

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:

5 July 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Friday 9 July 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 1 June 2021 (Pages 3-4)
- b. To approve as a correct record the minutes of the meeting of the Council held on 7 June 2021 (Pages 5-8)

5. Finances

- a. To receive financial statement and budget monitoring document to 24 June 2021 (Pages 9-12)

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- b. To authorise payments (Page 13)
- c. Felton W.I. Request for funds – To consider and approve request for funds from Felton in Bloom reserve fund towards the cost of plants for village planters, to be paid on provision of receipts by the W.I. up to the value of £50

6. Policy and Procedure

To adopt Felton Cemetery Joint Committee Terms of Reference, proposed by Joint Committee (Page 14-15)

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

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

8. Riverside – Back Burn Bridge – Fish Pass

To consider request for access on Riverside to fish pass positioned under the Bridge and to pass a resolution as to whether to permit this (Page 16)

9. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

10. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

11. Standing Item – Parish Representation at Meetings

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

12. Standing Item – Correspondence Received

To receive list of correspondence received during the period to 24 June 2021 (Page 17)

13. Date of Next Ordinary Meeting: 6 September 2021 at 7:15pm in Felton Village Hall

PART 2

14. Resolution to exclude public and press

Felton Parish Council will be invited 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.

15. New Surgery

To consider and to decide between proposals put forward by members of the Parish Council in response to correspondence received from the developer, taking into account any external advice received from including from the solicitor. Proposals may include the formation of a working group (draft terms of reference on Page 18).

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ITEM 4a – DRAFT MINUTES

At the Annual Meeting of the Parish Council held at Felton Village Hall at 7:15pm on Tuesday 1 June 2021.

Present: Cllrs E Blagburn, J Cruden, B Dickson, R Evans, T Hood, G Lings, L Sowter, and F Thornton.

The Chairman made the following statement before opening the meeting:

I would like to make a statement for the benefit of the community and the new councillors on the proposed new surgery. As many of you know, I myself only joined the council in March this year, and was only elected Chairman in May, so this is also an opportunity for me, to make sure the facts as I understand them, are correct. I will be reading this out, first to make sure I do not miss anything, but also to stop me from saying something that may be considered commercially sensitive.

10 years ago, Felton Parish Council acquired the land in front of the layby (near Benlaw Grove) from NCC explicitly for the purpose of building a new doctor's surgery. For whatever reason, that surgery was not built. In the meantime, Bellway purchased the Land that the new estate now sits on. However, that land required access across the land Felton Parish Council had been given for the surgery. As part of the agreement for access to the new estate, Bellway offered to provide alternative land for a doctor's surgery. The land Bellway was offering was supposed to have four affordable houses on it, so as compensation to the community for not building those houses, it had to make what is known as an S106 payment which would be used toward the cost of the new surgery. This S106 payment was for £250000. Whilst Felton Parish Council do not hold this S106 money (it is held by NCC) it was a payment to the community in exchange for the community losing out on four affordable homes for local families, so morally, it can be considered as your money. Going back to the land itself, if you take the cost Bellway paid for the whole development, divide that by the number of properties initially proposed to be built, it roughly works out to £25,000 per plot. Therefore, the land Felton Parish Council will be given has a nominal value of £100,000.

So to clarify, FPC are effectively giving the Drs and by extension the developers, £350,000 towards the cost of the new surgery (£100,000 for land they will not have to purchase and £250000 of S106 money). Now, despite the fact Felton Parish Council will be the owners of the land and in effect the S106 money, we have not been involved in as much of the decision process as we would have liked or expected. In fact, despite the original Project Initiation Document listing us as Stakeholders, we were not given a copy of that document once finalised and indeed subsequent PIDs have removed us as Stakeholders. (At this point, I must stress, that the only reason, the council are aware of, and have even seen, a lot of the documents involved, is thanks to FOI requests from an ordinary member of the public in the village)

Another document, gained through FOI, that the council has seen relating to the build, has assumptions that the council are just going to hand over the land completely to the Developers. This has never been the case and in fact a resolution was passed by Felton Parish Council to only offer the land on a long-term lease. Leasing the land would ensure Felton Parish Council can dictate what it can or can't be used for, in this case purely for a doctor's surgery. (Whilst the council could have handed over the land with covenants and restrictions in place, you should be aware that a developer could buy out those restrictions or even apply for them to be overturned, therefore it could be that the land wouldn't be used for a surgery or could be changed in 20-25 years' time at the end of the proposed contract). Hence why Felton Parish Council are only considering offering the land as leasehold, to keep that element of control.

Felton Parish Council did make some assumptions of its own, (but this was only because as mentioned earlier, we were not involved in the decision process) and one of those assumptions was that either the Drs themselves would be paying for the new surgery (quite often the norm) and would receive Rent from NHS for their own property which would effectively pay their mortgage. Or that the NHS would build the surgery and allow the Drs to use it at a nominal cost. If either of these had been the case, then Felton Parish Council would happily have considered offering the lease of the land at no charge.

However, we only later discovered that a FTSE 250 company were to be the developers and would therefore be taking all the rent that the NHS would be paying and would ultimately be making a profit for themselves (no FTSE company does anything to make a loss).

The council have been made aware of even more documentation, and this shows the rent the developers could expect, which is not unsubstantial, and which would be paid by the NHS and therefore ultimately, you the Taxpayer.

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Felton Parish Council's position is that as the parish is putting up about a quarter of the build costs, the parish should be entitled to a share of the rental income.

At the moment, we are waiting, as we have been for some time, for the Drs and developers to approach us to start negotiations. In the meantime, you should be aware that the Drs and developers, despite the letter you may have seen today, are still getting all the permissions and agreements from the CCG and planning departments etc that they need for the build to go ahead.

I would like to assure parish members that Felton Parish Council are extremely keen for the new Drs surgery to be built, but we also feel you, the community, deserve value for your money, for the contributions of the use of the land and S106 money which is morally the communities.

To speed things up from our end, one of the things we are hope to achieve from today's meeting is to agree that we go ahead with the transfer of land from Bellway into Felton Parish Council's hands as soon as possible, so that we are ready to move as soon as the developers have all their planning permissions etc sorted. I apologise that the meetings have to be closed, we will endeavour to limit this as much as possible going forward, but I hope you understand it is wrong for us, to make public, commercial information, whilst planning and negotiations are still ongoing.

The Chairman asked if any other councillor wished to comment; no further comments were made.

PART 1

1. **Apologies for Absence** – Cllrs Cuthbert and Walton.
2. **Declarations of interest in items on the Agenda** – None
3. **New Surgery – Transfer of Land (Bellway to Felton Parish Council)**

Resolved: To complete the transfer of the surgery land from Bellway to the Parish Council as soon as possible.

PART 2

4. **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.

5. **New Surgery – Solicitor's Terms of Engagement**

Resolved: to agree the solicitor's terms of engagement letter, subject to changing the 'sale' to 'leasehold' throughout and to the addition of the transfer of land from Bellway to the Parish Council to the scope. Once amended, Clerk to sign on behalf of the Parish Council and return.

6. **New Surgery – Review of Advice from Solicitor**

The Parish Council discussed the email advice received from the solicitor. No decisions were taken.

7. **New Surgery – Parish Council's Position**

The Parish Council discussed at length its position and its responsibility to the community to obtain the best possible deal.

Resolved:

- a. to propose a ground rent of 5% of its income from the surgery.
- b. to defer any meeting with the developer while awaiting a response to this proposal.

Chairman closed the meeting at 8:56pm.

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ITEM 4b - DRAFT MINUTES

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

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

28. Apologies for Absence – None

29. Declarations of interest in items on the Agenda – Cllrs Cuthbert and Sowter declared an interest in Item 8 (Recreation Lane).

30. Public Participation

The following questions were raised:

- a. A resident stated that the Parish Council website states you can raise a point for discussion. The public participation item on the agenda limits public participation to items on the Agenda. Cllr Lings will respond in due course.
- b. A resident asked if the insurance cover under Agenda Item 5c includes the Bridge Printer. The Clerk advised that it does.
- c. A resident asked what is meant by open door policy as referred to in Agenda Item 6c. This will be discussed during that item. No decisions have yet taken place.
- d. A resident stated that parking on the pavement as referred to in Agenda Item 9a is unlawful wherever it occurs in the village. This will be discussed during that item.
- e. A resident stated that agenda Item 10a should refer to 'patients' and not residents. The Clerk agreed with this but had not realised that the letters were sent only to patients when the agenda item was requested. The resident commented that the letter contained a lot of untrue statements and asked how strongly the Parish Council would be responding. This will be discussed during that item.
- f. A resident asked if the Parish Council has met with the surgery developer and if so when. The Parish Council has not met with the developer.
- g. A resident asked why Cllr Hood does not report on meetings he attends for NALC.
- h. A resident asked if members of the public are allowed to submit questions for the Agenda. The Clerk responded that if correspondence is received then this can be added to an agenda if it requires a decision.

31. The Minutes of the meeting held on 17 May 2021 were agreed as a true record subject to the following amendments:

- a. **Minute 15b** – Correction to year of meetings on 7 February, 7 March and 4 April, to read 2022 not 2021.
- b. **Minute 18b** – addition of "reimbursement of grass matting costs" as a description of the payment to L Sowter.

32. Finance

- a. Approval of the Accounts and the Annual Governance and Accountability Return (AGAR) for 2020/21 must be completed by 30 June. The files are with the internal auditor and it is hoped that the internal audit will be finished by the end of the week. A further meeting will need to be scheduled for the approval of the accounts and AGAR. Cllr Lings asked councillors to take time to review the JPAG Guidance before the meeting. The latest JPAG guidance will be adopted early.
- b. The Parish Council received the financial statement to 1 June 2021. The following points were raised:
 - i. The cost of maintenance and upkeep for Davisons Obelisk is shared with Newton on the Moor & Swarland Parish Council. The Clerk sends an invoice for this and the monies received are recorded in receipts.
 - ii. The insurance costs for the War Memorial are shared with Thirston and Newton on the Moor & Swarland Parish Councils, and for Davisons Obelisk with Newton on the Moor & Swarland Parish Council. Again, this is invoiced and recorded in receipts.
 - iii. There is currently no maintenance contribution income for Recreation Lane, but this may change when the Deeds regarding access are finalised.

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- iv. The Parish Council's contribution to the Joint Cemetery Committee is a balancing payment between the total anticipated income and the total anticipated expenditure, divided three ways between the three constituent parish councils by the number on each electoral role.
 - v. The chartered surveyor's office has been asked for a breakdown of fees but this has not yet been received.
 - vi. The Cherry Tree Reserve Fund in the Joint Cemetery accounts was held against any ongoing issues with a problem cherry tree. The issues were resolved but the fund was retained as a contingency fund. The Joint Cemetery Committee can review whether the fund is still required.
 - vii. The Broom Willis Reserve Fund holds monies donated for the maintenance of certain graves.
- c. The Clerk has paid the insurance premium and cover is effective from 1 June. Insurance cover will be included in the Feb/March agenda next year to be reviewed in time for budget setting in the Autumn.
- d. Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
Southern Electric	Recreation Field	£116.89	£5.84	£122.73	PC21/22.8
C Lewis	Clerks Salary Clerk's Expenses Zoom	£641.20	£2.40	£643.60	PC21/22.9
P Brown	Grounds Maintenance – Staff Fuel	£621.67	£4.33	£626.00	FCJC21/22.5
S Wilson – Allotment Rent	Allotments	£75.00		£75.00	PC21/22.10
Zurich	Insurance	£1,578.62		£1,578.62	PC21/22.11 and FCJC21/22.6

33. Timing for publication of the Agenda

Resolved: The agenda will be published when possible five clear working days (excluding weekends) before the meeting. The statutory minimum of three clear working days will still be applicable for additions to the agenda and for meetings which need to be arranged at short notice, for example, extraordinary meetings.

34. Clerk's attendance at Committee Meetings

Cllr Lings noted that the Clerk was working very hard and was not getting through everything. Cllr Lings proposed that the Clerk should only attend full parish council meetings. Following discussion Cllr Lings withdrew his proposal and no vote was taken.

35. Open Door Policy and Social Media

The Parish Council discussed the possibility of monthly open door surgeries. The limitations of public participation at meetings were discussed. It was noted that members of the public can approach and have informal discussions with councillors face to face, by telephone or by email, who can request items to be added to the agenda. The Parish Council also discussed the use of facebook as a means of communication. It was noted that there is already a village facebook page. Concerns were raised about administration and moderating a council page, and that not everyone is on facebook. Cllrs Cruden, Cuthbert and Evans will consider how the village facebook page/ a parish council page could be used and to report back with further comments.

Resolved:

- a. To submit an article for each edition of the Bridge authored by councillors on a rota basis. Cllr Lings to write the first article. Articles to be reviewed by the Chairman and Vice-Chairman before submission.
- b. Mini profiles of each councillor to be included in the next edition of the Bridge and added to the website.
- c. Cllrs Cruden, Cuthbert and Evans to discuss use of the village facebook page and to report back with further comments.

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36. Annual Parish Meeting

It was agreed to wait to hold the meeting until after 21 June, possibly to be held outdoors to encourage attendance and to avoid any restrictions on numbers at the Village Hall. Further discussion will take place at the next meeting. Cllr Walton will ask the Fair Committee if the gazebos could be used.

37. Property Management – Phone Boxes

- a. Red Phone Box (The Old Bridge) – It was noted that this is listed, which may involve special requirements. The Clerk will ask Mr Hodkinson whether he is still taking painting work. Cllr Evans reported that there are phone box enthusiasts nationwide who may be able to provide information. Cllr Evans will look at what information can be obtained.
- b. BT Phone Box (West View) – BT has previously indicated that this box may be removed due to infrequent use. The Parish Council put an objection in on the basis that phone signal is unreliable and the box is near the defibrillator at the Village Hall. Cllr Lings will contact BT; Clerk to send Cllr Lings any contact details on file.

38. Recreation Lane – Felton Park Estate Allotment Plot Access

[Cllr Cruden left the meeting due to his interest in this item.]

The Parish Council considered the licence document provided by Cllr Cruden and noted that Cllr Cruden is a valid licence holder until March 2022.

Resolved: The Parish Council acknowledge Cllr Cruden as a valid licence holder of the Felton Park Estates Allotment and as such confirms that he enjoys the access rights of that property along Recreation Lane until the expiry of his licence in March 2022.

[Cllr Cruden rejoined the meeting.]

39. Traffic and Parking Matters

- a. Cllr Lings has informed Northumbria Police about vehicles parking on the pavement and they will respond to reported incidents and will contact the registered keeper of any obstructions. Cllr Lings has also contacted the surgery to ask that cars are spaced with a wider gap to allow a wheelchair or double buggy to pass between them. Any member of the public can report parking issues to NCC highways or can report vehicles which are obstructing the footpaths to Northumbria Police.
- b. The Parish Council discussed traffic diversions through Felton when the A1 is closed. IT was agreed that advance notice of closures should be given and that there should be traffic measures in place and a clear consensus about where residents should park. Cllr Lings will raise this with County Cllrs Trevor Thorne and Glen Sanderson and with Northumbria Police.

40. New Surgery

- a. The Parish Council discussed the letter sent to patients [and not residents as stated on the Agenda] by Felton Surgery regarding the proposed new surgery build. The Parish Council is concerned that patients are struggling to get to Widdrington for appointments and to collect prescriptions, especially as it is a “double bus route”. The Parish Council noted that it is possible for a prescription to be sent out by post on request; this may not be widely known. Cllrs Blagburn and Dickson will ask the Patient Participation Group to speak to the surgery about publicising this service.
- b. Felton Surgery has begun a consultation survey on the proposed new build. The Clerk will put details in the Parish Council noticeboard and patients are encouraged to complete this.
- c. Discussion of the Parish Council's position in relation to the land and the new build surgery was deferred, pending a response from the developers to the Parish Council's counter-proposal.

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41. Report from County Councillor Trevor Thorne

None received. The Clerk sent an email to County Cllr Thorne asking for his attendance at the meeting and expressing the Parish Council's disappointment that he had failed to attend the previous meeting or to submit a written report. However, the Clerk has received no response. Cllr Lings will send a follow up email.

42. Update from Northumbria Police

Two crimes have been recorded in the period from 1 May to 31 May 2021. The Police have stated that they are unable to disclose details but that there is no cause for residents to have concerns. The Police are continuing to monitor Recreation Field and the play area for anti-social behaviour. The Community Engagement Van should be running again soon and details will be provided in due course. Cllr Lings will request further details of the recorded crimes.

43. Parish Representation at Meetings

There has been no meeting with the developers or with Felton Surgery. There have been no other meetings.

44. Update on Ongoing Matters

2020/1a The unofficial layby which has been fenced off by NCC is covering well with new grass. However, the problem has simply been moved further down the road, where a 'new' unofficial layby is forming. The Clerk has raised this with County Cllr Thorne. The Clerk will request a village walk-round with Neighbourhood Services.

45. Correspondence

The Clerk reported on correspondence received and not covered elsewhere on the Agenda. The letter from Sintons will be placed on an agenda for discussion. There have been a few requests to use the MUGA from non-sporting groups seeking a Covid-compliant venue for their activities; the Clerk has responded favourably as there is no booking system in place. There have also been a few requests from groups wishing to hold sales on the bridge. The Parish Council does not own the Bridge and permission should be sought from NCC, though the Parish Council does appreciate being kept informed.

46. Date of Next Ordinary Meeting – 7:15pm, 5 July 2021, Felton Village Hall

47. Items for the Next Agenda

- Village Clean Up
- Queen's Jubilee – to discuss planting of a commemorative oak

Chairman closed the meeting at 9:23pm.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 24 June 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			1.94				
Davisons Obelisk		175.00			-				
Donations		-			-				
Insurance		480.00			-				
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			-				
VAT Refunds		500.00			-				
War Memorial		-			-				
		34,480.00			15,828.27				
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			1,986.53		5,013.47		
Clerk's Expenses		250.00			57.63		192.37		
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			-		400.00		
Subscriptions and Training		500.00			249.77		250.23		
War Memorial		-			-		0.00		
VAT - Recoverable		500.00			235.62		264.38		
VAT - Unrecoverable (no receipt)		-			-		0.00		
Zoom		175.00			35.97		139.03		
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			-		771.88		
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			806.00		7,914.00		
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			-		3,771.42		
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	-	5,529.63	-	89,278.58		

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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		-	-		-		0.00		
Insurance		30.00	-		10.29		19.71		
Fixed Assets		320.00	-		-		320.00		
Grounds Maintenance - staff		4,530.00	-		1,455.00		3,075.00		
Grounds Maintenance - other		220.00	-		-		220.00		
Materials		50.00	-		135.73		-85.73		
Fuel		140.00	-		43.34		96.66		
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	-		-		40.00		
Remembrance		-	-		-		0.00		
Misc		100.00	-		-		100.00		
Recoverable VAT		170.00	-		35.80		134.20		
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			1,980.16		17,688.21		
BALANCE c/f at 24 June 2021									
Felton Parish Council		70,626.85							
Felton Cemetery Joint Committee		20,941.90							
					Combined Balance		91,568.75		

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ITEM 5b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 9 JULY 2021				
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
C Lewis			721.61	
Salary	582.91			Clerk's Salary
Salary (Cemetery)	30.10			
Working from Home allowance	19.21			Clerk's Expenses
Zoom Subscription	11.99	2.40		Zoom
NALC Councillor Training	75.00			Training
H Hood			78.30	
Plants for Cemetery	42.75	8.55		Cemetery - Plants
Plants for Felton in Bloom	22.50	4.50		Felton in Bloom
Bentham Ltd	61.34	12.27	73.61	Stationery
P Brown			386.00	
Grounds Maintenance (incl correction to payment in previous month)	360.00			Grounds Maintenance
Fuel	21.67	4.33		Fuel
Gustharts- Machinery parts	91.02	18.21	109.23	Cemetery - Materials

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ITEM 6 – FELTON CEMETERY JOINT COMMITTEE TERMS OF REFERENCE

Terms of Reference

- 1 Background:** Felton Cemetery Joint Committee (the Committee) is a committee of the three parish councils of Felton, Newton on the Moor & Swarland, and Thirston, formed under section 101 of the Local Government Act 1972 to administer these councils' functions as Burial Authorities.
- 2 Name:** Felton Cemetery Joint Committee
- 3 Territory:** The areas served by the parish councils of Felton, Newton on the Moor & Swarland, and Thirston, in the county of Northumberland.
- 4 Functions:** The Committee will operate the Burial and Cremation functions of the three parish councils, as provided by Section 214 of the Local Government Act 1972, subject to the provisions contained in these Terms of Reference. The Committee shall also be responsible for the upkeep of the war memorial situated at Riverside, Felton.
- 5 Lead authority:** Felton Parish Council shall perform the role of lead authority, in relation to the legal liabilities, financial accountability, contracts and other matters of the Committee, on behalf of the three parish councils.
- 6 Composition:** The Committee shall consist of the following number of councillors, nominated by their respective councils:

Felton	2 members
Newton on the Moor & Swarland	2 members
Thirston	1 member
- 7 Terms of Office:** Every municipal year, the Annual Meeting of each parish council will review and confirm their council's representation on the Committee.
- 8 Meetings:** The Committee will meet on no fewer than four occasions in each municipal year. One of these meetings will be an Annual Meeting, to be held each year normally in May or June, at which the Committee members will elect a Chairman and a Vice Chairman from among their members.
- 9 Rules:** The Committee will comply with all procedural requirements that apply to committees of parish councils. In addition, the Committee may adopt its own rules or standing orders, which shall not be in conflict with those of the lead authority.
- 10 Attendance at meetings:** Meetings of the Committee will be quorate when no fewer than three members are present.
- 11 Finance:**
 - (i) The Parish Clerk of the lead authority will prepare end of year accounts for the Committee which will include a breakdown showing the apportionment of receipts and payments between each of the three parish councils. The lead authority will only include its own share of receipts and payments in its accounts subject to any contrary guidance issued by the Joint Panel on Accountability and Governance.
 - (ii) Before the end of October each year the Committee will prepare a budget for the following financial year, showing (inter alia) what financial contribution is requested from each of the parish councils.
 - (iii) The three parish councils will each contribute to the budget of the Committee, in direct proportion to the number of electors on their respective electoral registers.
 - (iv) The Committee may take financial decisions in accordance with its agreed budget and its standing orders/financial regulations. Before making any significant departure from its budget, the Committee shall consult the three parish councils.
 - (v) The Committee will review and may amend the scale of Cemetery fees and salaries for ground maintenance and cemetery work carried out by Felton Parish Council employees not later than 31 March each year.

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- 12 Property:** Unless otherwise agreed and specified, the property of the Committee will be held jointly by the three parish councils
- 13 Employees:** The Committee is the line manager for the following employees of the lead authority:
- (i) any employee engaged in grounds maintenance at the Cemetery;
 - (ii) any employee engaged in grave works, including in relation to casks of ashes;
 - (iii) any employee engaged in standby provision in relation to grave works;
 - (iv) the Cemetery Clerk; and
 - (v) the Parish Clerk of the lead authority, when engaged in work relating to the Cemetery.
- 14 Delegation:** The Committee may delegate to an officer such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the Committee meetings' minutes.
- 15 Remembrance Day Arrangements:** The Committee is responsible for Remembrance Day arrangements for the ecclesiastical parishes of Felton and Thirston. The Committee may, at its discretion, invite representatives from the church and local groups to participate in Committee meetings where Remembrance Day arrangements are to be discussed.
- 16 Review and Amendment:** The three parish councils will review and may agree to amend these Terms of Reference as required.
- 17 Dissolution and changes in arrangements:** Dissolution of, or significant changes to, these arrangements will be subject to the consent of the principal local authority (Northumberland County Council), as required by paragraph 4 of schedule 26 of the Local Government Act 1972.

Adopted by Felton Parish Council at its Meeting on []

Adopted by Newton & Swarland Parish Council at its Meeting on []

Adopted by Thirston Parish Council at its Meeting on []

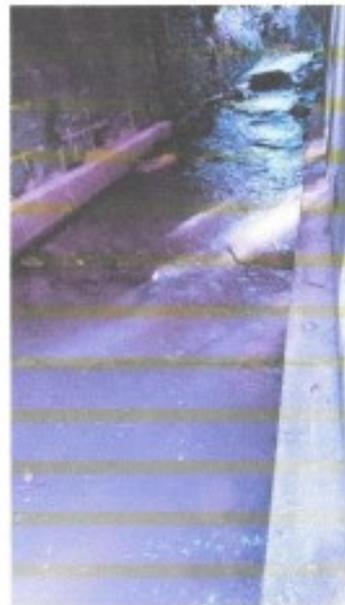
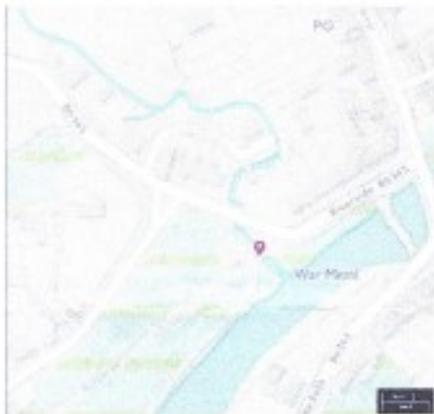


Coquet 2020 Vision fish passage project

Agreement to access, undertake and maintain works: Felton Back Burn at NU18428 00278

Background

The Northumberland Rivers Trust has secured lottery funding to deliver fish and eel passage at 20 sites in the catchment of the river Coquet. The Lottery require us to have a simple signed agreement in place to access the site, deliver the works and carry out necessary repairs or maintenance. Designs are being developed but are not expected to vary markedly from those suggested below. However, we need to have an agreement in place us to develop the project.



Proposed Works

There is rock beneath the bridge at this location. It is proposed to improve passage by bolting a 300mm high timber between the concrete edges at the base of the wall. This will have a notch in the centre. In flood conditions, the Coquet backs up into this bridge and so the timber will have no effect on levels in the Back Burn upstream from the bridge.

Agreement

The Northumberland Rivers Trust and their contractor will access the site to undertake the works between June and September 2021 (the works are expected to take up to 1 week). The NRT will periodically inspect the works over the next 10 years and undertake necessary maintenance or repair works (subject to available funding).

Northumberland Rivers Trust:

Felton Parish Council:

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ITEM 12 - CORRESPONDENCE

1/6/21	Request re use of All Weather Pitch	Response sent
9/6/21	Query about grass cutting on the surgery site	Response sent
11/6/21	Informing Parish Council that website needs updating on the front page with the new Chairman's name	Response sent
13/6/21	DPI documents not published on FPC website within statutory 28 days and councillor contact details	Response sent – DOI Forms were submitted by all councillors to NCC by the 28 day deadline. NCC is still processing these and they will be added to the Felton Parish Council website once the NCC website is updated. Councillors have been asked to provide such contact details as they wish to be included on the website and these are up to date.
13/6/21	NCC public records of councillors incorrect	Response sent – Clerk agrees, NCC state they are in the process of updating.
15/6/21	Free Cycle training for adults resident in Northumberland – offer via Cycle with Jan, funded by NCC	Flyer added to website
23/6/21	Notice of plant sale on Bridge on Sunday 11 July, pending NCC approvals	Response sent
21/6/21 and various	Regarding Public Questions on the Agenda	Response sent and councillor discussion ongoing
24/6/21	Requesting publication of draft Minutes from 1 June as relevant papers for surgery meeting on 25 June 2021	Prepared and will be published on 25 June 2021

SURGERY WORKING GROUP TERMS OF REFERENCE

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

Minute []

Review Date: []

1. The purpose of the Surgery Working Group (“SWG”) is to review and consider documents and correspondence including proposals relating to the surgery from any party and to report back to the Parish Council. Reports may include recommendations if appropriate.
2. The SWG will have a minimum of three councillor members, appointed by the Parish Council.
3. The Parish Council will appoint a lead councillor.
4. The SWG may co-opt other councillors and non councillor members onto the SWG as needed, to bring required or desirable expertise onto the SWG.
5. The work and remit of the SWG will be reviewed periodically.
6. It is intended that the SWG will continue until the completion of the new surgery build.
7. The Parish Council’s Code of Conduct applies to the SWG.