

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:

23 September 2021

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 4 October 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

To approve as a correct record the minutes of the meeting of the Council held on 6 September 2021 (Pages 3-8)

5. Finances

- a. To receive financial statement and budget monitoring document to 21 September 2021 (Pages 9-12)
- b. To authorise payments (Page 13)

6. Policy and Procedure

- a. To delegate personnel matters to the Finance Committee and to agree to insert additional wording into the Terms of Reference for the Finance Committee accordingly (Page 13)
- b. To adopt Biodiversity and Climate Change Committee Terms of Reference (separate document) and to confirm appointment of members. This Committee is intended to take the place of the Environment and Sustainability Committee appointed at the meeting held on 17 May 2021 which does not yet have terms of reference.

7. Climate Change Emergency Declaration – Consultation from NCC

To discuss the consultation on Climate Emergency Declarations from NCC (Page 14) and to agree a response and any next steps

8. Standing Item – Parish Representation at Meetings

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

9. Recreation Lane – Access

To agree next steps for formalising access (as agreed by the Parish Council) to properties on Recreation Lane

10. Local Transport Plan Programme 2022/23

To decide top three highways and transport priority issues for submission to NCC, to be considered for inclusion in the Local Transport Plan Programme 2022/23

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11.Landscaping Contract – Specification and Tendering

- a. To approve the specification as recommended by the Contracts Working Group (separate document)
- b. To agree the tendering process and to delegate this to the Clerk to action

12.Grass Cutting Contract – Specification and Tendering

- a. To approve the specification as recommended by the Contracts Working Group (separate document)
- b. To agree the tendering process and to delegate this to the Clerk to action

13.Noticeboard at Coquet Park

To consider community access and use of the new noticeboard at Coquet Park and if necessary to agree purchase of new non-locking T handles (two pairs) at a cost of £60 (plus delivery and VAT)

14.Defibrillator

To discuss defibrillator and to agree any required actions

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

The W.I. would like to plant an appropriately sized tree (ideally one which blooms around the same time of year as the Jubilee) in the village and to put a commemorative plaque with it , to be planted in a suitable location, perhaps near the North bound bus shelter beside Dene Close or the daffodil area beside the Layby.

To grant permission for the tree to be planted on Parish Council land if a suitable location can be identified or to agree to support the W.I. in seeking permission from NCC if the proposed site falls on their land

16.Remembrance – Displaying a Tommy campaign by RBLI

To consider and agree whether to purchase and display a Tommy (outdoor metal structure)

17.Felton Surgery

To review progress and to agree any required actions

18.Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

19.Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

20.Standing Item – Correspondence Received

To receive list of correspondence received during the period to 21 September 2021 (Page 14)

21.Items for the next Agenda

22.Date of Next Ordinary Meeting: 1 November 2021 at 7:15pm in Felton Village Hall

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ITEM 4 – DRAFT MINUTES

At the Meeting of the Parish Council held at Felton Village Hall at 7:15pm on 6 September 2021.

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

PART 1

75. Apologies for Absence – Cllr E Blagburn

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

- a. Cllr Sowter declared an interest in Item 10 (9 Recreation Lane – Request to change width of gateway access by 1 metre) which relates to his property.
- b. Cllr Evans declared an interest in Item 11 (Recreation Lane – Access) which relates to his property.
- c. Cllr Cruden declared an interest in Items 10 and 11 (Recreation Lane) as he owns property which has an access onto the Lane, to the extent which the matters being discussed affect his property.
- d. Cllr Walton declared an interest in Item 12 (Printer used by the Bridge Newsletter) as she is a member of the Bridge Newsletter committee.
- e. The Clerk notified the Council that she had received a written request for dispensation from Cllr Evans relating to Item 11 (Recreation Lane – Access). The Council was reminded that that unless the request was granted Cllr Evans would be required to leave the room under the Code of Conduct. The Council may grant the dispensation if it is satisfied that one of the conditions in Paragraph 17 of the Code of Conduct is met. The Council discussed the interest and the granting of the dispensation at length including whether other Councillors also had an interest in this item. Cllr Sowter stated that he did not have a pecuniary interest in this item. It was agreed that the Agenda item could have been drafted more clearly only to refer to Cllr Evan's access issue and the Clerk confirmed that it was intended only to refer to Cllr Evan's access.

Resolved: Not to grant a dispensation to Cllr Evans in relation to Item 11 (Recreation Lane – Access).

77. Public Participation

- a. A resident asked if the Bridge Chairman, Editor or Treasurer has responded to the questions detailed by the internal auditor and if yes, what was the response. The resident stated that at the last meeting according to the Clerk there been no email correspondence and asked whether an email had been sent. The Clerk stated she could not recall the exact exchange but an email had definitely been sent with the request and the Bridge Editor had responded, perhaps by telephone. The Clerk will need to check her emails to confirm whether an email was received. The resident asked if the emails had been circulated to councillors as this was a matter on which it was agreed correspondence would be circulated; again the Clerk stated that she could not remember the chain of correspondence and would need to check her emails.

78. The Minutes of the meeting held on 25 June 2021 were agreed as a true record subject to the following amendment:

- a. **Minute 52a(iv)** – Correction of typographical error in figure to read £5992.

79. The Minutes of the meeting held on 9 July 2021 were agreed as a true record subject to the following amendment:

- a. **Minute 64b** – Clerk to amend description of Head of Expenditure to 'Cemetery – Materials and Parts. The Clerk will make this change in the accounts.

80. Finance

- a. The Parish Council received the financial statement and budget monitoring document to 24 August 2021.
- b. Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
P Brown	Grounds Maintenance – Staff	£550.83	£2.17	£553.00	

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	Fuel				
A Lings – reimbursement for W.I. plants	Felton in Bloom	£25.00	£0.00	£25.00	
Felton Village Hall	Room Hire – Parish Council Room Hire – Cemetery	£60.00	£0.00	£60.00	
C Lewis	Clerks Salary Cemetery – Clerk’s Salary Clerk’s Expenses Zoom Training	£775.66	£4.80	£780.46	

- c. The Parish Council considered the request for a donation from DCHS Trust. The Clerk confirmed that the Parish Council could make a grant to an organisation not in the village if it considered that there was a benefit to residents or to the area and that the expenditure was commensurate with the benefit. The request asked for a donation of £100.

Resolved: To authorise a donation of £50 (under Section 137 Local Government Act 1972) if DCHS Trust is willing to accept this lower amount.

- d. The Clerk informed the Council that a challenge to the Accounts has been received by the External Auditor PKF Littlejohn. The Clerk has been asked to respond to the points raised by 17 September (although an extension can be requested). The Clerk will endeavour to meet this deadline and will circulate a draft response to councillors.

81. Policy and Procedure

- a. Property Management Committee Terms of Reference – The draft Terms of Reference bring together terms of reference for several former committees/working groups.

Resolved: To adopt the Property Management Committee Terms of Reference subject to two changes:

- i. Addition of ‘hedges’ in Paragraph 5.3.2
- ii. Addition of ‘voting’ to Paragraph 4.2

- b. Finance Committee Terms of Reference

Resolved: To adopt the Finance Committee Terms of Reference subject to amending Paragraph 4 to state that the review will be carried out following the first meeting.

- c. Recreation Field Committee Terms of Reference – The Clerk confirmed that the Thirston Parish Council representative had suggested the change to remove the need for that member to be present in order for the meeting to be quorate.

Resolved: To adopt the Recreation Field Committee Terms of Reference as drafted.

- d. Additional Members of the Recreation Field Committee

Resolved: To appoint Cllrs Cruden and Cuthbert as additional members of the Recreation Field Committee.

82. Parish Representation at Meetings

- a. Cllr Lings attended a site meeting with Northumbria Water at the Sewage Works and residents. The meeting was given a very comprehensive walkaround of the site and shown all aspects of the process. There is 24/7 monitoring of outflow especially where this enters the river. The outflow is well within government guidelines. The water authority faces financial penalties if it does not maintain the correct standards. There are microbes etc in the outflow but these are at safe levels, compared to run-off from field which can be worse. The Parish Council did not feel it was an acceptable statement on the part of the water authority to make this comparison as an ‘excuse’ for their own conduct. Cllr Lings emphasises however that the system is operating correctly

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and has built in alarms which would be triggered if the levels were not within the correct levels. Cllr Thornton commented that the outflow bubbles up and this disturbs the mud on the river bottom but does not mean the outflow is unsafe.

- b. Cllrs Blagburn, Lings, Sowter and Walton attended a meeting with the Surgery developer Assura and Dr Lees. This will be discussed further later under Agenda Item 19 (**See Minute 95**).

83. Recreation Field – Purchase of Swing and Bark

- a. The Parish Council considered the recommendation from the Recreation Field Committee regarding the toddler swing and noted that Caloo could be contracted to move the swing if required during installation of a new play area, which would preserve the guarantee.

Resolved: To approve the purchase a Caloo Robinia 2.3m swing with cradle seat and Me&You seat, at a cost of £4,017.00 (plus VAT of £803.40).

- b. The Parish Council considered the recommendation from the Recreation Field Committee regarding the purchase of new bark. The Parish Council noted that more bark may be needed when the new play area is installed. The Parish Council noted that the exact price is not yet available due to the unknown unit cost for 35m³ but that the unit cost for 25m³ may apply at a total cost of £2,273.25 (plus VAT). The Parish Council noted that the previous supplier Kielder Forest Products is no longer supplying play bark.

Resolved: To approve the purchase of 35m³ of Softwood Playgrade Chip from CPA Horticulture, up to a maximum cost of £2,273.25 (plus VAT).

- c. The Parish Council considered whether to transfer (by virement) any money from a different Reserve Fund to meet the costs of purchase of the swing and bark. As General Reserves are healthy it was agreed to instead use these to fund the shortfall.

Resolved: To use General Reserves to meet the shortfall between the Play Area Reserve Fund and the costs of the new swing and bark.

84. Felton Cemetery – Purchase of Noticeboard

The Parish Council considered the recommendation from Felton Cemetery Joint Committee. The Parish Council noted that the current notice board is in very poor condition and difficult to open.

Resolved: To approve the purchase of a man-made timber noticeboard from Greenbarnes (size 4xA4), single bay, lockable (shank key), portrait format, post mounted with no header at a cost of £619.40 (plus VAT).

85. 9 Recreation Lane – Request to change width of gateway access by 1 metre

[Cllr Sowter left the room during this item]

The Parish Council considered the request from Cllr Sowter to extend his gateway access onto Recreation Lane by 1 metre. The Clerk confirmed that although Cllr Sowter does not have a legal document giving him access to his property via Recreation Lane, the Parish Council has previously resolved to grant access due to the lack of any other access to the property. A draft Deed was prepared and was agreed but not finalised by the Parish Council.

Resolved: To ask Cllr Sowter to provide a drawing or photo showing what is proposed.

86. Recreation Lane – Access

Resolved: To defer Item 11 until later in the Meeting.

87. Printer used by the Bridge Newsletter

[Cllr Walton left the room during this item]

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Cllr Lings read out the response received from Northumberland Association of Local Councils which paraphrased the advice received from NALC (National) about options for disposing of the printer to the Bridge Newsletter. The Parish Council noted that NALC's view that it did not matter if the Bridge Newsletter was not a registered entity. The Parish Council discussed the circumstances around the purchase and Cllr Lings offered an apology to the two residents who have previously raised concerns about the purchase of the printer. The Parish Council discussed the wording of the resolution and whether the printer is being sold or donated to the Bridge Newsletter.

Resolved: To offer to transfer ownership of the Printer to the Bridge Newsletter for the sum of £1,000.65, being the balance between the amount paid by the Parish Council including VAT, and the previous donation from the Bridge Newsletter.

88. Local Transport Plan Programme 2022/23

The Parish Council discussed its priorities for the LTTP 2022/23 (not 2021/22 as stated in the Agenda). Cllrs suggested the following for consideration: Parking at the Oval; Parking at South View; Installation of a hard footpath from the north end of the village where the current footpath stops to meet the footpath at the A1 junction bus stops; 20mph zone through the village. The Parish Council discussed these suggestions. In particular, the Parish Council noted that it has received a number of complaints from residents about speeding. The Parish Council discussed other possible traffic calming measures, including speed bumps, traffic islands, Vehicle Activated Signs and a pedestrian crossing. County Cllr Thorne was asked to comment and advised the Parish Council to ask NCC Highways to carry out a site visit and to explore the options. NCC Highways will be able to recommend traffic calming measures which will work and which will be appropriate for the location. The Layby Working Group has already asked for a survey which will take in some of these points and NCC Highways could be asked to look at the other options at the same time. The Parish Council noted that any priorities put forward to NCC will be scored against criteria and it will be important to try to meet as many of these as possible to get the priorities accepted onto the LTTP.

Resolved: To defer the decision on the Parish Council's top three priorities to the next meeting. The Clerk to email County Cllr Thorne and Highways, copying in Cllr Dickson on behalf of the Layby Working Group, to arrange the site meeting.

89. Report from County Councillor Trevor Thorne

- a. County Cllr Thorne gave a report on the aims and projects of the new County administration, which has been in office for four months. As well as mentioning initiatives taking place elsewhere in the County, County Cllr Thorne provided an update on the matters in Felton with which he is involved.
- b. The Riverside parking scheme is progressing. More work is required at the north A1 junction to improve the appearance of that area. The Parish Council stated that cars are already parking on another bit of verge and that the problem has simply been moved further along. County Cllr Thorne has previously indicated to the Parish Council that he would plant bushes to prevent parking and the Parish Council suggested that some bird's mouth fencing might be appropriate. A resident suggested that the area could be raised with soil to create a slope which would prevent parking. County Cllr Thorne agreed that more could be done, perhaps planting small trees such as rowan. County Cllr Thorne promised that it will not take long to explore the options and he will arrange a site visit through the Clerk.
- c. County Cllr Thorne pledged £5,000 of his Member's Budget (2022/23) towards improvements at Recreation Field.
- d. The Parish Council asked for better communication from NCC and County Cllr Thorne. For example, the Parish Council was not notified that Felton would be part of the trial for electric charging points and there was no consultation with the Parish Council.
- e. A resident asked County Cllr Thorne whether he supported the local airfield in its application to NCC to have the Local Plan amended to include a safeguarding map which would restrict the height of development in the surrounding area for many miles. County Cllr Thorne stated he had to look at and consider both sides of the argument.
- f. County Cllr Thorne apologised for not coming to meetings as often as he should. County Cllr Thorne hopes to attend more often and agreed to submit a written report if he is unable to attend the meeting.

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90. Update from Northumbria Police

The Community Engagement Van attended the village recently and there was a good turn out of residents. Concerns about speeding were the main issue reported to the Van Team by residents.

Two crimes were recorded during the period since the last report. The police are not able to provide further details of these but they do not impact on the local community.

91. Correspondence

The Parish Council noted the list of correspondence received since the last meeting and not discussed elsewhere on the Agenda. Cllr Lings has spoken with the complainant who sent the email dated 23 August 2021 and apologises that a formal response has not yet been sent; this will be done soon.

92. Date of Next Ordinary Meeting – 7:15pm, 4 October 2021, Felton Village Hall. The Parish Council noted that this meeting may be in the Coquet Room which is reopening.

93. Recreation Lane – Access

[Cllr Evans left the room during this item]

The Parish Council discussed the historic use of the burgage plot adjacent to Recreation Lane and the possibility that the burgage plot used Recreation Lane for access pre-1975, which would give it the right to continue to do so under the 1975 Conveyance (of Recreation Lane to the Parish Council). The Parish Council also discussed the reasons for which the Parish Council had previously refused to allow access via the Lane to the rear of 26 Main Street and what differentiated the land from other properties where access has been agreed.

[During this discussion the Parish Council resolved to extend the meeting, which should otherwise not exceed two hours under Standing Order 4w]

Resolved: To grant access via Recreation Lane to the plot of land owned by Cllr Evans.

PART 2

94. Exclusion of the Public and Press

The Parish Council declined to resolve to exclude public and press.

95. New Surgery

- a. Resolved: To agree the Solicitor's proposed fees for progressing the transfer of land from Bellway to the Parish Council.
- b. The Parish Council met with the developer Assura and Dr Lees on 12 August 2021 with the aim of trying to reach an agreement over the lease of the surgery land (from the Parish Council to Assura). Assura and Dr Lees stated strongly at the meeting that there was no money in the proposals for ground rent. Assura initially offer a capital payment of £15,000 (prior to the meeting) but indicated at the meeting that this could be increased to £20,000. There would be a peppercorn rent. Assura agreed that the Parish Council could include covenants in the leasehold agreement in favour of the Parish Council. Assura confirmed that it would be responsible for maintenance of the whole of the land and that the lease would be for the whole of the land. The Parish Council noted that £20,000 is equivalent to approximately 75 years' worth of the precept (from council tax) which the Parish Council would have received if affordable houses had been built on the surgery site. The Parish Council also noted that informal discussions between councillors and residents show retaining a surgery in the village to be a priority for residents.

The Parish Council asked John Inglis-Jones (who has professional experience in this area) for his thoughts. Mr Inglis-Jones commented that it seemed the Parish Council was at the end of the line and has limited options. Assura is a big company. He would have thought that Assura will move on after 20 years, although

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the Parish Council noted that Assura has stated its intention to stay through two or three 20/25 year leases with the surgery. He commented that the Parish Council may have to accept what has been offered.

Resolved: To enter into a leasehold with Assura for the whole of the Surgery Land on the following terms:

- 125 year lease
- Peppercorn rent
- Capital payment by Assura to the Parish Council of £20,000
- Assura to maintain the whole of the land
- Leasehold to include covenants in favour of the Parish Council to be agreed via the solicitors

96. Items for the Next Agenda

The following items were requested for the next Agenda:

- Hedge-cutting on Recreation Lane which is of low standard
- Noticeboard at Coquet Park
- Defibrillator
- Waste disposal area at the Cemetery (referred to the Felton Cemetery Joint Committee)

Chairman closed the meeting at 9:42pm.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 21 September 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			3.89			
Davisons Obelisk		175.00			175.00			
Donations		-			-			
Insurance		480.00			436.18			
Northern Powergrid Wayleave - Recreation Field		78.00			77.83			
Recreation Field - Thirston Parish Contribution		1,300.00			-			
Recreation Lane - Maintenance Contribution		500.00			-			
Reimbursement of NCC cemetery charges		90.00			62.00			
VAT Refunds		500.00			-			
War Memorial		-			-			
		34,480.00			32,041.90			
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			

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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			3,250.61		3,749.39		
Clerk's Expenses		250.00			115.26		134.74		
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			61.34		338.66		
Subscriptions and Training		500.00			329.77		170.23		
War Memorial		-			-		0.00		
VAT - Recoverable		500.00			472.03		27.97		
VAT - Unrecoverable (no receipt)		-			-		0.00		
Zoom		175.00			71.94		103.06		
Earmarked Reserves (any unspent funds at Year End are retained in									
Allotments	145.00	100.00			75.00		170.00		
Audit fee	2,400.00	2,200.00			-		4,600.00		
Chartered Surveyor's Costs		3,500.00			-		3,500.00		
Davisons Obelisk	-	200.00			-		200.00		
Defib Machine	85.00	85.00			-		170.00		
Election Costs	1,550.00	2,000.00			-		3,550.00		
Environmental / Riverside	3,498.37	1,500.00			-		4,998.37		
Felton in Bloom	571.88	200.00			47.50		724.38		
Fixed Assets	3,210.68	-			-		3,210.68		

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Expenditure	Reserves at 1 April 2021	Allocation of Budget at 1 April 2021	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance		
Earmarked Reserves cont.									
Legal Fees	6,720.00	2,000.00			1,753.00		6,967.00		
Neighbourhood Plan	3,941.82	-			-		3,941.82		
Noticeboard - Replacement	500.00	-					500.00		
Rec Field - Court Surface	10,000.00	1,000.00					11,000.00		
Rec Field - Drainage	1,500.00	1,000.00			-		2,500.00		
Rec Field - Minor Expenditure	687.07	-			214.91		472.16		
Rec Field - Multi User Building	13,000.00	1,000.00			-		14,000.00		
Rec Field - Play Area	2,271.42	1,500.00			86.00		3,685.42		
Rec Lane - Maintenance	1,375.00	-			-		1,375.00		
Street Furniture	925.92	500.00			48.00		1,377.92		
General Reserves (any unspent funds at Year End are retained in reserve fund)	5,133.76	1,000.00	2,812.29				8,946.05		
	57,515.92	34,480.00	2,812.29	-	8,510.45	-	86,297.76		

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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		-	-		57.19		-57.19		
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			3,729.88		15,938.49		
BALANCE c/f at 21 September 2021									
Felton Parish Council		83,859.66							
Felton Cemetery Joint Committee		21,309.84							
					Combined Balance		105,169.50		

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ITEM 5b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 4 October 2021				
Payments for approval made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
Playsafety Ltd - ROSPA Inspection	86.00	17.20	103.20	Play Area
St James' Square Limited	947.00	189.40	1,136.40	Legal Fees
P Brown			581.00	
Grounds Maintenance	540.00			Grounds Maintenance - Staff
Wall Plaque	15.00			Graves - Staff
Fuel	21.67	4.33		Fuel
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
C Lewis			531.60	
Salary	477.55			Clerk's Salary
Salary (Cemetery)	18.06			
Working from Home allowance	19.21			Clerk's Expenses
Zoom Subscription	11.99	2.40		Zoom
Postage	2.39			
Bentham Ltd	34.30	6.86	41.16	Stationery
St James' Square Limited	325.00	65.00	390.00	Legal Fees

ITEM 6a – ADDITIONAL WORDING TO BE INSERTED INTO FINANCE COMMITTEE TERMS OF REFERENCE

5. Personnel Matters

The Finance Committee is responsible for handling all personnel matters arising in relation to employees of the Council, including:

5.1 Drafting and reviewing employment contracts, to be approved by the Council.

5.2 Sitting as a Grievance or Disciplinary Panel as required.

5.3 Reviewing staff salaries and making recommendations to the Parish Council.

5.4 Conducting staff appraisals.

5.5 Liaising with staff regarding HR matters such as periods of absence, flexible working requests and workplace and lone working assessments.

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 7 – CONSULTATION ON CLIMATE EMERGENCY DECLARATIONS (NCC)

1. Has your Town or Parish Council declared a climate emergency?
 - a. If yes, when?
 - b. If no, what are the reasons? Are you considering declaring a climate emergency?

2. Does your Town or Parish Council have any plans to address climate change and reduce emissions, regardless of whether or not you have declared an emergency?
 - a. If yes, what plans do you have in place and what do you see as the barriers to achieving them?
 - b. If no, what support would you need to help develop plans to address climate change?

3. Would you like the support of the County Council to help develop your climate change plans?
 - a. If yes, are there specific things the council could do to help you?
 - b. If no, what are your reasons?

ITEM 19 - CORRESPONDENCE

2/9/21	Email regarding maintenance of surgery land by Management Company and requesting Bellway details	Response sent and further response to be sent with details
8/9/21	Regarding emails relating to the Bridge printer sent to and from the Parish Council	To be dealt with as a Freedom of Information request, response due 6 October
15/9/21	Request from Thirston Parish Council for elector numbers	Response sent