

TOGSTON PARISH COUNCIL

Chairman
June Watson

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

To the Members of Togston Parish Council:

5 January 2022

Dear Councillor

You are hereby summoned to attend a meeting of Togston Parish Council on Tuesday 11 January 2022 at 6:00pm for the purpose of transacting the following business.

This Meeting will be held in Acklington Village Hall and is open to the public. **You must not attend if you have Covid-19 symptoms. Face masks must be worn at all times in the Hall unless you are exempt.** Numbers may need to be restricted in order to allow social distancing.

C Lewis

AGENDA

1. Apologies for absence

To approve any apologies for absence

2. Public Participation

Members of the public may ask questions or make representations (limited to five minutes in total)

3. Disclosure of Interests

To disclose any interests in items on the Agenda and to grant any dispensations

4. Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 9 November 2021 (Pages 3-7)

5. Report from Northumbria Police

To receive a report from Northumbria Police

6. Report from County Councillor Terry Clarke

To receive a report from County Councillor Terry Clarke

7. Chairman's Report

To receive a report from the Chairman

8. Finance

- a. To receive financial report to 4 January 2022 (Pages 8 and 9)
- b. To authorise payments

Payee	Head of Expenditure	Cost	VAT	Total
Wave (Anglian Water)	Allotments – Water	£292.54	£0.00	£292.54
Flannigan & Border Skip Hire	Allotments	£295.00	£0.00	£295.00
Hobberlaw Plants	Christmas Lights	£104.17	£20.83	£125.00

TOGSTON PARISH COUNCIL

The Clerk's salary is due but will be submitted for approval at a later date due to ongoing issues with HMRC PAYE Basic Tools.

c. To note receipts

Date	Source	Reason	Amount
10/11/21	TSB Bank	Interest	£0.04
19/11/21	Individuals	Allotment Equipment Sale	£140.00
19/11/21	Petty Cash	Petty Cash paid into bank account	£16.74
10/12/21	TSB Bank	Interest	£0.04

9. Precept

In light of the damage caused by Storm Arwen and the need for repairs and maintenance, to agree an increased Precept of £5,500 for the Year Ending 31 March 2022

10. Repairs to Fencing

To agree quote from C Bowden for repairs to fencing in car park area and next to path following damage caused by Storm Arwen at a total cost of £1,100

11. Vehicles obstructing Queen Street Footpath

- a. To discuss the December Meeting with NCC held in relation to obstruction of Public Right of Way by vehicles and to agree any actions
- b. To agree quote for installation of bollards at corner of Public Right of Way to prevent obstruction by vehicles, at a cost of £50.00

12. Allotments

To review and agree Allotment Rules

13. Garages

To review and agree rent for garages. Tenancy Agreements for garages to be prepared and approved at the next meeting.

14. 5 Queen Street

To receive update on clearance of rubbish and to agree any actions

15. 4 Queen Street

To receive update on rubbish and other issues and to agree any actions

16. Queen's Jubilee – Tree Planting

To agree arrangements for planting free trees obtained by Cllr Watson from the Woodland Trust, possibly as a celebration of the Queens Jubilee

17. Items for the next Agenda

18. Date of Next Meeting

Tuesday 11 January 2022 at 6:00pm, Acklington Village Hall

TOGSTON PARISH COUNCIL

ITEM 4 – DRAFT MINUTES

At the Meeting of the Parish Council held at Christ Church Hall on 2 November 2021 at 6:00pm.
Present: Cllrs A Cairns, K Farwell, M Farwell, S Jeffrey, F Moore and J Watson (Chairman). Cllr Urwin joined the meeting during Minute 70.

64/21 Apologies for Absence

County Cllr Terry Clark sent his apologies due to a bereavement.

65/21 Public Participation

None

66/21 Disclosure of Interests

Cllrs Cairns, K Farwell, M Farwell, S Jeffrey and F Moore declared an interest in Item 11 (Allotments) as allotment tenants. Cllr Urwin declared an interest in Item 11 (Allotments) as his wife is an allotment tenant. All councillors affected submitted requests for a dispensation to take part in the meeting.

RESOLVED to grant dispensations to all affected councillors.

67/21 Minutes of previous Meetings

The Minutes of the Ordinary Meeting of the Parish Council held on 14 September 2021 were approved as a true record.

68/21 Questions and Answers with County Cllr Cabinet Member John Riddle

County Cllr John Riddle introduced himself and gave a brief background of his local government work and experience. County Cllr Riddle gave an update on NCC, its present work and its investment in renewable energy, boosting jobs and Covid-19 recovery. The following questions and issues were then raised, to which County Cllr Riddle responded:

- a. There are safety concerns about traffic around the school (Broomhill). The traffic, particularly the speed of traffic, around the school and on the approach to Acklington Road junction is unsafe. There is now reduced parking around the school to facilitate safe drop off as the parking previously used at The Trap is no longer available to non-customers. Parents are also using local streets to turn around. The meeting discussed the need for better traffic calming measures and for better parking, including whether it would be possible to put car parking behind the school, although it was noted that this area is currently used for forest school. The meeting also discussed speed cameras, and parking restrictions such as fencing and zigzag lines. It was noted that these measures would have an impact on residents. If car parking could be put behind the school, funding for grasscrete might be available via county councillor small projects budget. Physical traffic calming measures such as speed bumps are more effective but are not always suitable. County Cllr Riddle stated it is very unlikely that a new lollipop person would be employed unless this was an existing position. The Parish Council noted that the school is outside the parish. However, many parish children attend and the Parish Council agreed that a joined up approach should be taken.
- b. County Cllr Riddle discussed the parking of vehicles in connection with a garage business which is obstructing Public Right of Way (Footpath No 9). The Parish Council owns the land which is

TOGSTON PARISH COUNCIL

not adopted highway. The parked vehicles also prevent the grass from being cut. County Cllr Riddle advised that the vehicles could be served notice under the Refuse Disposal Act for abandonment of vehicles, if in a condition indicating abandonment. Alternatively, County Cllr Riddle agreed that bollards could be effective to restrict parking if there are no other access rights which would be affected.

- c. County Cllr Riddle reported that a pavement footways inspection had been carried out. However, no actionable defects had been found. Pavement damage needs to be 40mm deep and above a certain size before repair works will be scheduled.
- d. Cllr Jeffrey asked County Cllr Riddle to look into double yellow lines at North End Close. These were requested and agreed approximately two years ago but have not been put in. County Cllr Riddle agreed to look into this.
- e. A resident reported that one of the allotments is keeping chickens in a shed near the houses on Togston Crescent and the resident is concerned that this will be encouraging rats. Cllr Jeffrey commented that chickens had not been seen or heard on the inspection but will look into this. The Clerk will send a letter to allotment holders who keep chickens to remind them of the need to take measures to discourage rats.

69/21 Report from Northumbria Police

Northumbria Police were unable to attend. A report was sent to the Clerk. In the last four week period there have been four incidents resulting in two crimes being recorded which have been investigated. Northumbria Police are continuing to monitor incidents and to take action where appropriate.

70/21 Report from County Cllr Terry Clark

- a. County Cllr Clark raised the issue about grass cuttings being left. Mr Bob Hodgson (NCC) advised that this is the way grass is cut in this area; it is not collected.
- b. County Cllr Clark has assisted a resident who received notice from a private landlord to set up a home finder account and information about applying.
- c. There are concerns about extreme right wing literature being delivered in Amble. The neighbourhood police officer has removed stickers from lampposts and has conducted a CCTV trawl but unfortunately the offender has not yet been identified. Information and any concerns about leaflets or stickers should be reported to the police.
- d. County Cllr Clark provided an update on the Turner Street Car Park. It is envisioned that the ground investigation work, analysis results and final construction design will take ten weeks from November. Mobilisation lead in will be minimised as far as possible but requires four weeks, with construction activity expected to take 18 weeks. The anticipated site completion date is June 2022.

70/21 Chairman's Report

Cllr Watson provided her report.

- a. Cllr Watson was able to obtain 72 plants free of charge from Dobbies.
- b. The new fencing at the allotments has been well received by residents in East View and is a vast improvement.

TOGSTON PARISH COUNCIL

- c. Cllr Watson has been advised by Mr Sodaquest (NCC) that the enforcement team successfully contacted the landlord of 5 Queen Street and that rubbish will be removed from the front and back gardens. The enforcement team will endeavour to talk to the landlord about future plans for the property. If the property remains vacant long term it will incur double Council Tax.
- d. Cllr Watson has informed Mr Sodaquest that there is an issue with furniture in the front and back of 4 Queen Street. Anti-social behaviour was reported at the property which was attended by the police.
- e. NCC Local Services department have reported that the pavements in Guyzance Avenue meet prescribed limits. This will be monitored.
- f. There is still an uninsured car parked on Parish Council land in Queen Street behind the garage, obstructing the Public Right of Way. Mr Derbyshire (Footpaths Officer, NCC) is now intending to contact the garage repairer and to take action. Cllr Watson would like the Parish Council to erect bollards at strategic positions in Queen Street to prevent unlicensed vehicles taking up parking spaces for residents. Cllr Watson also stated that garage leases need to be reviewed and to ensure all occupants are paying rent.
- g. The Parish Council needs to look at the legality of the allotments divided up and fenced off into the gardens of Togston Court. There is currently no access for the Parish Council to these allotments.

[Cllr Urwin joined the meeting.]

Cllr Urwin suggested that a list of vacant allotments could be put on the website.

- h. Cllr M Farwell noted that U330 into Queen Street is not adopted highway according to County Cllr Riddle. The Clerk will ask County Cllr Riddle to confirm this.

71/21 General Power of Competence

- a. **RESOLVED** that the Parish Council meets the criteria for eligibility, having at least two thirds elected members and the Clerk holds the Certificate in Local Council Administration.
- b. **RESOLVED** to adopt the General Power of Competence.

72/21 Old Mission Hall adjacent to Chapel Row (Agenda Item 17 taken out of order)

Cllr Watson brought this item to the meeting to look into what the future of the Old Mission Hall might be, in particular whether the owner intends to develop or sell it, as it has potential for development as a community building or as community housing. The condition of the property was noted, including that some of the walls appear to be bulging. The owner was in attendance at the meeting and confirmed that they run a business from the property collecting and reselling windows. The inside is used as storage. The ownership of the land at the end, currently used for car parking, is unknown. The Clerk will ask NCC if it is adopted highway.

73/21 Finance

- a. The financial report to 10 October 2021 (the date of the last bank statements) was received.
- b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
Christmas Lights Direct	Christmas Lights	£254.00	£0.00	£254.00	

TOGSTON PARISH COUNCIL

Northumberland County Council	Allotments – Grass/Hedge Cutting	£227.13	£45.43	£272.56	
C Bowden	Allotments – Maintenance	£1,450.00	£0.00	£1,450.00	
Acklington Village Hall	Room Hire	£20.00	£0.00	£20.00	
A Cairns – reimbursement	Christmas Lights	£23.45	£0.00	£23.45	

c. The following receipts were noted:

Date	Source	Reason	Amount
6/9/21	NCC	Precept	£2,000.00
10/9/21	TSB Bank	Interest	£0.01
10/10/21	TSB Bank	Interest	£0.04

74/21 Budget for the Year Ending 31 March 2023

The Parish Council considered the draft Budget for the Year Ending 31 March 2023. The following points were considered:

- The Parish Council considered rental income from the allotments. The Parish Council noted that the allotments are very varied in size. The Parish Council discussed measuring the allotments and placing these in Bands based on size could be a fair way to set rents: for example the largest allotments could be Band A, and so on, with rent set accordingly.
- The Parish Council considered the cost of the internal audit. The Clerk will check fees.
- The Parish Council discussed the inclusion of the Christmas Lights within the budget. The Clerk advised that this money was held as an earmarked reserve fund but that it needed to be included in the Budget as it is Parish Council money.
- The Parish Council discussed at length whether to raise the precept. The Parish Council considered the impact on residents. The Parish Council also reviewed the draft Budget to see where the money was being allocated. THE Clerk advised that if the expenditure in the draft Budget was all included, that the precept would need to be increased as set out in the draft Budget.

RESOLVED to approve the Budget for the Year Ending 2023 as drafted and to set the Precept at £4,455.

75/21 Allotments

- The Parish Council considered the letters drafted by the Clerk to be sent out if the Tenancy Agreement or rules are breached. The Parish Council considered whether these could be hand delivered by councillors.
RESOLVED to agree the template letters.
- The Parish Council discussed the issues with the allotments at the rear of Togston Court.
RESOLVED that the Clerk will write a letter for enforcement of Rule 16 (Right to Inspect).
- The Parish Council discussed the allotment rules and inspections. The allotments at the moment are not at their best due to the season.
RESOLVED to review the allotment rules at the next meeting. In the meantime, the Clerk to advise all tenants that the rules are being reviewed.
- The Parish Council considered the bench seat estimates obtained by the Clerk.
RESOLVED to purchase and install a Marmax Recycled Plastic Products – Recycled Plastic Traditional Seat in Brown with soft ground fixings for a total cost of £357 (plus VAT).

TOGSTON PARISH COUNCIL

76/21 Garage – 5 Togston Crescent

RESOLVED to grant permission for garage tenant to carry out repairs to the back end of the garage (wood and brickwork) at tenant's cost, including removal of one shed and replacement of second shed.

77/21 Community Defibrillator located at Togston Terrace Social Club

The Clerk received an email asking for the defibrillator to be checked as it was believed to have been used. On checking, it was discovered it had not been used. Cllr Cairns is arranging free training through the Social Club for use of the defibrillator. Cllrs Cairns, Moore, Jeffrey and Urwin expressed an interest in attending training.

78/21 5 Queen Street

Mr Sodaquest (NCC) is taking enforcement action to have the rubbish cleared. As at the date of this meeting, no works have taken place.

79/21 4 Queen Street

Antisocial behaviour has been reported at 4 Queen Street and furniture and white goods have been abandoned in the gardens. The police have attended the property. This appears to be a continuing problem. Cllr Watson has reported the rubbish to Mr Sodaquest (NCC).

80/21 Vehicles obstructing Queen Street Footpath

Cllr Watson will obtain a price for installing bollards on the corner of the Public Right of Way to prevent obstruction by vehicles and this can be considered at the January meeting. NCC will be asked to intervene to have the vehicles removed.

81/21 Items for the Next Agenda

- Bollards
- Vehicles obstructing Queen Street

82/21 Date of Next Meeting

Tuesday 11 January 2022 at 6:00pm, Acklington Village Hall

The Chairman closed the Meeting at 8:35pm.

TOGSTON PARISH COUNCIL

ITEM 8a – FINANCE

TOGSTON PARISH COUNCIL						
Financial Position at 10 October 2021						
Balances at 1 April 2021						
TSB Club Charity and Trust Account						6,137.77
TSB Business Instant Access Account						827.43
Petty Cash						98.58
BALANCE b/f at 1 April 2021						7,063.78
RECEIPTS						
				Budget	Year to Date	
Precept				4,000.00	4,000.00	
Rents				1,571.00		
Allotments					1,042.50	
Garages and Parking					660.00	
Wayleave				250.00	249.14	
VAT Refunds				100.00	-	
Interest received				-	0.32	
				5,921.00	5,951.96	
PAYMENTS						
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)	Current Balance
Clerk's Salary	-	2,950.00	-		749.46	2,200.54
Clerk's Expenses	-	50.00	-	17.39	67.39	-
Stationery	-	-	-	46.33	46.33	-
Insurance	-	750.00	-		708.76	41.24
Allotments and Garages	-		1,702.50	454.49		-
Water Charges		350.00	-		307.79	
Rock Salt		100.00	-		-	
Grass Cutting		200.00	-		449.20	
Hedge Cutting		200.00	-		-	
Allotments Maintenance		-	-		2,250.00	
Togston in Bloom Competition	-	150.00	-		123.96	26.04
Togston in Bloom Plants	-	150.00	-		63.00	87.00
Miscellaneous	-	200.00	-		2.29	197.71
Subscriptions/Training	-	170.00	-	89.98	259.98	-
Donations	-	150.00	-		25.00	125.00
Room Hire	-	50.00	-		50.00	-
Audit Fees	-	90.00	-	27.00	117.00	-
Website	-	75.00	-		75.00	-
Christmas Lights	827.43	-	-		277.45	549.98
Recoverable VAT	-	-	-	51.04	51.04	-
	827.43	5,635.00	1,702.50	686.23	5,623.65	3,227.51
BALANCE c/f					7,392.09	
BANK RECONCILIATION						
Balances at 4 January 2022						
TSB Club Charity and Trust Account						6,931.98
TSB Business Instant Access Account						827.67
Petty Cash						-
Less						
Uncleared payments						- 367.56
					7,392.09	-

TOGSTON PARISH COUNCIL

Fund	Balance c/f at 1 April 2021	Grants and donations	Other income	Allocation of budget	Expenditure	Current Balance
Allotments and Garages	-		1,702.50	850.00	3,006.99	- 454.49
Christmas Lights	827.43			-	277.45	549.98
Total Earmarked Reserves	827.43	-	1,702.50	850.00	3,284.44	95.49
General Reserves	6,236.35	-	-	1,385.54	686.23	4,164.58
Working Balance	-	-	4,785.00	-	1,652.98	3,132.02
						7,392.09