

# 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:

1 June 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 7 June 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.

Clair Lewis

---

## AGENDA

### 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-g)

### 4. Minutes of previous meetings

To approve as a correct record the minutes of the meeting of the Council held on 17 May 2021 (Pages 3-6)

### 5. Finances

- a. End of Year arrangements – to receive update
- b. To receive financial statement and budget monitoring document to 1 June 2021 (Pages 7-10)
- c. To review level of insurance cover (see separate document)
- d. To authorise payments (Page 11)

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

## 6. Policy and Procedure

- a. To review timing for publication of Agenda and to agree any changes – Cllr Lings has proposed that the Agenda should be published one week in advance of the meeting
- b. To consider Clerk's attendance at Committee meetings – Cllr Lings and Sowter have proposed that the Clerk should only be required at full Parish Council meetings, with a further review after six months
- c. To consider an open door policy with residents, the introduction of a social media page and to consider arrangements for the Annual Parish Meeting and to agree any actions

## 7. Property Management – Phone Boxes

- a. To discuss the refurbishment of the Red Phone Box (on the Bridge) and to agree any actions, which could include delegation to the Property Management Committee
- b. To discuss the BT Phone Box and agree any actions, which could include delegation to the Property Management Committee

## 8. Recreation Lane – Allotment Plot Access

To consider access matters in light of content of copy Licence and to agree response

## 9. Traffic and Parking Matters

- a. To discuss delivery vehicles driving onto the pavement outside Coquet Vale and to agree any actions
- b. To discuss A1 closures and consequent traffic issues in Felton and to agree any actions

## 10. New Surgery

- a. To discuss letter sent to residents by Felton Surgery and to agree any actions
- b. To review position and any response received from the developer and to agree any actions and next steps

## 11. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

## 12. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

## 13. Standing Item – Parish Representation at Meetings

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

## 14. Standing Item – Ongoing Matters

To receive update on ongoing matters

## 15. Standing Item – Correspondence Received

To receive list of correspondence received during the period to 1 June 2021 (Page 12)

## 16. Items for next agenda

## 17. Date of Next Ordinary Meeting: 5 July 2021 at 7:00pm in Felton Village Hall

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

## ITEM 4 – DRAFT MINUTES

At the Annual Meeting of the Parish Council held at Felton Village Hall at 7:00pm on Monday 17 May 2021.

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

### 1. Election of Chairman

Resolved: to elect Cllr Lings as Chairman.

Cllr Lings signed a declaration of acceptance of office which was received by the Parish Council.

### 2. Election of Vice Chairman

Resolved: to elect Cllr Sowter as Vice-Chairman.

Cllr Sowter signed a declaration of acceptance of office which was received by the Parish Council.

### 3. Declaration of Acceptance of Office

The Clerk confirmed that declarations of acceptance of office had been made by all councillors in her presence and these were received by the Parish Council.

### 4. Apologies for Absence – None

### 5. Declarations of interest in items on the Agenda – None

### 6. The Minutes of the meeting held on 4 March 2021 were agreed as a true record subject to the following amendments:

- a. **Opening Line** – addition of “Extraordinary”.
- b. **Minute 196** – replacement of the word “report” with “document to be approved by the Parish Council”.

### 7. The Minutes of the meeting held on 19 March 2021 were agreed as a true record subject to the following amendments:

- a. **Opening Line** – addition of “Extraordinary”.
- b. **Minute 202** – replacement of the word “report” with “document to be approved by the Parish Council”.

### 8. The Minutes of the meeting held on 25 March 2021 were agreed as a true record subject to the following amendments:

- a. **Opening Line** – addition of “Extraordinary”.
- b. **Minute 212** – addition of the following resolution “to ask Martin Wilson to look at the Parish Council’s position afresh”.
- c. **Minute 217** – deletion of “-60”.
- d. **Minute 220(1)** – correction of typographical error, “sire” to “site”.

### 9. The Minutes of the meeting held on 1 April 2021 were agreed as a true record subject to the following amendments:

- a. **Opening Line** – addition of “Extraordinary”.
- b. **Minute 228** – replacement of the word “report” with “document to be approved by the Parish Council”.
- c. **Minute 228c** – addition of the words “as if starting afresh”.
- d. **Minute 232d** – addition of the word “further”.

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

10. The **Minutes of the meeting held on 6 April 2021** were agreed as a true record subject to the following amendments:

- a. **Minute 236** – inclusion of Cllr Blagburn in the list of apologies received.
- b. **Minute 241b** – replacement of the words “South Lane and South View” with the word “Layby”.
- c. **Minute 243** – addition of the words “and also considered the response from the internal auditor”.
- d. **Minute 247 – 2020/5b** – addition of “The Oval – “.

## 11. Appointment of Members to Existing Committees and Working Groups

Resolved:

- a. to make the following appointments:

Felton Cemetery Joint Committee	Cllr Dickson Cllr Hood Cllr Walton (Substitute Member)
Recreation Field Committee	Cllr Dickson Cllr Sowter Cllr Thornton Cllr Cuthbert (Substitute Member)
Complaints Committee	All members
Policies Review Working Group	Cllr Blagburn Cllr Dickson Cllr Lings Cllr Sowter
Contracts Working Group	Cllr Evans Cllr Sowter Cllr Walton
Oval Working Group	Cllr Cruden Cllr Dickson Cllr Thornton  Mrs Krzyzosiak to be invited to join the working group as a non-councillor member
South Lane and South View Working Group	Cllr Cruden Cllr Dickson Cllr Thornton  Mrs Krzyzosiak to be invited to join the working group as a non-councillor member
Layby Working Group	Cllr Cruden Cllr Dickson Cllr Lings Cllr Thornton  Mrs Krzyzosiak to be invited to join the working group as a non-councillor member
Neighbourhood Plan Steering Group	Cllr Cuthbert Cllr Evans Cllr Walton

- b. to reorganise the remaining working groups as committees.

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

## 12. Appointment of New Committees and Working Groups

Resolved:

- a. to appoint new committees and to make appointments to those committees as follows:

Finance Committee  (to replace the Audit and Accounts Working Group)	Cllr Blagburn Cllr Evans Cllr Hood Cllr Lings
Property Management Committee  (to replace the Property Management Working Group, with authority to establish working groups as required to cover the Environmental Working Group, incorporating Felton in Bloom, Davisons Obelisk and Footpaths Monitoring, and the Allotments Working Group)	Cllr Cruden Cllr Dickson Cllr Hood Cllr Lings Cllr Thornton
Environment and Sustainability Committee	Cllr Cuthbert Cllr Evans Cllr Walton

- b. Clerk to liaise with new committees to prepare draft terms of reference.

## 13. Scheduled Review of Terms of Reference, Policies and Regulations

Resolved: Clerk and Cllr Sowter to review and update list of all policies and terms of reference, and to include indication of priority order for review, to be approved by Parish Council.

## 14. Deferral of Remaining Items of Business from Standing Order 6j

Resolved: to defer the following items of business

- General Power of Competence until Clerk has completed her CILCA qualification.
- Review of Inventory of Land to meeting at which draft Accounts and AGAR are considered.
- Confirmation of Insurance Arrangements until budget setting.
- Review of Subscriptions until budget setting.
- Review of Council's Expenditure under s137 of LGA 1972 to meeting at which draft Accounts and AGAR are considered.

## 15. Time and Place of Ordinary Meetings

Resolved: to set the following dates for the ordinary meetings of the Parish Council, to take place at 7:15pm in Felton Village Hall unless otherwise specified on the agenda for the meeting.

7 June 2021  
5 July 2021  
6 September 2021  
4 October 2021  
1 November 2021  
6 December 2021  
7 February 2021  
7 March 2021  
4 April 2021

## 16. Report from County Councillor Trevor Thorne – None received.

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

Resolved: Clerk to write to County Cllr Thorne to express the Parish Council's dissatisfaction with the lack of report. County Cllr Thorne to be asked to attend meetings, in which case the order of business will be adjusted to allow him to speak early in the meeting, or in the event that he is unable to attend, to submit a written report in advance of the meeting which the Clerk will read out.

## 17. Report from Northumbria Police

A report was received from PCSO Katie Gerrard (9395). From 21 June, officers will be permitted to attend meetings and will send a report where their shifts do not permit this. There are no recorded crimes on the system for Felton for the period 4 April to 4 May. There have been no reported incidents except the removal of the All-Weather Court gate on Recreation Field. The police will include the Recreation Field on their patrols. The Community Engagement van will be used again this summer. Cllr Lings will circulate the information received about community engagement. The police should be made aware of the traffic issues caused by the A1 closures.

## 18. Finance

- a. The financial summary and budget monitoring document as at 10 May 2021 was noted.
- b. Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Reference
H Hood	Cemetery Clerk	£300.00		FCJC21/22.1
P Brown	Grounds Maintenance Fuel	£621.67	£4.33	FCJC21/22.4
L Sowter	Recreation Field – minor expenditure	£177.91	£35.58	PC21/22.2
Fife Plant	Recreation Field – minor expenditure	£37.00	£7.40	PC21/22.3
NCC Sign Shop	Street Furniture	£48.00	£9.60	PC21/22.4
C Lewis	Clerk's Fees Clerk's Expenses Zoom	£701.40	£2.40	PC21/22.5
NALC	IT Costs Subscription	£319.77		PC21/22.6
Adam Douglas LLP	Legal Fees	£806.00	£160.00	PC21/22.7

- c. Resolved: to appoint Cllr Cuthbert to verify bank reconciliations in accordance with Financial Regulation 2.2.
- d. Resolved: to appoint Cllrs Dickson and Lings as additional signatories to the bank mandate, alongside the current signatories Cllrs Hood and Sowter who will continue.

## 19. Date of Next Meeting – 7:15pm, 7 June 2021, Felton Village Hall

## 20. Items for the Next Agenda

- A1 Closures
- Red Phone Box refurbishment
- BT Phone Box
- Delivery vehicles driving onto pavement outside Coquet Vale
- Publication of Agenda one week before meeting
- Open door policy with residents
- Social media page
- Annual Parish Meeting arrangements

Chairman closed the meeting at 8:42pm.

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 5b

FELTON PARISH COUNCIL		Financial Position at 1 June 2021					
<b>BALANCE b/f at 1 April 2021</b>							
Felton Parish Council			60,328.21				
Felton Cemetery Joint Committee			22,922.06		Combined Balance b/f	<b>83,250.27</b>	
<b>Income</b>			<b>Anticipated (in Budget)</b>		<b>Actual (Year to Date)</b>		
<b>Felton Parish Council</b>							
Precept			31,077.00		15,538.50		
Allotments			220.00		180.00		
Bank Interest			60.00		1.47		
Davisons Obelisk			175.00		-		
Donations			-		-		
Insurance			480.00		-		
Northern Powergrid Wayleave - Recreation Field			78.00		-		
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			-		-		
			<b>34,480.00</b>		<b>15,719.97</b>		
<b>Income</b>			<b>Anticipated (in Budget)</b>		<b>Actual (Year to Date)</b>		
<b>Felton Cemetery Joint Committee</b>							
Fees			3,860.00		-		
Interest			50.00		-		
VAT Refunds			160.00		-		
Parish Contributions			3,200.00		1,417.66		
Miscellaneous			-		-		
			<b>7,270.00</b>		<b>1,417.66</b>		

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

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	
<b>Felton Parish Council</b>								
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			1,376.53		5,623.47	
Clerk's Expenses		250.00			38.42		211.58	
Compliance		35.00			-		35.00	
Donations		500.00			-		500.00	
Insurance		1,625.00			-		1,625.00	
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			233.22		266.78	
VAT - Unrecoverable (no receipt)		-			-		0.00	
Zoom		175.00			23.98		151.02	
Earmarked Reserves (any unspent funds at Year End are retained in								
Allotments	145.00	100.00			-		245.00	
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	



# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

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	-	3,242.70	-	91,565.51	

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

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
<b>Felton Cemetery Joint Committee</b>							
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	-		-		30.00
Fixed Assets		320.00	-		-		320.00
Grounds Maintenance - staff		4,530.00	-		855.00		3,675.00
Grounds Maintenance - other		220.00	-		-		220.00
Materials		50.00	-		135.73		-85.73
Fuel		140.00	-		21.67		118.33
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	-		31.47		138.53
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			1,343.87		18,324.50
<b>BALANCE c/f at 1 June 2021</b>							
Felton Parish Council		72,805.48					
Felton Cemetery Joint Committee		22,995.85				Combined Balance	95,801.33

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 5c

PAYMENTS FOR APPROVAL AT THE MEETING ON 7 JUNE 2021				
<b>Payments since the last meeting</b>				
<b>Payee</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	<b>Head of Expenditure</b>
Southern Electric	116.89	5.84	122.73	Recreation Field
<b>Payments for approval</b>				
<b>Payee</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	<b>Head of Expenditure</b>
C Lewis				
Salary	610.00			Clerk's Salary
Working from Home allowance	19.21			Clerk's Expenses
Zoom Subscription	11.99	2.40	643.60	Zoom
P Brown				
Grounds Maintenance - staff	600.00	-		Grounds Maintenance - staff
Fuel	21.67	4.33	626.00	Fuel
S Wilson - Allotment Rent	75.00			Allotments
Zurich	1,578.62		1,578.62	Insurance

# FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

## ITEM 13

6/4/21	Email forwarded by TPC re art sales on the Bridge	Response sent – FPC has no power to authorise stalls on the Bridge as it does not own the Bridge, but appreciates the notice; advised to contact NCC
8/4/21	Email letter from Sintons re Recreation Lane access	Forwarded to councillors
15/4/21	Email re changes to WI details on website	Changes made
23/4/21	NCC email re Respect Campaign	Forwarded to councillors
24/4/21	Email request to publish Recreation Field Committee minutes on website and to send copy by email	Actioned
27/4/21	Copied into FOI email to NCC re Eshott airfield expansion plans	No FOI action required by FPC
4/5/21	Email from NCC Sport Development Officer re tennis court provision	Response sent
4/5/21	Email from Bridge Singers re use of All Weather Court	Response sent
10/5/21	Email re Annual Parish Meeting and Annual Parish Council meeting	APM minutes published; Annual Parish Meeting deferred in line with guidance from Northumberland ALC and to be discussed at meeting on 7 June
14/5/21	Email re transport to medical appointments	Clerk to ask office for more details
17/5/21	Email from Family history researcher	Forwarded to Cemetery Clerk
19/5/21	Email re plant sale on the Bridge	Response sent