

FELTON PARISH COUNCIL

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Chairman
Greg Lings

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

To the Members of Felton Parish Council:

27 November 2021

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

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 4 October 2021 (Pages 3-7)
- b. To approve as a correct record the minutes of the meeting of the Council held on 1 November 2021 (Pages 7-10)

5. Finances

- a. To receive financial statement and budget monitoring document to 26 November 2021 (Pages 11-14)
- b. To authorise payments (Page 15)

6. Contracts – Grass Cutting

- a. To receive summary and scoring of tenders from Contracts Working Group (circulated separately)
- b. To agree award of contract

7. Contracts – Landscaping

- a. To receive summary and scoring of tenders from Contracts Working Group (circulated separately)
- b. To agree award of contract

8. Felton Surgery

- a. To agree Transfer document for transfer of surgery land from Bellway to the Parish Council (circulated as separate document)
- b. To review progress and to agree any required actions

9. Recreation Lane – Access

To agree documents (circulated separately) formalising access to properties on Recreation Lane and to agree next steps

10. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

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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 – Update from Northumbria Police

To receive a report from Northumbria Police

13.Standing Item – Correspondence Received

To receive list of correspondence received during the period to 26 November 2021 (Pages 15 and 16)

14.Planning

To receive list of ongoing planning matters (Page 16)

15.Items for the next Agenda

16.Date of Next Ordinary Meeting: 7 February 2022 at 7:15pm in Felton Village Hall

PART 2

17.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 includes personal data.

18.Employment Contracts and Job Descriptions

To agree draft documents (circulated separately) and to agree any actions, which may include delegation to the Finance Committee

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ITEM 4a – DRAFT MINUTES

At the Meeting of the Parish Council held at Felton Village Hall at 7:15pm on 4 October 2021. The Meeting started four minutes late at 7:19pm.

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

97. Apologies for Absence – Cllr Thornton

98. Declarations of interest in items on the Agenda and Granting of Dispensations

- a. Cllr Lings declared an interest in Item 15 (The Queen's Platinum Jubilee (2022) – W.I. Proposal for Tree and Commemorative Plaque) as his wife is the president of the W.I.
- b. Cllrs Evans, Cruden and Sowter declared a potential interest in Item 9 (Recreation Lane – Access) depending on what exactly is discussed as they all own property situated along the Lane.
- c. Cllr Hood declared an interest in Item 11 (Landscaping Contract – Specification and Tendering) as he is related to the current contractor.

99. Public Participation

- a. A resident expressed concern about the emergency landing of an aircraft in Felton 230 metres away from residential property and asked the Parish Council what actions it will take. The Clerk confirmed she had also received an email from a different resident. The Parish Council will consider this matter.
- b. A resident stated that they had learned today of the imminent installation of EV charging points on Main Street. The Parish Council has not been involved or consulted by NCC who have instead consulted Felton CAN. The resident asked if the Parish Council can discuss how this has come about in order to avoid it happening again. Cllr Lings stated that this was not on the Agenda to be discussed at this Meeting but that he will call an extraordinary meeting as soon as possible to discuss this matter.
- c. A resident stated that Minute 87 in the draft Minutes for approval at this Meeting does not accurately reflect the discussions held. The resident made the following statement, which they provided in writing to the Clerk following the meeting for inclusion:

“The minutes provided by the clerk do not reflect the discussion that took place. Although they do not need to be verbatim, they need to accurately reflect the discussion that took place. I don't believe those minutes reflected that item.

If this item 87. is passed as it is written it adds further insult to the residents involved and shows that the clerk and the PC are still intent on covering up the illegal purchase of the publishing machine on behalf of an outside organisation The Bridge.

In there it says “The PC discussed the circumstances around the printer”, that's it. there is no mention of my discussion with the Chairman and his response that this was “incorrectly done, purchased illegally claimed vat illegally”.

No mention of Cllr Hood referencing a letter saying there was a change in VAT law which when challenged by the chair, said he would provide.

No mention that this was not the first time, second time but the third time that this illegal purchase of the printer had happened.

No mention that the PC labelled a resident vexatious because they challenged the legality of the purchase and subsequently finding there were two previous unlawful purchases.

The new chair offered an instant apology, but that was from him personally. There has been no formal apology to the resident by the PC.

As I said earlier the proposed minute adds to the cover up of the actions of the PC.”

The Chairman and Clerk proposed that the Minutes should be left as drafted but that the points and comments raised by the resident should be set out verbatim in the Minutes of this Meeting under public questions and should be noted by the Parish Council when it agrees the Minutes. The resident accepted this approach.

100. The Minutes of the meeting held on 6 September 2021 were agreed as a true record, subject to the following amendments:

- a. **Minute 77** – Correction of the words “had definitely” to “has since”.

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- b. **Minute 87** – The Parish Council noted the comments and issues raised by the resident in relation to this minute during public participation (see **Minute 99c**).
- c. **Minute 88** – Addition of “Resolved: That the Layby Working Group will provide details of their contact at NCC to County Cllr Trevor Thorne.”

101. Finance

- a. The Parish Council received the financial statement and budget monitoring document to 21 September 2021.
- b. Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
Playsafety Ltd – ROSPA Inspection	Play Area	£86.00	£17.20	£103.20	PC21/22.15
St James’ Square Limited	Legal Fees	£947.00	£189.40	£1,136.40	PC21/22.16
P Brown	Grounds Maintenance – Staff Graves – staff Fuel	£576.67	£4.33	£581.00	FCJC21/22.14
C Lewis	Clerks Salary Cemetery – Clerk’s Salary Clerk’s Expenses Zoom Stationery	£529.20	£2.40	£531.60	PC21/22.21 and FCJC21/22.15
Bentham Ltd	Stationery	£34.30	£6.86	£41.16	PC21/22.22
St James’ Square Limited	Legal Fees	£325.00	£65.00	£390.00	PC21/22.23

102. Policy and Procedure

- a. Finance Committee – The Clerk recommended that personnel matters be delegated to the Finance Committee.

Resolved:

- i. To delegate personnel matters to the Finance Committee.
 - ii. To approve the additional wording to be inserted into the Finance Committee’s Terms of Reference, subject to the addition of the words “and report to full Council” to Paragraphs 5.2, 5.4 and 5.5.
- b. Biodiversity and Climate Change Committee Terms of Reference – The Clerk confirmed that the Terms of Reference should set out the delegated authority of the Committee. The policy document can then be reviewed by the Committee and submitted to the full Parish Council for approval. Co-opted non-councillor members will not have voting rights unlike those on the Recreation Field Committee, where they may vote on the management of Recreation Field as this is management of land.

Resolved:

- i. To adopt the Biodiversity and Climate Change Committee Terms of Reference.
- ii. To confirm the appointment of Cllrs Cuthbert, Evans and Walton following the name change and adoption of the Terms of Reference.
- iii. To appoint Cllr Lings as Reserve Member of the Committee.

103. Climate Change Emergency

The Parish Council has received a brief consultation from NCC on Climate Emergency Declarations. The Parish Council noted that NCC had hosted a meeting on Zoom. Unfortunately, this was held at short notice without much advertisement.

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Resolved:

- a. To declare a climate change emergency.
- b. To ask the Biodiversity and Climate Change Committee to consider what next steps should be taken and to report back to the Parish Council.

104. Parish Representation at Meetings

- a. Cllrs attended Code of Conduct Training arranged by NCC.
- b. There have been meetings of the Recreation Field Committee, Policies Working Group and Contracts Working Group. The Contracts Working Group is making progress towards a full set of specifications for grass cutting and landscaping.

105. Recreation Lane – Access

[The Clerk confirmed that the matter under discussion was formalising access for those properties who do not have access recorded in their title deeds. Cllrs Evans and Sowter left the room during this item].

The Parish Council noted that the solicitor previously prepared draft Deeds to grant access to the properties at the top end of the Lane (nearest Main Street). The Parish Council now needs to agree these. A Deed for No 26 Main Street can be prepared in the same terms. The Parish Council discussed whether the property owners should be asked to pay the legal costs. The Parish Council also discussed whether property owners should be required to pay a contribution towards the maintenance of the Lane. It was noted that it would be difficult to calculate how much each property should contribute as they will all have access over different lengths of the Lane. The Lane is also used by many other users, encouraged by the car parking facility at the Recreation Field end, who are contributing to its deterioration. It was noted that it is some years since the last maintenance was required.

Resolved:

- a. To ask the property owners to pay the legal fees incurred by the Parish Council for preparation of the Deeds granting access.
- b. To defer a decision on maintenance costs pending more information on when this was last done.

[Cllr Hood left the Meeting.]

106. Local Transport Plan Programme 2022/23

The Parish Council discussed the proposed priorities.

Resolved: To put forward the following three priorities for consideration by NCC to be included in the LTP 2022/23:

1. Parking and Traffic Issues at the Oval. Mrs Krzyzosiak will provide details to the Clerk on behalf of the Oval Working Group.
2. Parking and Road Surface at South View and South Lane. Mrs Krzyzosiak will provide details to the Clerk on behalf of the South View and South Lane Working Group.
3. Speed of traffic through the village, which poses a risk to property and pedestrians.

107. Landscaping Contract

Resolved: To defer to an Extraordinary Meeting to be called next week to allow the Contracts Working Group and the Clerk time to finalise the paperwork.

108. Grass Cutting Contract

Resolved: To defer to an Extraordinary Meeting to be called next week to allow the Contracts Working Group and the Clerk time to finalise the paperwork.

109. Noticeboard at Coquet Park

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The noticeboard purchased by Bellway and installed at the entrance to Coquet Park has lockable doors instead of T-handles which would allow access by the community.

Resolved: To purchase two pairs of T-handles at a cost of £60 (for both) plus delivery and VAT.

110. Defibrillator

The Parish Council discussed whether a new defibrillator should be installed on or around the Bridge, to replace the one which was removed from outside the Running Fox. The emergency services were apparently not aware of the removal. At present, the nearest defibrillators are at the top of the hill in West Thirston or at the Village Hall in Felton. It would be possible for a defibrillator to be installed in the Red Phone Box but this would require rearranging the interior.

Resolved: To ask Thirston Parish Council and the Northumberland Arms whether a defibrillator could be installed outside the Northumberland Arms.

111. The Queen's Platinum Jubilee (2022) – W.I. Proposal for Tree and Commemorative Plaque

The W.I. are reviewing suitable trees and/or shrubs. The Clerk will check the ownership of the grassed area beside the layby as it is understood this is still Parish Council land.

Resolved: To support the W.I. proposal to plant a tree and to put a commemorative plaque up with the tree.

112. Remembrance – Displaying a Tommy Campaign by RBLI

Resolved: To refer this to Felton Cemetery Joint Committee.

113. Felton Surgery

- a. The Clerk has received an email from Assura, in which they state they have been asked to put the development 'on hold' while Felton Surgery resolves some issues with its current accommodation.

Resolved: The Clerk will write to Felton Surgery to ask what the issues are. The Clerk will also write to Assura to ask what their position would be if Felton Surgery pulled out, in particular whether they would be willing to proceed with a different practice if necessary.

- b. A resident has complained to Trust Mgt that residents are being charged to maintain land belonging to Bellway. Trust Mgt sent the resident a plan of the land to be transferred to Trust Mgt which includes some of the land allocated for the surgery. This is different from the plans previously sent to the Parish Council and contrary to assurances from Bellway that the whole of the surgery land will be transferred to the Parish Council. Cllr Lings has written to Bellway to ask for confirmation of the land to be transferred to the Parish Council and he will inform the resident when an answer is received.

114. Report from County Councillor Trevor Thorne

County Cllr Thorne was not in attendance but provided a written update.

- a. County Cllr Thorne provided an update on matters ongoing elsewhere in the county: the Northumberland Line which will run between Newcastle Central and Ashington and plans to build a new cable factory on the site of a former power station.
- b. County Cllr Thorne is trying to arrange a meeting with Highways to discuss traffic problems in the village for Monday 11 October.
- c. The Riverside parking scheme is moving forward, with moves to keep yellow lines away from the Running Fox. County Cllr Thorne is particularly keen to see the introduction of 'marked out' car parking bays on the road Bridge.

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115. Update from Northumbria Police

One crime was reported between 1 September and 4 October. This related to a theft from a motor vehicle on 15 September at 12:00, in which an iPad was taken from an unsecured vehicle. The iPad was later abandoned nearby.

There have been no offences reported which should cause concern to residents. Neighbourhood officers will continue to monitor parking outside Felton Surgery. The community engagement van will be attending villages again and dates will be provided in due course.

116. Correspondence

The Parish Council noted the list of correspondence received since the last meeting.

117. Date of Next Ordinary Meeting – 7:15pm on Monday 1 November 2021 at Felton Village Hall.

118. Items for the Next Agenda

The following items were requested for the next Agenda:

- Recreation Lane – Access to agree documents
- Ramp at Riverside – referred to Property Management Committee to report back to Parish Council
- Seats outside the Village Hall – referred to Property Management Committee to report back to Parish Council
- Employing a regular maintenance man – referred to Finance Committee to report back to Parish Council
- Waste bin/area at the Cemetery – referred to Cemetery Committee

Chairman closed the meeting at 8:40pm.

ITEM 4b – DRAFT MINUTES

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

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

28. Apologies for Absence – Cllr Dickson

29. Declarations of interest in items on the Agenda and Granting of Dispensations

Cllrs Evans, Cruden and Sowter declared a potential interest in Item 17 (Recreation Lane – Access) depending on what exactly is discussed as they all own property situated along the Lane.

30. Public Participation

- a. A resident made a statement in response to the Parish Council's consultee comment on planning application 21/03555/FUL 58 Main Street. The resident stated that they were highly disappointed to see the comment. The resident stated that the Parish Council had made bold accusations regarding planning permission for previous development. The resident directed the Parish Council to planning application A/2002/0562 (dated 10 October 2002) and advised that the main house was always permitted to make use of the annex, that it was never restricted as a non-residential stable and that there were further permissions for business use. The resident also queried the Parish Council's reference to shared access, stating that the archway land is owned by the resident and their spouse, and over which they allow access by their neighbours. The resident pointed out that there are eight properties in Felton used as holiday lets, four of which are on Main Street and therefore which affect parking. The resident stated that they had tried to follow proper means and will

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have a registered business paying business taxes and rates. The application is for material change of use. The resident expressed disappointment at the Parish Council's response given the recent resolution of the unrelated access dispute. The use as a holiday let will be of benefit to the village. The resident expressed their belief that as a consultee, the Parish Council's statement will be taken as material fact. The Chairman responded that a decision could not be made as the item is not listed on the Agenda. However, the Clerk will circulate the document provided by the resident and will ask the Parish Council whether they have further comments.

- b. A resident asked what the background is in relation to Agenda Item 6 (Felton Cemetery), what the cost to the parish will be and who owns the Cemetery. The Chairman stated that this would be considered under the relevant Agenda Item.

31. Approval of the **Minutes of the meeting held on 4 October 2021** will be deferred to the next Meeting as it was agreed that the statement from the resident was to be included verbatim and this is not correctly included. The resident will provide a copy of the statement made to the Clerk for inclusion and approval of the Minutes at the next Meeting.

32. **The Minutes of the meeting held on 14 October 2021** were approved as a true record.

33. General Power of Competence

The Chairman congratulated the Clerk on her completion of the Certificate in Local Council Administration.

Resolved:

- a. That the Parish Council meets the eligibility criteria to adopt the General Power of Competence.
- b. To adopt the General Power of Competence.

34. Felton Cemetery

The Clerk advised that during a recent SLCC branch meeting there had been discussions about dissolving joint cemetery committees and consolidating management and responsibility in one parish council. There are several issues to address and understand, for example whether the other councils continue to pay a fixed sum in exchange for reduced burial fees, and the legal process for dissolution. It was noted that this would make the accounting process far simpler as Felton Parish Council would be wholly in charge. However, there could be cost implications for Felton. Cllr Lings has had an informal discussion with the chairman of the other constituent councils, and the initial response is that they would not be opposed to dissolving the joint committee and that they would continue to contribute.

Resolved: The Clerk will prepare a report on the possible dissolution and the possible impact for consideration by the Parish Council.

35. Finances

- a. The financial statement and budget monitoring document to 19 October 2021 was received. The Clerk commented that the cemetery fees this year so far have been low and the contributions to expenditure from the other parish councils have not yet been collected.
- 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	£806.76	£2.40	£809.16	PC21/22.24 and FCJC21/22.16
ICCM Cemetery Management Training	Cemetery – Training	£185.00	£37.00	£222.00	FCJC21/22.16
Felton Village Hall	Recreation Field Committee – Room Hire	£28.00			PC21/22.25
Felton Village Hall	Room Hire	£98.00			Not yet made

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- c. Resolved: To outsource payroll to DM Payroll Services at an annual cost of £144 for three employees.
- d. The Parish Council considered the recommendation from the Recreation Field Committee regarding drainage works. The Parish Council noted the issues and reported results of the camera survey. The Parish Council also noted the ongoing nature of the issue and the difficulties faced in obtaining comparison quotes.

Resolved: To engage P.J.R. Blewitt Ltd to carry out drainage works as per the quote provided, for the initial stage of the work at a total cost of £670 (plus VAT), but to defer approval of jetting work until the first stage has been carried out.

- e. The Parish Council discussed the quotes and information provided by the Clerk and Recreation Field Committee for tree inspections. Mr Wilson (NCC Tree Officer) has advised that the survey could be carried out by an unqualified person and then could be submitted to NCC for review. EGS have offered to carry out an initial walkaround with the Parish Council to identify trees which might require a survey.

Resolved: The Clerk will explain to EGS that survey work would still need to go to tender, and will ask if EGS are willing to carry out the initial walkaround on the understanding that they would still be required to tender for further work.

- f. Resolved: To approve the purchase of two x Glasdon Evolution Litter Bins (with concrete foundation fixing bolts) at a total cost including delivery of £656.58 plus VAT (of £131.32).
- g. The Parish Council considered the draft Budget as prepared by the Finance Committee.

Resolved: To approve the Budget amended as follows:
Cemetery contribution reduced to £1,850
Remove budget for Zoom

- h. Resolved: To set the Precept for the Year Ending 31 March 2023 at £32,812.
- i. The member appointed to carry out bank reconciliations is unable to continue with this due to work commitments. Cllr Lings in his capacity as Chairman has carried out a reconciliation in extremis.

Resolved: To appoint Cllr Walton to carry out bank reconciliations under Financial Regulation 2.2.

36. Policy and Procedure – Biodiversity and Climate Change Policy

Cllr Evans gave a short report on the background on the Biodiversity and Climate Change Policy. A copy of Cllr Evans' report can be read on the Parish Council website. The Parish Council discussed various aspects of the Policy including the relationship with other organisations such as FeltonCAN, street lighting and drainage systems. The Parish Council noted the aim of the Committee in preparing the Policy is to require action and to provide a framework for the Parish Council to support change and positive action.

Resolved: To adopt the Biodiversity and Climate Change Policy with a short review date of six months.

37. Climate Change Emergency – Report from Biodiversity and Climate Change Committee

The Committee is keen to publicise its existence and role to the Community. The Committee proposes to arrange a community meeting which will be open to the public, with the following aims: to publicly launch the Policy and Climate Emergency Declaration; to acknowledge those individuals and organisations working in the community who share climate aims with the Parish Council; to decide which actions to prioritise; and to co-opt persons with relevant expertise to the Committee.

38. Ramp at Riverside

The fallen tree has been removed and Cllr Cruden has fenced off access to the ramp for safety reasons. The Property Management Committee is working to obtain a specification and plan for the repair, looking at what can be saved and modified, and taking into account the SSSI status of the land. The ramp will remain closed for the time being.

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39. Felton Surgery

The Clerk reported that there has been no response to her emails to the developer, the surgery or the practice manager. The next Patient Participation Group meeting is on 24 November. The Parish Council has received confirmation that the whole of the area including the footpath and the verge will be transferred; this was copied to the Trust Management Company. The Parish Council noted the footpaths should not be included in the transfer. The Clerk will speak to Bellway again to ask for someone to come and peg out the boundaries.

40. Report from County Cllr Trevor Thorne – None received.

41. Parish Representation at Meetings

- a. Cllr Hood attended the Northumberland ALC AGM. The guest speaker was unable to attend and instead David Francis and Stephen Rickett gave a talk on the history of NALC. Attendance at training has increased by 75% since it has been offered virtually.
- b. Cllrs Cruden and Evans attended a CPRE Webinar on the quality of rural housing development. There is now an acceptance that certain features and quality are necessary. One of the take away points was that Neighbourhood Plans will have a serious impact on planning.
- c. The Recreation Field Committee met and has formed a working group to look at the building project. Cllrs Dickson and Thornton are visiting local play areas and cycle parks as research for the play area and field redevelopment. Unfortunately, children have been spotted climbing on top of the blue storage container and using the goal posts to swing and climb on.

42. Update from Northumbria Police

Four crimes were reported between 1 October and 1 November. One relates to taking a motor vehicle without consent and later colliding with a parked car. The offender fully admitted the offence at interview. The other three crimes are still under investigation and the police cannot comment further at this stage. Residents should not be concerned. Neighbourhood officers will continue to monitor parking in the village and conducting speed checks.

43. Correspondence

The Parish Council noted the list of correspondence received since the last meeting.

44. Items for the Next Agenda – None

45. Recreation Lane – Access

[Cllrs Evans and Sowter left the Meeting during this item.]

Resolved: To defer this to the next Meeting to allow Councillors to review the papers.

46. Date of Next Ordinary Meeting – 7:15pm on Monday 6 December 2021 at Felton Village Hall.

Chairman closed the meeting at 9:01pm.

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ITEM 7a

FELTON PARISH COUNCIL		Financial Position at 26 November 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			31,077.00			
Allotments		220.00			210.00			
Bank Interest		60.00			5.34			
Davisons Obelisk		175.00			175.00			
Donations		-			-			
Insurance		480.00			436.18			
Northern Powergrid Wayleave - Recreation Field		78.00			77.83			
Recreation Field		1,300.00			-			
Recreation Lane - Maintenance Contribution		500.00			-			
Reimbursement of NCC cemetery charges		90.00			62.00			
VAT Refunds		500.00			-			
War Memorial		-			-			
Misc		-			1,844.23			
		34,480.00			33,887.58			
Income		Anticipated (in Budget)			Actual (Year to Date)			
Felton Cemetery Joint Committee								
Fees		3,860.00			1,790.00			
Interest		50.00			-			
VAT Refunds		160.00			-			
Miscellaneous		-			-			
		4,070.00			1,790.00			
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			4,476.63		2,523.37		
Clerk's Expenses		250.00			156.07		93.93		
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			- 38.86		2,738.86		
Recreation Field - All Weather Court Lights		400.00			-		400.00		
Recreation Lane - Upkeep		700.00			-		700.00		
Room Hire		300.00			76.00		224.00		
Stationery		400.00			95.64		304.36		
Subscriptions and Training		500.00			329.77		170.23		
War Memorial		-			-		0.00		
VAT - Recoverable		500.00			535.05		-35.05		
VAT - Unrecoverable (no receipt)		-			-		0.00		
Zoom		175.00			95.92		79.08		
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			2,078.00		6,642.00		
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	-	9,978.94	-	84,829.27		

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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	-		12.00		28.00
Cemetery Clerk's Salary		370.00			300.00		70.00
Parish Clerk's Salary		-	-		102.34		-102.34
Insurance		30.00	-		10.29		19.71
Fixed Assets		320.00	-		-		320.00
Grounds Maintenance - staff		4,530.00	-		2,895.00		1,635.00
Grounds Maintenance - other		220.00	-		-		220.00
Materials		50.00	-		226.75		-176.75
Fuel		140.00	-		97.51		42.49
Graves - staff		860.00	-		15.00		845.00
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
Training					185.00		
Recoverable VAT		170.00	-		110.39		59.61
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
		7,250.00			3,997.03		15,856.34
BALANCE c/f at 26 November 2021							
Felton Parish Council		84,236.85					
Felton Cemetery Joint Committee		22,132.69					
					Combined Balance		106,369.54

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ITEM 7b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 6 December 2021				
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
HMRC	5.32		5.32	Clerk's Salary
Elsdon Memorials	400.00		400.00	War Memorial
H Hood - Plants				
Felton in Bloom	9.00	1.80	21.60	Felton in Bloom
Cemetery	9.00	1.80		Cemetery - Plants
A Brown - grounds maintenance Sept/Oct	793.03		793.03	Grounds Maintenance - Other
Felton Village Hall				
Recreation Field Committee	16.00		92.00	Room Hire - Rec. Field Commi
Parish Council	64.00			Room Hire
Felton Cemetery Joint Committee	12.00			Cemetery - Room Hire
Bentham Ltd	68.10	13.62	81.72	Stationery
P.J.R Blewitt Ltd	570.00	114.00	684.00	Recreation Field - Drainage
Glasdon - Play Area bins	623.75	124.75	748.50	Street Furniture
ROL Ltd - Grass Cutting				
Recreation Field	1,560.00	312.00	2,160.00	
Cemetery	240.00	48.00		
NCC - Cemetery bin	37.00		37.00	Cemetery - Waste Disposal
C Lewis			590.07	
Salary	549.79			Clerk's Salary
Salary (Cemetery)	21.07			Cemetery - Clerk's Salary
Working from Home allowance	19.21			Clerk's Expenses

ITEM 13 - CORRESPONDENCE

29/10/21	Email responding to Parish Council FOI response regarding Bridge printer	No questions raised
4/11/21 and 24/11/21	Email/letter regarding Grant of Access along Recreation Lane	Item on agenda for 6 December
6/11/21	(forwarded from Thirston Parish Council) Email regarding use of leaf blower to clear around War Memorial	Response sent and details of issue forwarded to Cemetery Committee
6/11/21	Email attaching letter from 1 st Felton Scout Group regarding a building on Recreation Field	With Recreation Field Committee – initial response given to group at last RFC meeting
12/11/21	Email from resident with verbatim statement for inclusion in Minutes of Meeting on 4 October 2021	Minutes amended and on agenda to be approved on 6 December
13/11/21	Email from FeltonCAN regarding ash dieback, proposing cooperative approach to tree surveys	Clerk liaising with FeltonCAN
18/11/21	Notice from Elections Office NCC that the revised Register of Electors will be published on 1 December 2021	Clerk submitting required form
22/11/21	Email regarding planning application and Parish Council response	Response sent and email circulated to Councillors for comment

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22/11/21	Email from FeltonCAN regarding parish litter pick, offering to take on organisation of the litter pick across both Felton and Thirston parishes, twice yearly	Considered by Property Management Committee and agreed to hand over organisation to FeltonCAN; response sent
24/11/21	Email listing benches for which correspondent takes maintenance responsibility	Response sent
24/11/21	Email requesting site meeting at South View regarding parking issues	Response sent and copied to South Lane and South View Working Group to arrange meeting date and time
24/11/21	Enquiry from Bailiffgate Museum about loan of Coffin Maker's tools to be returned to family of donor, attempting to trace family	Response sent and forwarded to Councillors
25/11/21	Email from Threshold Sports notifying of Race to the Castle 2022 event on 28 and 29 May 2022	No response required
25/11/21	Email from Internal Auditor to commence 2021/22 audit process	Response sent; Finance Committee to be asked for input at next meeting
26/11/21	Copied into email regarding FeltonCAN's public footpath survey and condition of footpath along Victoria Terrace	Response sent; Property Management Committee copied in for information

ITEM 14 – ONGOING PLANING MATTERS

Felton Parish Council is a consultee on planning applications within the parish. All planning decisions are taken by NCC.

21/03521/VARYCO	Woodland Chase Felton Northumberland NE65 9NT – Variation of Condition 2 on approved planning application 18/03203/FUL in order to remove two glamping pods and replace with ne bespoke glamping sturcture	Permitted
21/03555/FUL	58 Main Street Felton Morpeth Northumberland NE65 9PZ – Change of use from annex to holiday let comprising of two bedrooms, kitchen and living area with w/c and shower	Awaiting decision
21/04226/FUL	64 Main Street Felton Morpeth Northumberland NE65 9PZ – Demolish old utility room and renew to modern standards with insulated floor, walls and roof, new toilet and shower	Awaiting decision