

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:

22 October 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 1 November 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 14 October 2021(Pages 7-8)

5. General Power of Competence

- a. To agree that the Parish Council meets the criteria for eligibility (at least two thirds elected members and Clerk holds the Certificate in Local Council Administration) for adoption of the General Power of Competence
- b. To adopt the General Power of Competence

6. Felton Cemetery

To consider dissolving Felton Cemetery Joint Committee and to instruct Clerk to prepare a report to include a proposed procedure

7. Finances

- a. To receive financial statement and budget monitoring document to 19 October 2021 (Pages 9-12)
- b. To authorise payments (Page 13)
- c. To approve expenditure:
The Finance Committee recommends that payroll is outsourced to DM Payroll Services at an annual cost of £144, for three employees. This service includes processing payroll, providing payslips and pay reports, completing monthly online RTI submission to HMRC, dealing with leavers and new starters, calculating any statutory payment, completing year end P60s and pension calculations (but not completing reports required by any pensions company for which there would be an additional charge – not currently relevant).
- d. To approve expenditure and to authorise the Clerk to agree fees for this work up to an agreed limit:
The Recreation Field Committee recommends that P.J.R. Blewitt Ltd is engaged to carry out drainage works in the South East corner of Recreation Field to include the installation of an inspection chamber, for an estimated cost of £500 plus VAT of £100.
- e. To approve expenditure and to authorise the Clerk to agree fees for this work up to an agreed limit:
The Recreation Field Committee recommends that an initial professional inspection is carried out of trees at Recreation Field. Felton Cemetery Joint Committee has requested that trees at the Cemetery are included in

FELTON PARISH COUNCIL

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the inspection. The Clerk has obtained two quotes and at the date of agenda is awaiting a third; details of quotes will be provided at the meeting.

- f. To approve expenditure: To purchase 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. To consider and approve the draft Budget as prepared by the Finance Committee (Pages 14-16)
- h. To appoint member, other than the Chairman or a cheque signatory, to carry out bank reconciliations (Financial Regulation 2.2)

8. Policy and Procedure

To consider and adopt the Biodiversity and Climate Change Policy as recommended by the Biodiversity and Climate Change Committee (Pages 17-19)

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

To receive a report from the Biodiversity and Climate Change Committee

10. Ramp at Riverside

To receive update from Property Management Committee

11. Felton Surgery

To review progress and to agree any required actions

12. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

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 – Update from Northumbria Police

To receive a report from Northumbria Police

15. Standing Item – Correspondence Received

To receive list of correspondence received during the period to 21 October 2021 (Page 19)

16. Items for the next Agenda

17. Recreation Lane – Access

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

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

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

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 agreed that the Minutes need not be verbatim but that they should present an accurate record of the Meeting. The resident stated that as drafted, Minute 87 adds further insult to the residents and shows an intention to continue covering up the illegal purchase of the printer. The draft does not include any indication of the discussion between residents, councillors and the Chairman in which the Chairman stated that the purchase of the printer was illegal and in which Cllr Hood referred to a letter about a change in VAT advice. The draft does not refer to statements by residents that this is the third time a printer has been purchased illegally. A resident was labelled as vexatious by the Parish Council for challenging the purchase of the printer and although the Chairman offered an instant apology there has been no formal apology from the Parish Council. The resident stated that not all of this discussion needed to be included but felt that the Minutes should capture the main points. 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 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”.
- 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.

FELTON PARISH COUNCIL

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- 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.

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.

FELTON PARISH COUNCIL

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- 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

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

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

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.

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.

FELTON PARISH COUNCIL

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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 Extraordinary Meeting of the Parish Council held at Felton Village Hall at 7:15pm on 14 October 2021.

Present: Cllrs E Blagburn, J Cruden (arrived during Minute 121), G Cuthbert, B Dickson, T Hood, G Lings (Chairman) and A Walton.

Before opening the Meeting the Chairman gave thanks to councillors for attending. The Chairman stated that the Parish Council has been incredibly busy over the last few weeks and has held a number of committee meetings. The involvement of councillors in committees is appreciated and speeds up Council business. The Chairman made special mention of the Contracts Working Group for getting the draft specifications prepared for this Meeting; Cllr Cruden for closing off the ramp; the Layby, South View/South Lane and Oval Working Groups for their ongoing efforts; Mrs Krzyzosiak for her hard work and effort preparing detailed Local Transport Programme submissions at short notice; and the Clerk for her attendance at meetings and for preparing and circulating the minutes quickly.

119. Apologies for Absence – Cllr L Sowter

120. Declarations of interest in items on the Agenda and Granting of Dispensations – None

121. EV Charge Points

[Cllr Cruden joined the Meeting during this item.]

Cllr Lings gave an update on the meeting with NCC (Mr M Baker) on 8 October 2021, which was triggered by Mrs Krzyzosiak's discovery of the planned imminent installation north of Mouldshaugh Lane. The meeting was very constructive. The Parish Council's proposal to install the EV Charge Points at the Layby does not meet the project criteria as installation must be outside residential properties with no off-road parking. However NCC indicated that they would be in favour of installing EV Charge Points in the Layby as a longer term project. NCC also indicated that they would be prepared to consider installation of a solar powered EV Charging Station in the Layby, again, as a longer term project. NCC stated that they would like to work closely with the Parish Council and Felton CAN to develop a good working relationship between all three organisations.

The Parish Council noted that Felton has the opportunity to be a trial village for on-street installation of EV Charge Points under this project. The proposal is to install two charging posts, each of which will charge two vehicles at a time. The Charge Points will be fast chargers which will take around 3-4 hours to charge a vehicle. Each Charge Point costs £13,000. The Charge Points will be Pay As You Go and will be managed by a private company, Connected Kerb.

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

NCC are aware that all four points may not be used to begin with and that the proposal will place additional pressure on Felton's parking issues. However it is hoped that the Charge Points may encourage other residents to consider purchasing an electric vehicle and that common sense and consideration for others will help to resolve parking issues, with residents parking cooperatively and moving vehicles when necessary. It is understood by NCC and by the Parish Council that there may be frustration from residents and car owners.

The Parish Council considered various locations on Main Street which would be suitable and which would meet the criteria of being outside residential property with no off-road parking. It was agreed that outside the current surgery would be a good location. This location has the advantage of providing access to charging for residents on Victoria Terrace who could not install cable-gulleys in the street due to the slope. The section of pavement at this location is already in use for informal car parking by the surgery staff and patients and is wide enough to allow parking of vehicles while they charge if necessary.

Resolved: Cllr Lings to respond to Mr Baker (NCC) and Felton CAN to suggest that the EV Charge Points are located outside Middle Farm Surgery, running south from the Keep Clear markings.

122. Landscaping Contract – Specification and Tendering

The Parish Council considered the draft specification and related documents prepared by the Contracts Working Group. The Group has carried out site visits and has identified areas of habitat to be left in situ; other areas will need to be cut back to prevent further encroachment into the grass. Environmental impact can be taken into account when scoring the tenders. Safe use of chemicals is covered by the section on working practices, specifically Paragraphs 2.6, 2.7 and 2.8. A few typos were identified and will be corrected.

Resolved: To approve the Landscaping Specification and tender documents. The Clerk will send the tender documents to companies no later than Monday 18 October.

123. Grass Cutting Contract – Specification and Tendering

The Parish Council considered the draft specification and related documents prepared by the Contracts Working Group. The Group has not included the grass cutting in the unused area of Felton Cemetery as it may be possible to leave this as meadow; the Biodiversity and Climate Change Committee may be able to advise on this. If it is decided to include this area, it will only comprise two cuts a year and could be added to the contract with the successful company.

Resolved: To approve the Grass Cutting Specification and tender documents. The Clerk will send the tender documents to companies no later than Monday 18 October.

124. Aircraft Emergency Landing in Felton

The Parish Council discussed the recent emergency landing which occurred behind Dene Close, 230 metres from residential properties. Cllr Lings explained that there are two laws which affect light aircraft: aircraft must stay above 500ft over people and buildings, unless on approach to land or taking off; and single engine aircraft must be above 1000ft over settlements, which would include Felton. The Air Accidents Investigation Branch ("AAIB") has three possible levels of investigation. The lightest touch investigation is a Pilot Report, in which the pilot submits a report and this is accepted by the AAIB. The next level is a Correspondence Report, in which the pilot submits a report, which is examined and further questions are asked by the AAIB. The highest level is a Full Investigation which would usually only occur where there had been a death or serious damage to property. Cllr Lings advised the Parish Council that he had written as a private individual to the AAIB to request that they undertake a Correspondence Report. The AAIB have confirmed that they intend to do so.

Resolved: To await the outcome of the Correspondence Report before taking any action.

Chairman closed the meeting at 8:20pm.

FELTON PARISH COUNCIL

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ITEM 7a

FELTON PARISH COUNCIL		Financial Position at 19 October 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			4.39			
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			286.28			
Recreation Lane - Maintenance Contribution		500.00			-			
Reimbursement of NCC cemetery charges		90.00			62.00			
VAT Refunds		500.00			-			
War Memorial		-			-			
Misc		-			1,000.65			
		34,480.00			33,329.33			
Income		Anticipated (in Budget)			Actual (Year to Date)			
Felton Cemetery Joint Committee								
Fees		3,860.00			700.00			
Interest		50.00			-			
VAT Refunds		160.00			-			
Miscellaneous		-			-			
		4,070.00			700.00			
Parish Contributions		3,200.00			1,417.66			

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		
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			3,728.16		3,271.84		
Clerk's Expenses		250.00			136.86		113.14		
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			233.78		2,466.22		
Recreation Field - All Weather Court Lights		400.00			-		400.00		
Recreation Lane - Upkeep		700.00			-		700.00		
Room Hire		300.00			48.00		252.00		
Stationery		400.00			95.64		304.36		
Subscriptions and Training		500.00			329.77		170.23		
War Memorial		-			-		0.00		
VAT - Recoverable		500.00			546.29		-46.29		
VAT - Unrecoverable (no receipt)		-			-		0.00		
Zoom		175.00			83.93		91.07		
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		

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			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	-	9,455.15	-	85,353.06		

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		
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		-	-		75.25		-75.25		
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		
Recoverable VAT		170.00	-		73.39		96.61		
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		
	12,418.37	7,250.00			3,747.94		15,920.43		
BALANCE c/f at 19 October 2021									
Felton Parish Council		84,202.39							
Felton Cemetery Joint Committee		21,291.78							
					Combined Balance		105,494.17		

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 7b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 1 November 2021				
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
C Lewis			809.16	
Salary	748.47			Clerk's Salary
Salary (Cemetery)	27.09			
Working from Home allowance	19.21			Clerk's Expenses
Zoom Subscription	11.99	2.40		Zoom
ICCM - Cemetery Management Training	185.00	37.00	222.00	Cemetery - Admin
Felton Village Hall				
Recreation Field Committee	28.00			Room Hire - Rec. Field Committee
Parish Council	98.00			Room Hire

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 7g – DRAFT BUDGET

EXPENDITURE											
Budget	Actual		Reserves at	Budget	To Date	Forecast	Projected	Budget	Notes		
2020-21	2020-21		01-Apr-21	2021-22	2021-22	2021-22	Balance	2022-23			
2,200.00	-	Audit fee (R)	2,400.00	2,200.00	0.00	3,600.00	1,000.00	0.00	1		
220.00	75.00	Allotments (R)	145.00	100.00	75.00	75.00	170.00	500.00			
1,500.00	1,403.43	Cemetery - Parish Contribution (R)	-	1,350.00	0.00	1,350.00	0.00	3,500.00	2		
n/a	n/a	Chartered Surveyor Costs (R)	-	3,500.00	0.00	2,075.00	1,425.00	0.00	3		
5,500.00	6,347.61	Clerk's Salary	-	7,000.00	3,250.61	7,000.00	0.00	7,000.00			
300.00	230.52	Clerk's Expenses	-	250.00	115.26	230.52	19.48	250.00			
35.00	35.00	Compliance	-	35.00	0.00	35.00	0.00	35.00			
200.00	350.00	Davisons Obelisk (R)	-	200.00	0.00	350.00	-150.00	200.00	4		
85.00	250.00	Defib machine (R)	85.00	85.00	0.00	0.00	170.00	0.00			
500.00	100.00	Donations	-	500.00	0.00	250.00	250.00	500.00			
1,000.00	-	Election Costs (R)	1,550.00	2,000.00	0.00	1,000.00	2,550.00	1,000.00	5		
1,000.00	160.00	Environmental Fund/Riverside (R)	3,498.37	1,500.00	0.00	2,500.00	2,498.37	1,500.00	6		
-	27.49	Felton in Bloom (R)	571.88	200.00	47.50	150.00	621.88	0.00			
1,000.00	6,289.32	Fixed Assets (R)	3,210.68	0.00	0.00	1,000.00	2,210.68	1,000.00			
1,000.00	1,621.97	Insurance	-	1,625.00	1,568.33	1,568.33	56.67	1,600.00			
220.00	259.99	IT Costs / Website	-	260.00	134.98	185.00	75.00	190.00			
4,500.00	-	Legal fees (R)	6,720.00	2,000.00	1,753.00	4,078.00	4,642.00	0.00			
-	-	Neighbourhood Plan (R)	3,941.82	0.00	0.00	0.00	3,941.82	0.00			
-	-	Noticeboard - Replacement (R)	500.00	0.00	0.00	0.00	500.00	0.00			
		Oval & South Lane/South View Improvements Fund (R)						2,000.00			
2,700.00	2,258.93	Recreation Field	-	2,700.00	233.78	2,700.00	0.00	4,000.00			
1,000.00	-	Recreation Field - All Weather Court Surface (R)	10,000.00	1,000.00	0.00	0.00	11,000.00	1,000.00			
300.00	-	Recreation Field - All Weather Court Lights	-	400.00	0.00	0.00	400.00	0.00			
-	-	Recreation Field - Drainage (R)	1,500.00	1,000.00	0.00	1,500.00	1,000.00	1,000.00	7		
-	25.41	Recreation Field - Minor Expenditure (R)	687.07	0.00	214.91	350.00	337.07	0.00			
7,000.00	-	Recreation Field - Multi User Building (R)	13,000.00	1,000.00	0.00	0.00	14,000.00	1,000.00			
1,000.00	992.19	Recreation Field - Play Area (R)	2,271.42	1,500.00	86.00	7,056.00	-3,284.58	6,000.00	8		
-	-	Recreation Lane - Maintenance (R)	1,375.00	0.00	0.00	0.00	1,375.00	0.00			
700.00	515.00	Recreation Lane - Upkeep	-	700.00	0.00	700.00	0.00	1,000.00			
300.00	28.00	Room Hire	-	300.00	48.00	400.00	-100.00	650.00	9		
400.00	120.51	Stationery	-	400.00	61.34	250.00	150.00	400.00			
500.00	54.00	Street Furniture (R)	925.92	500.00	48.00	1,208.00	217.92	2,000.00			
500.00	1,027.25	Subscriptions and Training	-	500.00	329.77	430.00	70.00	500.00			
400.00	-	War Memorial	-	0.00	0.00	0.00	0.00	0.00			
500.00	1,802.28	VAT - Recoverable	-	500.00	472.03	2,461.03	-1,961.03	500.00			
-	-	VAT - Unrecoverable (no receipt)	-	0.00	0.00	0.00	0.00	0.00			
-	131.89	Zoom	-	175.00	71.94	172.66	2.34	175.00	10		
34,560.00	24,105.79		52,382.16	33,480.00	8,510.45	42,501.88		37,500.00			

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

	Approx.	2 months expenditure	3,861.48	Projected General Reserves at 1 April 2022			7,908.51	11
		3 months "	5,792.22					
		4 months "	7,722.96	Provision in Budget 2022-23 for General Reserves			0.00	
		6 months "	11,584.44					
INCOME								
	Budget	Actual		Budget	To Date	Forecast	Budget	
	2020-21	2020-21		2021-22	2021-22	2021-22	2022-23	
	220.00	230.00	Allotments	220.00	210.00	210.00	220.00	
	100.00	45.71	Bank Interest	60.00	3.89	8.00	20.00	
	190.00	0.00	Davisons Obelisk	175.00	175.00	175.00	175.00	
	-	0.00	Donations	-	0.00	0.00	-	
	-	359.25	Insurance	480.00	436.18	436.18	480.00	
	75.00	77.45	Northern Powergrid Wayleave - Recreation Field	78.00	77.83	77.83	78.00	
	1,300.00	732.92	Recreation Field - Parish Contribution	1,300.00	0.00	1,300.00	1,300.00	
	-	0.00	Recreation Lane - Maintenance Contribution	500.00	0.00	0.00	-	
	90.00	0.00	Reimbursement of NCC Cemetery Charges	90.00	62.00	90.00	90.00	
	500.00	1,398.35	VAT Refunds	500.00	0.00	2,500.00	500.00	
	-	0.00	War Memorial	-	0.00	0.00	-	
	32,085.00	32,085.00	Precept	31,077.00	31,077.00	31,077.00		
	34,560.00	34,928.68		34,480.00	32,041.90	35,874.01	2,863.00	
				Precept Requirement			34,637.00	
				Total Anticipated Income			37,500.00	
				Projected Expenditure 2022-23			37,500.00	

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

Notes										
(R)	Heads of expenditure marked (R) are Earmarked Reserves: any budget allocation to be added to current Reserve Fund.									
1	Projected expenditure for audit fees is uncertain. There is a standard charge of £200 for each year's audit: this is outstanding for the years 2018/19, 2019/20 and 2020/21 (as the external auditors have not yet finished their review). In addition to the standard charge there are additional charges for dealing with challenges to the accounts. The external auditor has not finished its review of the challenges to the earlier years and has not yet asked for a response to those raised in the most recent year. The final figure for the external auditor's fees is not known. Confirmation of fees to date has been requested by the Clerk.									
2	Cemetery contribution has been increased in case the constituent parish councils decide to dissolve the joint arrangement. If the joint arrangement continues, the additional funds can be rolled over to next year.									
3	Invoice received but breakdown of fees requested and awaited									
4	This head of expenditure appears to be an overspend against the budget, but 50% of the costs are recharged to Newton on the Moor and Swarland Parish Council.									
5	The 6 May Election was contested. NCC have not yet invoiced and costs are estimated.									
6	Works to ramp required and includes amount for ongoing maintenance									
7	Query whether this should be held for pitch work rather than purely drainage									
8	Includes funds towards costs of new play area									
9	Allows for 12xPC meetings, 10xRFC meetings, 4xFCJC meetings, 14x other committee meetings									
10	Query if needed									
11	NALC guidance suggests general reserves of between 3 and 12 months typical expenditure. Projected General Reserves have been calculated by looking at the surplus and deficits in this year's budget. A calculation of typical expenditure over various lengths of time is set out to the left of the projected general reserves.									

FELTON PARISH COUNCIL

Biodiversity and Climate Change Committee

Policy - Biodiversity

Conserving biodiversity means maintaining the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining these living networks, or ‘ecosystems’, including human communities and our own health, wealth, food, fuel and the vital services depend on it. It is a core component of sustainable development, underpinning economic development, prosperity and individual and social wellbeing.

Conserving biodiversity includes, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat and seeking to preserve or create connections and corridors between habitats and populations. In relation to the village community habitat the council will seek to preserve and enhance open spaces for exercise and non-powered sport, and riverside, countryside and woodland paths for walking, running and cycling.

The parish council will, as far as is possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work. Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.

Felton Parish Council undertakes to work in partnership with other landowners, neighbouring parishes and organisations within the area of our parish, including Felton Primary School, Felton Village Hall and St Michael’s church, to protect, promote and enhance biodiversity.

The Parish Council will raise public awareness of biodiversity issues. It will involve the community in biodiversity projects on its land. The Parish Council will communicate information and raise awareness of biodiversity through its website and The Bridge, the Felton and Thirston newsletter.

These are all key objectives in the council’s business plan as well as being referenced in its Neighbourhood Plan and Climate Change Policy.

Climate change has significant impacts on biodiversity and environmental sustainability so the parish council will bring both areas within the remit of one committee.

Policy – Climate Change

The Climate Change and Sustainable Energy Act 2006 Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy efficiency, increase microgeneration, reduce greenhouse gas emissions and alleviate fuel poverty. It also empowers parish councils in England to encourage or promote microgeneration and energy-saving measures and the production and use of biomass and fuels derived from biomass in their area.

Northumberland County Council has declared a ‘climate emergency’ - vowing to half its carbon footprint by 2025 and make the county carbon neutral by 2030. NCC acknowledges it has a significant role to play in further reducing our own greenhouse gas emissions and providing the leadership to encourage residents, businesses and other organisations to take action to cut their own carbon footprint. Felton Parish Council

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

also declared a ‘climate emergency’ at its meeting on 4th October 2021. The Committee will recommend actions and commitments for the Parish Council response.

This policy applies to all the land and properties that Felton Parish Council owns and land/properties that the Council manages or is responsible for. It encourages and supports those who carry out contracts and who manage facilities on its behalf to do so in an environmentally responsible manner.

Planning and Development

The council will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Felton parish and also when developing or redeveloping any of its own buildings. The Council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

Energy

As the tier of government closest to local people, the parish council can take the message about climate change to the heart of our community. The council will access advice and resources to reduce energy consumption and consider community based microgeneration schemes. It will also investigate reducing communal energy consumption and light pollution resulting from street lighting and community and private security lighting.

Water

The council will consider issues of water consumption, use, run-off and flooding and water contamination in the parish and when making recommendations on planning applications.

It will support the use of Sustainable Urban Drainage Systems (SUDS) in new developments and redevelopments to reduce flooding risks, manage storm-water and minimise diffuse pollution from surface water runoff. It will try to ensure that land drainage systems introduced in the parish comply with environmental legislation and that natural ‘wetland’ habitats are preserved wherever possible.

The River Coquet, the Back Burn and other water courses run through the parish. The council will support regular monitoring of run-off pollution, water quality and wildlife by the water authority and river warden and undertake actions, within its competence and authority, to enhance biodiversity and reduce harm.

Transport

The Council will continue to encourage sustainable transport systems, promoting public transport encouraging, walking, cycling and sharing resources for non-fossil fuelled vehicles, while seeking to increase the use of electric vehicles by residents by supporting the installation of on-street charging points and considering a village car pool. The parish council will also press other tiers of government for traffic safety measures and the alleviation of traffic congestion within the village.

Sustainable Procurement

Council procurement is continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met.

The Council will purchase from companies that have environmental management systems in place if possible.

The Council will ban the use, by the Council or its contractors, of environmentally damaging products where an alternative product or method is available.

The use of peat for soil amelioration will be avoided.

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

The council supports Fairtrade production standards. These encourage sustainable agriculture, processing and manufacturing while protecting producers from exploitation through unfair trading terms and prices.

These are all key objectives in the council's business plan as well as being referenced in its Neighbourhood Plan and Climate Change Policy.

These policies will be reviewed by the committee every two years and changes brought to council for approval.

ITEM 15 - CORRESPONDENCE

28/9/21	Email (PKF Littlejohn) – interim letter	Documents published per requirements
23/9/21	Email (NCC) – Community Climate Champion Launch Event Invitation	Circulated to councillors
24/9/21	Email – genealogy enquiry	Passed to third party for assistance
30/9/21	Email – no published DPI's for the co-opted members of the Rec Field Committee as required within 28 days of election/co-option	Email sent to NCC Monitoring Officer to request confirmation that this applies to non-councillors; advised to await response
30/9/21	Email (Glen Sanderson) – update on A1 closures and diversion management, proposing meeting	Clerk in contact with County Cllr Sanderson's PA for meeting arrangements
30/9/21	Email – regarding recent forced landing in Felton	Parish Council discussed the emergency landing at its meeting on 14 October and resolved to await outcome of Enquiry
4/10/21	Email – regarding planning application 19/03659/VARYCO requesting Parish Council to object	Response sent
5/10/21	Email (Costain) – attaching Report on Traffic Management and Mitigation Measures during A1 Closures	Circulated to councillors and published on the website
7/10/21	Email – regarding public involvement in Parish Council meetings	Response sent
14/10/21	Email – regarding old tennis net wore belonging to the Recreation Field	Response sent; to refer to Recreation Field Committee
20/10/21	Email (Newton on the Moor & Swarland Parish Council) – forwarding information about report submitted to NCC re flooding on Leamington Lane	No action required at present
21/10/21	Email (NCC) – statement of Licensing Policy Consultation, deadline 19/11/21	Circulated to councillors
21/10/21	Email (PKF Littlejohn) – regarding date on which RFO signed Section 2 AGAR	Response sent