed is not disturbed. The Clerk will check with the Northumberland Rivers Trust that they have informed the owners of the Back Burn Bridge.

Resolved: Cllr Lings and the Clerk to meet with the Northumberland River Trust to get a better understanding of what is involved with access, and to permit access subject to suitable conditions being included to protect Riverside (based on site visit by Cllr Lings and the Clerk).

37. Report from County Councillor Trevor Thorne

None received.

38. Update from Northumbria Police

None received. There has been no response to the request for further information on previously recorded crimes; this may be because investigations are ongoing.

39. Parish Representation at Meetings

None. It is understood that there have been some meetings relating to the installation of car charging points but no councillors attended these. The NCC officer who is managing the electric car charging project is willing to do a presentation and it was agreed that this would be a good presentation to include in the annual meeting when that can take place.

40. Correspondence

The Clerk reported on correspondence received and not covered elsewhere on the Agenda. NCC are in the process of working through all members' interests forms received following the elections, but this is hampered by

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many of the staff working from home. The Clerk will send details of the free cycle training being offered by Cycle with Jan (funded by NCC) for inclusion in the Bridge newsletter.

Cllr Evans asked why the letter from Sintons is no longer listed. The Clerk confirmed that only correspondence received since the last agenda is listed. The Sintons letter was listed in the last agenda. The Clerk acknowledged that no response has yet been given to the Sintons letter.

41. **Date of Next Ordinary Meeting – 7:15pm, 6 September 2021, Felton Village Hall**

PART 2

42. **Exclusion of the Public and Press**

Resolved: Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude public and press due to the confidential nature of the business to be discussed, which is commercially sensitive.

43. **New Surgery**

The Parish Council discussed the email received from the developer, which was felt by some councillors to be aggressive and bullying in tone. The Parish Council reviewed various proposals suggested by members and discussed these at length.

Resolved:

- a. the Clerk will prepare a response to the developer (to be circulated to councillors in the first instance), stating that the Parish Council still wishes to achieve a rental income of 5%. The response will also request a meeting, face to face if possible, at which the Parish Council can put forward its reasons why it is seeking a rental income. The developer can be asked to give its reasons why this cannot be agreed. The Clerk will also ask in the response (based on the tone of the email received) whether there might be someone else better suited to the project who would be prepared to work with the Parish Council.
- b. The Clerk will arrange a meeting between the developer and the Parish Council, to which appropriate third parties will be invited.
- c. Cllr Cuthbert will put together an aims and purposes document setting out what the rental income would be used for by the Parish Council, focussed on improving health and wellbeing in the parish.

Chairman closed the meeting at 8:31pm.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 22 August 2021							
BALANCE b/f at 1 April 2021									
Felton Parish Council		60,328.21							
Felton Cemetery Joint Committee		22,922.06			Combined Balance b/f		83,250.27		
Income		Anticipated (in Budget)			Actual (Year to Date)				
Felton Parish Council									
Precept		31,077.00			15,538.50				
Allotments		220.00			210.00				
Bank Interest		60.00			3.40				
Davisons Obelisk		175.00			175.00				
Donations		-			-				
Insurance		480.00			436.18				
Northern Powergrid Wayleave - Recreation Field		78.00			77.83				
Recreation Field - Thirston Parish Contribution		1,300.00			-				
Recreation Lane - Maintenance Contribution		500.00			-				
Reimbursement of NCC cemetery charges		90.00			62.00				
VAT Refunds		500.00			-				
War Memorial		-			-				
		34,480.00			16,502.91				
Income		Anticipated (in Budget)			Actual (Year to Date)				
Felton Cemetery Joint Committee									
Fees		3,860.00			-				
Interest		50.00			-				
VAT Refunds		160.00			-				
Miscellaneous		-			-				
		4,070.00			-				
Parish Contributions		3,200.00			1,417.66				

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Expenditure	Reserves at 1 April 2021	Allocation of Budget at 1 April 2021	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance			
Felton Parish Council										
Non-earmarked Funds (any unspent budget allocation transfers to General Reserves at Year End)										
Admin		-			-		0.00			
Cemetery - Parish contribution		1,350.00			-		1,350.00			
Clerk's Salary		7,000.00			2,569.44		4,430.56			
Clerk's Expenses		250.00			76.84		173.16			
Compliance		35.00			-		35.00			
Donations		500.00			-		500.00			
Insurance		1,625.00			1,568.33		56.67			
IT Costs		260.00			134.98		125.02			
Misc		-			-		0.00			
Recreation Field		2,700.00			116.89		2,583.11			
Recreation Field - All Weather Court Lights		400.00			-		400.00			
Recreation Lane - Upkeep		700.00			-		700.00			
Room Hire		300.00			-		300.00			
Stationery		400.00			61.34		338.66			
Subscriptions and Training		500.00			324.77		175.23			
War Memorial		-			-		0.00			
VAT - Recoverable		500.00			461.39		38.61			
VAT - Unrecoverable (no receipt)		-			-		0.00			
Zoom		175.00			47.96		127.04			
Earmarked Reserves (any unspent funds at Year End are retained in										
Allotments	145.00	100.00			75.00		170.00			
Audit fee	2,400.00	2,200.00			-		4,600.00			
Chartered Surveyor's Costs		3,500.00			-		3,500.00			
Davisons Obelisk	-	200.00			-		200.00			
Defib Machine	85.00	85.00			-		170.00			
Election Costs	1,550.00	2,000.00			-		3,550.00			
Environmental / Riverside	3,498.37	1,500.00			-		4,998.37			
Felton in Bloom	571.88	200.00			47.50		724.38			
Fixed Assets	3,210.68	-			-		3,210.68			

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Expenditure	Reserves at 1 April 2021	Allocation of Budget at 1 April 2021	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance		
Earmarked Reserves cont.									
Legal Fees	6,720.00	2,000.00			1,753.00		6,967.00		
Neighbourhood Plan	3,941.82	-			-		3,941.82		
Noticeboard - Replacement	500.00	-					500.00		
Rec Field - Court Surface	10,000.00	1,000.00					11,000.00		
Rec Field - Drainage	1,500.00	1,000.00			-		2,500.00		
Rec Field - Minor Expenditure	687.07	-			214.91		472.16		
Rec Field - Multi User Building	13,000.00	1,000.00			-		14,000.00		
Rec Field - Play Area	2,271.42	1,500.00			86.00		3,685.42		
Rec Lane - Maintenance	1,375.00	-			-		1,375.00		
Street Furniture	925.92	500.00			48.00		1,377.92		
General Reserves (any unspent funds at Year End are retained in reserve fund)	5,133.76	1,000.00	2,812.29				8,946.05		
	57,515.92	34,480.00	2,812.29	-	7,586.35	-	87,221.86		

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Expenditure	Reserves at 1 April 2021	Allocation of Budget at 1 April 2021	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance		
Felton Cemetery Joint Committee									
Admin		60.00	-		-		60.00		
Room Hire		40.00	-		-		40.00		
Cemetery Clerk's Salary		370.00			300.00		70.00		
Parish Clerk's Salary		-	-		30.10		-30.10		
Insurance		30.00	-		10.29		19.71		
Fixed Assets		320.00	-		-		320.00		
Grounds Maintenance - staff		4,530.00	-		2,355.00		2,175.00		
Grounds Maintenance - other		220.00	-		-		220.00		
Materials		50.00	-		226.75		-176.75		
Fuel		140.00	-		75.84		64.16		
Graves - staff		860.00	-		-		860.00		
Graves - other		-	-		-		0.00		
Waste Area		80.00	-		-		80.00		
War Memorial		240.00	-		-		240.00		
Plants		40.00	-		42.75		-2.75		
Remembrance		-	-		-		0.00		
Misc		100.00	-		-		100.00		
Recoverable VAT		170.00	-		69.06		100.94		
Unrecoverable VAT - no receipt		-	-		-		0.00		
Earmarked Reserves (any unspent)							0.00		
Mower and Strimmer	425.50	-					425.50		
Consecration	750.00	-					750.00		
New Cemetery Fund	10,525.00	-					10,525.00		
Cherry Tree	275.00	-					275.00		
Broom Willis Fund	442.87	-					442.87		
General Reserves (any unspent funds at Year End are retained in reserve fund)	-			-			0.00		
	12,418.37	7,250.00			3,109.79		16,558.58		
BALANCE c/f at 22 August 2021									
Felton Parish Council		69,244.77							
Felton Cemetery Joint Committee		21,229.93							
					Combined Balance		90,474.70		

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ITEM 5b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 6 SEPTEMBER 2021				
Payments for approval made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
P Brown			553.00	
Grounds Maintenance	540.00			Grounds Maintenance
Fuel	10.83	2.17		Fuel
A Lings - Reimbursement for W.I. Plants	25.00		25.00	Felton in Bloom
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
Felton Village Hall				
Room Hire - Parish Council	48.00		60.00	Room Hire
Room Hire - Cemetery Committee	12.00			Room Hire
C Lewis			780.46	
Salary (Jul and Aug)	681.17			Clerk's Salary
Salary (Cemetery - Jul and Aug))	27.09			
Working from Home allowance (Jul and Aug)	38.42			Clerk's Expenses
Zoom Subscription	23.98	4.80		Zoom
NALC Training (Councillor)	5.00			

ITEM 5c – DONATION REQUEST – DCHS TRUST

[INITIAL REQUEST]:

The Big Give Christmas Challenge 2021

I'm emailing you as the Chair of the Duchess's High School Trust - we are a registered charity supporting young people's learning and additional educational experiences at the Duchess's Community High School in Alnwick. We are currently seeking pledges to help kickstart our Big Give Christmas Challenge Campaign (yes, I did say Christmas and I'm sorry, but this is a really good cause). **As a number of children in Felton are pupils at the school, I am hoping you might be able to help us...**

In the last year we have supported projects which remove barriers to learning, provide new opportunities and enhance the learning environment at DCHS: activities that would not take place otherwise. This has included lockdown learning, new tech equipment, breakfast for vulnerable young people, increased visibility for LGBTQ+ students and staff, new CPD library to enhance teaching, new literacy support software, a new confidential sexual health advice service for students in emergency situations, lunchtime clubs and more. Find us on Facebook (@TrustDCHS) or visit our [website](#) to find out more about what we do.

Our focus now is to raise funds to bring more exceptional learning experiences and new opportunities for the benefit of all young people in our local communities. **Now, more than ever, young people deserve experiences which will support their learning and achievement.** The Christmas Challenge will potentially raise £4,000, allowing us to make a great start to 2022.

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Here's how it works:

- The Christmas Challenge is a **match funding platform** which allows charities to double any donations raised during the week 30th November to 7th December.
- Pledges must be at least £100 and we **need** to secure these before **Friday 27th August**.
- After this, we will have the opportunity to turn every £100 into £200 when the Big Give put our campaign to their Charity Champions. If we are successful, the champion match funds will be combined with our pledges to form our matching pot.
- This pot will then be used to double any online donations received during the Christmas Challenge week (30th November to 7th December). So, your £100 pledge, could become £400 for our charity **so worth up to 4 times more**.
- We cannot progress with our campaign, however, unless we secure pledges totalling our target of £1,000. But, don't forget, there is the opportunity to turn £1,000 into £4,000 and this will make a huge difference to our young people in 2022.
- Pledges will be asked to be paid after the Christmas Challenge has finished on the 7th December.

Would Felton Parish Council be able to help us with a pledge to kickstart our fundraising for 2022?

You can pledge any amount from £100 to £800 here <https://www.thebiggive.org.uk/s/pledge?campaignId=a056900001xe916AAA> . At the moment we just need your pledge - a promise that you will make this donation in December, if we are successful in raising the rest of the funds.

[CLERK RESPONDED TO ADVISE THAT THE PARISH COUNCIL WAS NOT MEETING UNTIL 6 SEPTEMBER]

[REVISED REQUEST]:

Thanks for your email. The good news is that we have already reached our pledge target with donations from local businesses and individuals. So, perhaps the Parish Council could consider making a donation to our Christmas Challenge appeal when it goes live in December. This would help us to reach the final stage of our fundraising target and contribute to our activities in 2022: giving all young people a great start to the new year.

Our request is the same as below - just without the imminent deadline!

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ITEM 6c – RECREATION FIELD COMMITTEE TERMS OF REFERENCE

RECREATION FIELD COMMITTEE TERMS OF REFERENCE

DRAFT AUGUST 2021

Approved by Felton Parish Council at its Meeting held on []: Minute []

Approved by Thirston Parish Council at its Meeting held on []: Minute []

Review Date: March 2021

1. AUTHORITY

- 1.1. The Recreation Field Committee is appointed by Felton Parish Council on these Terms of Reference.
- 1.2. Felton Parish Council may resolve at any time to modify the Committee's powers and/or these Terms of Reference.
- 1.3. The Committee is given delegated powers to take such decisions and actions, including the authorisation of expenditure, to fulfil its functions. All decisions, action and expenditure must be in compliance with these Terms of Reference and Felton Parish Council's Standing Orders.
- 1.4. The Committee may establish working groups to deal with specific issues or aims. Such working groups will be advisory only and will make reports or recommendations to the Committee.
- 1.5. The Committee is given delegated powers to proceed with project implementation and associated agreed expenditure, as long as this is in full accordance with plans and timetables agreed with Felton and Thirston Parish Councils.
- 1.6. All Committee Members must comply with Felton Parish Council's Code of Conduct.

2. MEMBERSHIP

2.1. The Committee shall consist of:

2.1.1. **Voting Members:**

- ~~At least three~~ At least three Councillors and one Deputy Substitute Councillor, to be appointed each year by Felton Parish Council at its Annual Meeting or as soon as possible following a vacancy. The Deputy Substitute Councillor may attend meetings in place of any one Councillor.
- One Councillor and one Deputy Substitute Councillor to be appointed each year by Thirston Parish Council at its Annual Meeting or as soon as possible following a vacancy. The Deputy Substitute Councillor may attend meetings in place of the Councillor.
- Additional Councillors may be co-opted by the Committee as required, provided that the number of Councillors from Thirston shall not exceed the number of Councillors from Felton.
- Up to three co-opted non-councillor members from the community or user groups, to be co-opted each year by the Committee as required.
- Non-Councillor Members have voting rights in respect of the management of Recreation Field but may not vote on decisions about the total amount of money which may be spent by Felton Parish Council in respect of Recreation Field.

2.1.2. **Non-Voting Members**

- The Committee may co-opt additional members with specific expertise as required to provide guidance and assistance.
- These members do not have voting rights.

2.2. Members must not be disqualified from being elected or being a member of a local authority, pursuant to Part V of the Local Government Act 1972.

~~2.3. Members must comply with Felton Parish Council's Code of Conduct.~~

3. CHAIRMAN AND VICE-CHAIRMAN

3.1. The Committee will elect a Chairman from among the Councillor Members at its first meeting following the Parish Council Annual Meeting or as the need arises.

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- 3.2. The Committee may elect a Vice-Chairman from among the Councillor Members at its first meeting following the Parish Council Annual Meeting or as the need arises.

4. MEETINGS

- 4.1. The Committee is required to meet at least four times a year.
- ~~4.2. Meetings shall require a quorum of not less than two thirds of voting members, to which must include two three Councillors. from Felton Parish Council and one from Thirston Parish Council.~~

5. FUNCTIONS

5.1. General

- 5.1.1. Ensure that all recreational spaces managed by the Committee are safe for users and residents.
- 5.1.2. Encourage the use of recreational spaces by the whole Community.
- 5.1.3. Support and encourage the expansion and improvement of Recreation Field and sporting facilities.
- 5.1.4. Report to Felton Parish Council after each meeting.
- 5.1.5. Felton Parish Council retains responsibility for maintenance of all the hedges, fences and gates upon the boundaries of Recreation Field.
- 5.1.6. Felton Parish Council retains responsibility for the rough land extending from the south side of Recreation Field to the River Coquet.
- 5.1.7. The Chairman and Vice-Chairman will arrange monthly inspections.

5.2. Play Area

- 5.2.1. Monitor the play area and carry out a monthly risk assessment in line with the Property Management and Risk Assessment Policy.
- 5.2.2. Report to Felton Parish Council each month on the risk assessment.
- 5.2.3. Arrange and facilitate the annual ROSPA safety inspection.
- 5.2.4. Take remedial action as necessary to remedy issues identified by the monthly risk assessment or ROSPA safety inspection: remedial action may include notifying the issue to Felton Parish Council for consideration/decision. Where remedial action is not deemed necessary, keep a record of this decision.
- 5.2.5. Monitor the effectiveness of any maintenance contracts for the play area and advise Felton Parish Council accordingly.

5.3. Recreation Field

- 5.3.1. Monitor Recreation Field and carry out a monthly risk assessment in line with the Property Management and Risk Assessment Policy.
- 5.3.2. Report to Felton Parish Council each month on the risk assessment.
- 5.3.3. Monitor the effectiveness of any maintenance contracts for Recreation Field and advise Felton Parish Council accordingly.
- 5.3.4. Anticipate and examine any usage trends and capacity issues and advise Felton Parish Council accordingly.
- 5.3.5. Liaise with users to track issues on the use of the field and any new opportunities to maximise the benefit of having Recreation Field and advise Felton Parish Council accordingly.
- 5.3.6. Develop plans, including preparation and submission of funding applications, for a new facility building on Recreation Field. Plans must be submitted to Felton and Thirston Parish Councils for approval.

5.4. All Weather Pitch (MUGA)

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- 5.4.1. Monitor the All Weather Pitch and carry out a monthly risk assessment in line with the Property Management and Risk Assessment Policy.
- 5.4.2. Report to Felton Parish Council each month on the risk assessment.
- 5.4.3. Arrange and facilitate the annual ROSPA safety inspection.
- 5.4.4. Anticipate and examine any usage trends and capacity issues and advise Felton Parish Council accordingly.
- 5.4.5. Liaise with users to track issues on the use of the All Weather Pitch and any new opportunities to maximise the benefit of having the All Weather Pitch and advise Felton Parish Council accordingly.

6. FINANCES

- 6.1. The Committee must prepare an annual budget for the next financial year and present it to Felton Parish Council and Thirston Parish Council not later than 18 September.
- 6.2. Felton Parish Council and Thirston Parish Council will consider and approve the budget, with or without amendments.
- 6.3. The Committee is only authorised to commit expenditure in accordance with the approved budget. Any changes or additional expenditure must be approved in advance by Felton Parish Council and Thirston Parish Council.
- 6.4. Invoices should be presented for payment at the next Felton Parish Council meeting.
- 6.5. Felton Parish Council will submit an invoice to Thirston Parish Council annually or as required for a percentage of expenditure based on electoral numbers.

ITEM 13 – LOCAL TRANSPORT PLAN PROGRAMME GUIDANCE

Northumberland Local Transport Plan (LTP) Programme

Parish Council notes for Guidance

Criteria for LTP Schemes

Integrated Transport

The LTP programme has been developed following a comprehensive review of the needs for the maintenance of the highway asset, identified road safety issues and potential improvement of the highway and transport network.

In addition, requests for improvements and maintenance received from the local community over time are recorded in the Directory of Requests database and considered for inclusion in the programme on an annual basis. County Council Members and Town and Parish Councils are provided with details of the requests that have been made within their own areas throughout the year and they are asked to identify key priorities for consideration in the programme for completeness.

The requests are scored by officers in Technical Services and the draft priorities are presented to Council Members in the autumn for their comment before the final draft programme is presented to the Local Area Councils for final comment early in the calendar year, prior to the final approval in March. The process is transparent, however, as the

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demand for schemes significantly outweighs the funding available it is impossible to approve all of the requests that we receive in the annual programme.

- Requests are assessed against the following criteria:

Contribution to National Transport Goals:

- a) Support Economic Growth
- b) Reduce Carbon Emissions
- c) Promote Equality of Opportunity
- d) Contribute to Better Safety, Security and Health
- e) Improve Quality of Life and a Healthy Natural Environment

Other Criteria:

- f) Part of a package of measures
- g) Community Priority
- h) Attracts External Funding or Synergy with other projects

Scoring

- 2 = contributes to the criteria
- 1 = makes some contribution
- 0 = no contribution

- Safety Schemes are assessed according to the number and severity of personal injury accidents.
- Issues concerning traffic regulation (e.g. parking restrictions) are also considered as part of this annual review, rather than on an ad hoc basis throughout the year. This enables county wide priorities to be established.
- When submitting priorities, please give as much information as possible, including the location and the reason for the priority, i.e. what is the issue that needs to be addressed? (e.g. pedestrian safety, speeding traffic). In each case it is the “issue” that is scored, not any proposed solution.

Roads, Bridges & Public Rights of Way Maintenance

- The road, footway and bridge maintenance programme is developed largely from condition surveys. Foot/cycleway maintenance is prioritised where a lot of reactive maintenance work has been carried out and/or complaints from the public have been received.
- Public rights of way schemes are identified by the Countryside Access Team following consultation with path users. Works focus on meeting the Council's statutory duty by repairing flood damage or river erosion and improving the surface and drainage of damaged and well used paths in popular walking/riding areas.

Note

- The LTP programme is capital funding. It cannot be used for revenue funded schemes, such as public transport services or pothole repairs. Requests for new or improved bus or rail services will therefore be forwarded to the Public Transport Team who liaise with operators, (public transport infrastructure, e.g. raised kerbs at bus stops, is eligible for LTP funding).

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Routine maintenance requests such as pothole filling or ditch clearance will be forwarded to the relevant Highway Inspector.

ITEM 16 - CORRESPONDENCE

26/6/21	Email regarding expulsion of public from meeting on 25 June and the withholding of relevant documents	Response sent by Cllr Lings
2/7/21 and various	Emails with NCC regarding Councillor Code of Conduct training	Responses sent
3/7/21	Request to inspect the accounts	Accounts provided for inspection
7/7/21	Notice of publication of Longframlington Neighbourhood Plan to consultees	Circulated to Council
11/7/21	Regarding changes to home page on website and exclusion of public from meetings	Contents noted
12/7/21	Regarding changes to Village Hall policies for Regular Users	Forms completed and returned
20/7/21	Emails regarding Councillors Declaration of Interests Forms on the Parish Council website	Response sent
20/7/21	Location of Grave request for information	Response sent and Cemetery Clerk asked to assist
30/7/21	Confirmation of contact details for multi-council seats on the County NALC Committee	No action required
3/8/21	Enquiry from Hexham Clerk regarding headstone raft foundations charges	Response to be sent
6/8/21	Copied into objection to external auditor to Accounts for 2020/21	No action required
8/8/21	Request for meeting from Eshott Airfield	Response sent
11/8/21	Email from NCC regarding cabinet members meeting with Parish Councils	To be considered – Clerk to circulate
14/8/21	Email from external auditor requesting formal response to objection	To be actioned
16/8/21	Cemetery Minutes not published	Now published and response sent
19/8/21	Email from Newton on the Moor & Swarland Parish Council and response from Longframlington Parish Council regarding lack of engagement from County Councillor Trevor Thorne	Response to be sent
22/8/21	Regarding 20mph speed zone for the village	Response sent
23/8/21	Notification of A1 overnight closure, same traffic control measures to be in place as previously	No response required
23/8/21	Complaint regarding lack of publication of committee minutes and	Cllr Lings to respond

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	emails not acknowledged in timely manner	
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