

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:

25 February 2022

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 7 March 2022, **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

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 Questions

Members of the public may ask questions and make representations. Public questions are limited to ten minutes in total and it may be necessary to limit the time allotted to each person in accordance with Standing Orders 4(d-j). Please note that the Parish Council may only take a decision where the item raised is listed elsewhere on the agenda.

4. Minutes of previous meeting

To approve as a correct record the minutes of the meeting of the Council held on 7 February 2022 (Pages 3-6)

5. Finances

- a. To receive financial statement and budget monitoring document to 25 February 2022 (Pages 7-10)
- b. To authorise payments (Page 11)
- c. To resolve that the Parish Council apply to Lloyds Bank plc for the issue of a Business Debit Card to the Clerk as an authorised user, to be used in accordance with Financial Regulation 6.19, and to agree a transaction limit. The Lloyds Business Debit Card Terms and Conditions of Use can be read here: <https://www.lloydsbank.com/assets/assets-business-banking/pdfs/lbrbb0006.pdf>

6. Felton Surgery

- a. To review progress and to agree any required actions
- b. To consider whether the Parish Council wishes to accept the transfer of the Surgery Land irrespective of whether the surgery development goes ahead and to agree any actions

7. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

8. Update from Committees and Working Groups (as required)

To receive an update from Committees and Working Groups on matters and actions since the date of the last Parish Council meeting

9. Standing Item – Parish Representation at Meetings

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

10. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

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11. Tree Works

To agree any tree works required at Riverside, quotes in circulation by email with further details to follow

12. Queens Jubilee

- a. To consider the request from the Village Hall's Jubilee Garden Team to pay for a seat for the refurbished Jubilee Garden:

“The Team has purchased a quantity of bulbs and a Clematis at the expense of the Village Hall. The WI has purchased a rose and a plaque. The Team is asking for plant donations from residents. When the garden was set out a hardstanding was created and a seat installed. This is no longer there. It would be lovely to provide a quiet spot for contemplation and reflection. A bespoke one has been discounted but an off the shelf seat with metal legs could be purchased for £200.”

- b. To consider further the planting of an oak tree to commemorate the jubilee and to agree next steps

13. Verge Mowing

To discuss the changes to verge mowing by NCC proposed by FeltonCAN and to agree any actions

14. Planning

To receive list of ongoing planning matters (Page 11)

15. Ongoing Matters

To receive list update on ongoing matters (circulated as separate document)

16. Items for the next Agenda

Items received later than 21 March will be included if possible but may be deferred to the following meeting

17. Date of Next Ordinary Meeting: 4 April 2022 at 7:15pm in Felton Village Hall

PART 2

18. 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 is commercially sensitive.

19. Recreation Lane – Access

To review the response and amendments received relating to the access from Recreation Lane and to agree actions and response

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ITEM 4 – DRAFT MINUTES

At the Meeting of the Parish Council held at Felton Village Hall at 7:15pm on 7 February 2022.

Present: Cllrs J Cruden (from Minute 163 onwards), G Cuthbert, R Evans, T Hood, G Lings (Chairman), and A Walton.

161. Apologies for Absence – Cllrs E Blagburn, L Sowter, F Thornton. Cllr Dickson gave her resignation in advance of the meeting and did not attend. Cllr Lings thanked Cllr Dickson for all her hard work on the Parish Council, of which she has been a stalwart member for many years.

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

Cllrs Evans declared an interest in Item 7 (Recreation Lane – Access) as he owns property situated along the Lane. Cllr Cuthbert declared an interest in Item 15 (Planning) as she has an application pending.

[Cllr Cruden joined the meeting]

163. Public Participation – A resident stated they have questions relating to specific Agenda items and the Chairman agreed that they could raise these at the relevant parts of the meeting.

164. Report from County Cllr Trevor Thorne [Agenda item taken out of order]

The Parish Council invited County Cllr Thorne to give his report before the remaining business was discussed.

- a. The Riverside parking scheme has begun. Fencing has been installed along the road edge. County Cllr Thorne is pleased with the works so far and is confident that this will improve traffic safety. County Cllr Thorne is disappointed that the parking bays along the Bridge have not yet been marked out as these are needed to improve parking. County Cllr Thorne is hoping to carry out some additional environmental improvements behind the fencing such as tree and bulb planting.
- b. County Cllr Thorne has been talking to the Parish Councils within his ward (Longframlington, Swarland and Newton on the Moor) about each establishing a committee to react to emergencies as experienced during Storm Arwen. These committees would coordinate efforts and would help to organise local facilities in an emergency. County Cllr Glen Sanderson has spoken with Boris Johnson about the response to Storm Arwen and has requested an investigation, in particular into the response by the power companies.
- c. NCC Planning are looking strategically at designating some parking bays in popular coastal settlements for mobile home parking. There was a huge increase in the number of mobile homes in the area during the 2021 staycation trend and there was a lack of suitable parking. NCC are running a pilot scheme with a number of dedicated mobile home spaces, with conditions attached on the length of stay, for self-contained mobile homes. NCC will not be providing waste disposal facilities during the pilot.
- d. County Cllr Thorne and the Parish Council discussed the South View and other parking issues and noted that the Local Transport Plan process is still ongoing. The various schemes are interlinked but can be carried out in phases as it may not be possible to get everything in a single financial year. The Parish Council can save towards the schemes and can continue to request their inclusion in the LTP. Following the site meeting between NCC, Cllr Thornton and Mrs Krzyzosiak, proposals for the initial scheme addressing parking on South View are expected now (end of January/early February).
- e. Cllr Evans commented that he had not received a response from NCC about the grant to encourage and support improved insulation, under which NCC is proposing to use Felton as a trial village. Cllr Evans will continue to chase.

165. The Minutes of the meeting held on 6 December 2021 were approved as a true record subject to the following change:

- a. **Minute 151** – addition of resolution c)The Parish Council solicitor will be asked to write to the Surgery, Assura and the NHS CCG to ask for an update on the current position with the development.

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166. Finances

- The financial statement and budget monitoring document to 27 January 2022 was received. The Parish Council noted that the allotment income received was £210 and not £220 as one tenant had made payment before the start of the financial year and it was accordingly recorded in last year's accounts.
- The Clerk advised that the payment to Design.art relates to the former website. This was retained in case there were any issues with the NALC hosted website but is no longer required going forward. A further refund has been received from SSE for electricity (Recreation Field). The Clerk will re-categorise the Cemetery Noticeboard expenditure as 'fixed assets': this will be a new category.

Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
P Brown	Cemetery Grounds Maintenance – Staff Fuel	£221.68	£2.33	£224.01	FCJC21/22.25
Felton Village Hall	Room Hire – Rec Field Room Hire – PC Room Hire – Cemetery	£60.00			PC21/22.34 and FCJC21/22.26
Clareheugh Entreprises	Cemetery Grounds Maintenance – other	£150.00		£150.00	FCJC21/22.27
Caloo	Play Area	£3,691.00	£738.20	£4,429.20	PC21/22.35
Greenbarnes Ltd	Cemetery – Materials	£740.77	£148.15	£888.92	FCJC21/22.29
Design.art	IT Costs	£50.00		£50.00	PC21/22.37
Felton Village Hall	Room Hire – Rec Field Room Hire – PC Room Hire – Cemetery Room Hire – PC (including invoice previously approved on 1/11/21 but not paid due to amendments to invoice)	£106.00		£106.00	PC21/22.36, PC21/22.41 and FCJC21/22.28
Southern Electric	Refund of Monies held	-£803.41	-£40.17	-£843.58	PC21/22.38
L Sowter	Reimbursement – materials for Rec Field and Play Area works	£121.44	£19.48	£140.92	PC21/22.39
J Hood Landscaping	Riverside Play Area Rec Lane (upkeep)	£1,145.00	£229.00	£1,374.00	PC21/22.40
C Lewis (Dec)	Clerk's Salary Cemetery – Clerk's Salary Clerk's Expenses Zoom	£590.07		£590.07	PC21/22.42 and FCJC21/22.30
HMRC	Clerk's Salary	£1.73		£1.73	PC21/22.43
NCC	Elections	£1,214.53	£195.33	£1,409.86	PC21/22.44
C Lewis (Jan)	Clerk's Salary Cemetery – Clerk's Salary Clerk's Expenses Zoom	£447.25		£447.25	PC21/22.45 and FCJC21/22.31
ROL Ltd	Recreation Field	£400.00	£80.00	£480.00	PC21/22.46

- The Parish Council considered the request from the Clerk to apply for a business debit card. This would be used for small online purchases which currently have to be paid on personal cards and reimbursed, for example NALC training and materials for repairs at Recreation Field, and would bring practices in line with the Financial Regulations. It was noted that the default limit is £700 and the card would be issued for the Clerk's sole use. There is also a question over which section of the form to complete.

Resolved: to check with Lloyds regarding which part of the form to complete and to ask Lloyds if the limit can be reduced.

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167. Felton Surgery

An email has been received from the Surgery citing the current practice manager vacancy as a reason for the delays. The Clerk has contacted Bellway referring them to the various plans showing the boundaries as previously agreed and included in the planning application made by Bellway. Cllr Lings wrote to Healthcare in December asking if they could provide an update and this was forwarded by Healthcare to the CCG. The Parish Council noted that the Surgery could put an outline planning permission application in, despite not yet occupying the land. It was noted that there has been no practice manager at Felton or Widdrington since September.

Resolved: The Clerk will instruct the solicitor to write to the CCG, Surgery and Assura as previously resolved and to copy in the NCC Section 106 Officer.

[County Cllr Thorne left the meeting]

168. Recreation Lane – Access

[Cllr Cruden considered whether he needed to make a declaration of interest but concluded that the matter did not relate to his property. Cllr Evans left the meeting during this item.]

The Parish Council considered the legal costs relating to access along Recreation Lane and the charge to be made to residents for the Deeds granting access. The Parish Council also discussed the listing of assets of community value: the parish allotments are listed but the Felton Park Estate allotment is not.

Resolved: To charge each property £250 for its Deed of Grant of Access to cover the legal fees incurred by the Council, on the understanding that there have been two invoices. The Clerk will return this item to the Parish Council if this is not correct on reviewing the financial records for earlier years.

169. Parish Representation at Meetings

Members of the Parish Council had an online meeting with NCC to discuss elderly/disabled affordable rented housing provision, in particular to see whether the Parish Council knew of any reasons which might prevent a project going ahead, before NCC does more in depth planning. The Parish Council is not able to comment publicly on this at the moment but it was noted that there may be some parking benefits.

170. **Update from Northumbria Police – None.** It was noted that the Speedwatch team have been in the village and a number of speeding vehicles were caught. The Parish Council noted that there is still speeding through and around the traffic control pinch point at the north of the village.

171. Queen's Jubilee

The Parish Council considered options for marking the Queen's Jubilee. It was noted that the Village Hall is creating a jubilee garden and there may be an event hosted at the Village Hall.

Resolved:

- a. To plant an oak tree of a reasonable size, subject to identification of a suitable site, and to erect a plinth or similar commemorating the Jubilee. The Clerk and Cllr Cruden to obtain prices and to look into grants.
- b. The Clerk to speak to Felton CAN about suitable locations.

172. Storm Arwen

The Parish Council has been consulted by NCC on its experiences on Storm Arwen and the multi-agency response. The Parish Council discussed the impact of Storm Arwen and possible responses to similar future incidents. The Village Hall is looking at 'going greener'. This could include installing solar panels with a large capacity battery, which could remove any need for an emergency generator. Cllr Evans stated that NCC should be providing as much money as possible to assist householders to install their own solar panels. The Parish Council also discussed community committees, as raised by County Cllr Thorne during his report. It was noted

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that there was a successful community responders group during the first Covid lockdown, coordinated by Chris Metherell and others.

Resolved:

- a. To respond to NCC to say that communication from agencies and power companies during emergencies needs to be improved.
- b. The Clerk to liaise with County Cllr Thorne and Chris Metherell regarding community committees.

173. Correspondence – The Parish Council noted the list of correspondence received since the last meeting. Cllr Cuthbert and the Clerk commented on reports of exposed stones/concrete in the play area, which are low risk, but will be referred to the Recreation Field Committee for action. The Parish Council noted and discussed Thirston Parish Council's letter of intent to change their contribution basis for Recreation Field from a percentage (taken from elector numbers) to a fixed contribution.

174. Correspondence Policy

The Parish Council considered the correspondence policy, in particular relating to emails. It was noted that there were very few items which are not either already referred to councillors or added to the agenda. The Parish Council agreed that there should be a written policy in place and that it would be helpful to identify the date by which items must be received to be considered for the agenda. The Clerk confirmed that correspondence from auditors and items flagged as green, for example the surgery, are already being circulated to councillors. The Ongoing Matters list has not been updated recently and the Clerk will reintroduce this.

Resolved: To circulate all items received from individuals until May as a trial period.

[The Parish Council resolved to extend the meeting.]

175. Planning

The Parish Council discussed the retrospective planning application 21/04730/FUL 4 Low Close – Installation of Gabion Basket Wall and expressed concern that this was already showing signs of collapse and would exacerbate flooding. It was agreed that it would be helpful for the Parish Council's position on applications to be noted in the list as 'Objects/Supports/Neutral'.

Resolved: To add the Parish Council's position to the list of planning applications in future agenda.

176. Items for the Next Agenda – None

177. Casual Vacancy

A casual vacancy has arisen following the resignation of Mrs Barbara Dickson. The Clerk has notified this to NCC and published the Notice of Vacancy. An election can be called by ten electors making a request to NCC by 28 February. If no election is called, the Parish Council will be notified that it may co-opt to fill the vacancy.

178. Date of Next Ordinary Meeting – 7:15pm on Monday 7 March 2022 at Felton Village Hall.

Chairman closed the meeting at 9:29pm.

After the meeting, the Chairman received an update from Northumbria Police, confirming that no crimes were reported during the period November 2021 to February 2022. This has been added to the Minutes for the purpose of informing the community.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 25 February 2022					
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			7.28		
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		-			1,000.65		
		34,480.00			33,045.94		
Income		Anticipated (in Budget)			Actual (Year to Date)		
Felton Cemetery Joint Committee							
Fees		3,860.00			1,955.00		
Interest		50.00			-		
VAT Refunds		160.00			-		
Miscellaneous		-			-		
		4,070.00			1,955.00		
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			6,034.05		965.95			
Clerk's Expenses		250.00			213.70		36.30			
Compliance		35.00			-		35.00			
Donations		500.00			50.00		450.00			
Insurance		1,625.00			1,568.33		56.67			
IT Costs		260.00			184.98		75.02			
Misc		-			-		0.00			
Recreation Field		2,700.00			1,735.72		964.28			
Recreation Field - All Weather Court Lights		400.00			-		400.00			
Recreation Lane - Upkeep		700.00			515.00		185.00			
Room Hire		300.00		2.00	302.00		0.00			
Stationery		400.00			163.74		236.26			
Subscriptions and Training		500.00			369.77		130.23			
War Memorial		-			-		0.00			
VAT - Recoverable		500.00		1,235.73	2,011.06		-275.33			
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			1,214.53		2,335.47			
Environmental / Riverside	3,498.37	1,500.00			60.00		4,938.37			
Felton in Bloom	571.88	200.00			56.50		715.38			
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		649.03	4,420.45		0.00		
Rec Lane - Maintenance	1,375.00	-			-		1,375.00		
Street Furniture	925.92	500.00			983.75		442.17		
General Reserves (any unspent funds at Year End are retained in reserve fund)	5,133.76	1,000.00	2,812.29			1,886.76	7,059.29		
	57,515.92	34,480.00	2,812.29	1,886.76	22,347.41	1,886.76	72,460.80		

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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	-		44.00		-4.00		
Cemetery Clerk's Salary		370.00			300.00		70.00		
Parish Clerk's Salary		-	-		278.44		-278.44		
Insurance		30.00	-		10.29		19.71		
Fixed Assets		320.00	-		-		320.00		
Grounds Maintenance - staff		4,530.00	-		3,105.00		1,425.00		
Grounds Maintenance - other		220.00	-		390.00		-170.00		
Materials		50.00	-		967.52		-917.52		
Fuel		140.00	-		109.19		30.81		
Graves - staff		860.00	-		15.00		845.00		
Graves - other		-	-		793.03		-793.03		
Waste Area		80.00	-		37.00		43.00		
War Memorial		240.00	-		400.00		-160.00		
Plants		40.00	-		51.75		-11.75		
Remembrance		-	-		-		0.00		
Misc		100.00	-		-		100.00		
Training					185.00				
Recoverable VAT		170.00	-		308.34		-138.34		
Unrecoverable VAT - no receipt		-	-		2.33		-2.33		
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			6,996.89		12,856.48		
BALANCE c/f at 25 February 2022									
Felton Parish Council		71,026.74							
Felton Cemetery Joint Committee		19,297.83							
					Combined Balance		90,324.57		

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ITEM 5b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 7 March 2022				
Payments made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
C Lewis (corrected figure for January)			465.28	
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
SJS Law	750.00	150.00	900.00	Legal Fees

ITEM 14 – ONGOING PLANING MATTERS

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

21/04657/LBC and 21/04661/FUL	Bradley Brook Farm – Stable Cottage B6345 Old Swarland to Riverside Felton NE65 9HR - Raise roof of annex building by 900mm to include the insertion of 2 x rooflights. Reconfigure ground floor to provide bathroom/utility/workroom/home bakery and retain garage. Reconfigure first floor to provide 2 x bedrooms and store room as ancillary accommodation	Awaiting decision	No objections
21/04730/FUL	4 Low Close Felton NE65 9FF - Installation of gabion basket wall approximately 4.5m x 1m high to enable area to be infilled, then plant new shrubs and plant. Installation of timber decking to remainder of area	Awaiting decision	Expressed concerns
21/05008/FUL	23 South View Felton NE65 9NW - Remove sunroom and erection 1no 2 storey extension and 2no single storey extensions to rear elevation	Awaiting decision	No objections
22/00039/LBC and 22/00038/FUL	18 Main Street Felton NE65 9PN - Installation of 4x new rooflights; relocation of 1x existing rooflight (games room to master bed); reversal of stairs (dining room); part first floor removed (ex games room); and internal opening altered (kitchen to dining)	Under consultation	No objections
22/00001/LBC	6-8 Riverside – Reconstruction of part of west gable wall and replacement chimney	Awaiting decision	No objections