

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:

28 January 2022

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 7 February 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 6 December 2021 (Pages 3-5)

5. Finances

- a. To receive financial statement and budget monitoring document to 27 January 2021 (Pages 6-9)
- b. To authorise payments (Page 10)
- 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. 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

To review progress and to agree any required actions

7. Recreation Lane – Access

To agree the amount to be charged to properties on Recreation Lane in relation to the legal fees incurred by the Parish Council for the Deeds granting access

8. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

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. Queens Jubilee

The W.I. would like to know the Parish Council's plans for celebration of the Queen's Jubilee, if any, to avoid duplication. To discuss and agree a response and any actions.

12. Storm Arwen

To agree a response to NCC's Storm Arwen Review, which invites submissions from Parish Councils (among others) on their experiences during the storm and the multi-agency response to it, including that of the County Council.

13. Standing Item – Correspondence Received

To receive list of correspondence received during the period to 27 January 2021 (Page 11)

14. Correspondence Policy

To consider the correspondence policy and to agree any changes. Currently correspondence is delegated to the Clerk to deal with as follows: items on which a decision is required are added to the next suitable agenda; items on which a decision is not required are responded to by the Clerk and noted in the correspondence list in the next suitable agenda; items relating to Recreation Lane, the Surgery and any other urgent business are circulated when received; newsletters/items for information only (e.g. NALC newsletter) are circulated on receipt; administrative emails (e.g. invoices) not circulated or listed.

15. Planning

To receive list of ongoing planning matters (Page 12)

16. Items for the next Agenda

17. Date of Next Ordinary Meeting: 7 March 2022 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 December 2021.

Present: Cllrs E Blagburn, J Cruden, R Evans, T Hood (from 7:40pm onwards), G Lings (Chairman), L Sowter, F Thornton and A Walton.

The Chairman opened the meeting by thanking all those members of the community who had given their time and efforts to clear tree damage caused by Storm Arwen. The Chairman commented that it was an honour to live in a village where everyone helps out.

PART 1

28. Apologies for Absence – Cllr Cuthbert

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

Cllrs Evans, Cruden and Sowter declared an interest in Item 17 (Recreation Lane – Access) as they all own property situated along the Lane.

30. Public Participation – None

31. The Minutes of the meeting held on 4 October 2021 were approved as a true record.

32. The Minutes of the meeting held on 1 November 2021 were approved as a true record.

33. Finances

- The financial statement and budget monitoring document to 26 November 2021 was received.
- The Clerk advised that the payment to Elsdon Memorials was for cleaning and repairing the War Memorial (for example, damage to letters) ahead of the Remembrance Day Service.

Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
HMRC	Clerks Salary	£5.32		£5.32	PC21/22.33
Elsdon Memorials	War Memorial	£400.00		£400.00	FCJC21/22.18
H Hood	Felton in Bloom Cemetery – Plants	£18.00	£3.60	£21.60	PC21/22.28 and FCJC21/22.21
A Brown	Cemetery - Grounds Maintenance – other	£793.03		£793.03	FCJC21/22.20
Felton Village Hall	Room Hire – Rec Field Room Hire – PC Room Hire – Cemetery	£92.00			PC21/22.26 and FCJC21/22.19
Bentham Ltd	Stationery	£68.10	£13.62	£81.72	PC21/22.27
P.J.R. Blewitt Ltd	Recreation Field – drainage	£570.00	£114.00	£684.00	PC21/22.29
Glasdon	Street Furniture	£623.75	£124.75	£748.50	PC21/22.30
ROL Ltd	Recreation Field Cemetery – Ground Maintenance – Other	£1,800.00	£360.00	£2,160.00	PC21/22.31 and FCJC21/22.22
NCC	Cemetery – Waste Disposal	£37.00		£37.00	FCJC21/22.23
C Lewis	Clerks Salary Cemetery – Clerk's Salary Clerk's Expenses Zoom	£590.07		£590.07	PC21/22.32 and FCJC21/22.24

34. Award of Grass Cutting and Landscaping Contracts

The Grass Cutting Contract and the Landscaping Contract were put out to tender and each resulted in a number of responses. The Chairman noted that some of the information (for example pricing) was

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commercially sensitive and emphasised that the Parish Council wishes to encourage companies to tender in future. The Parish Council will therefore respect the commercial sensitivity of the tenders and will not discuss the quotes in public. The quotes have been assessed against the tender scoring document by the Contracts Working Group and the results have been circulated to councillors with the tender documents as required. Councillors did not have any further questions.

Resolved:

- a. To award the Grass Cutting Contract to ROL Ltd for three years commencing on 1 January 2022.
- b. To award the Landscaping Contract to John Hood Landscaping for three years commencing on 1 January 2022.

35. Felton Surgery

The Chairman has emailed Healthcare Northumberland to see if they are able to provide any information on the position with the surgery development. Healthcare Northumberland have previously been instrumental in pushing matters forward. Healthcare Northumberland have contacted the CCG and are awaiting a response. There are reports circulating that it is the Parish Council causing the delay. Cllr Blagburn reported that at the recent PPG meeting, the PPG was informed that the doctors still want the development to go ahead but that Assura have put the purchase of materials on hold until procedural matters catch up. The PPG was also informed that amalgamating the two surgeries, under which Felton will become a satellite, was proving much more strenuous than thought. The PPG was told that regardless of size Felton and Widdrington still have to follow the same procedures as for a merger of much larger practices.

The Parish Council discussed the draft Transfer document and the accompanying plan. The Parish Council are still unhappy with the boundaries as marked on the plan. There appears to be a gap between the west boundary marked on the plan and the boundary of the verge owned by NCC. The boundaries should abut. The marked boundaries also include the footpath at the north east corner of the site. Bellway have stated that they would not be prepared to split the site to exclude this.

Resolved:

- a. To request a site meeting to mark out the boundaries correctly.
- b. To approve the draft Transfer document subject to the plan being agreed.

36. Recreation Lane – Access

The Parish Council considered the draft documents formalising access to properties on Recreation Lane.

Resolved: To approve the documents formalising access.

37. Report from County Cllr Trevor Thorne

- a. County Cllr Thorne and representatives of the Parish Council had a meeting at County Hall about impact of the A1 dualling works on Felton and Thirston. A good discussion took place with National Highways. The message which came out of the meeting is that there will be good consultation and the project team will take evidence based action. Diversions using Felton will be minimised as far as possible but will occur. The team will liaise with the Parish Council. County Cllr Thorne also asked whether in recognition of the disruption National Highways could make a contribution to local projects.
- b. County Cllr Thorne has also had a meeting with the NCC Sustainable housing Officer, who is looking county wide at opportunities to convert garages into bungalows, primarily aimed at the elderly. However, County Cllr Thorne does not think this scheme is suitable for Felton. There is no alternative garage provision in Felton if the current garages are converted to housing and there are known parking issues already.
- c. The Riverside parking scheme has a provisional start date of 16 December. County Cllr Thorne is unsure in what order the works will be carried out but can check. There will not be double yellow lines in front of the Running Fox.

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- d. NCC employees have been on site at South View to measure the site and this seems positive. County Cllr Thone is hopeful that a scheme can move forward.

38. Parish Representation at Meetings

- a. Matt Baker (NCC), who has been liaising with the Parish Council regarding EV Charge Points, contacted the Chairman to provide details of a separate grant scheme relating to housing and energy. Mr Baker would like Felton to be a trial village for the scheme. The Chairman has forwarded the query to the Biodiversity and Climate Change Committee to liaise directly with Mr Baker and Felton CAN.
- b. Cllrs Evans and Hood reported briefly on their attendance at the meeting at County Hall about the A1 dualling (see **Minute 153a** above). They confirmed that National Highways are very keen to liaise with the Parish Council. The team hopes to start initial works in February 2022. If the A1 bridge is closed then the team aims to divert traffic via the A697. Cllr Hood requested that all traffic should use the A697. It was noted that mitigation measures in place during the last couple of closures have worked very well. The project aims to be climate-friendly/environmentally sensitive way. Funding is on track. Tree planting to the south-west of the new road is planned to replace trees removed during the process. The works will be carried out in short sections, with multiple teams on site at any time. The design includes noise abatement aspects. The team are willing to hold public events before and during the works to present the plans.
- c. The Recreation Field Committee reported that progress has been made with the drainage problem. Blewitts have installed a junction and inspection chamber at the south east corner of the Field and the Committee is now arranging further inspections and/or jetting. The new swing has been installed. The new bins have been installed at either end of the play area to replace the damaged bin. The back fence repairs are in progress.
- d. The Property Management Committee has been discussing a number of projects, with a view to progressing these in the Spring when the weather and temperatures are more favourable. The benches outside the Village Hall will be sanded back and repainted/treated. The Committee intends to refurbish the red phone box and hopes to hold a fundraiser in the Spring. The Committee will also conduct its annual walk in the Spring when winter damage can be assessed.

39. Update from Northumbria Police – None

40. **Correspondence** – The Parish Council noted the list of correspondence received since the last meeting.

41. Items for the Next Agenda – None

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

PART 2

43. **Resolved:** To exclude the public and press under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed which includes personal data.

44. Employment Contracts and Job Descriptions

The Parish Council discussed the draft contracts and job descriptions, in particular with respect to pay scale, balancing the public purse against the need to be a fair employer and to attract and retain employees, and the expansion of roles versus the creation of new roles.

Resolved: To ask the Contracts Working Group to review the drafts taking into account any comments submitted to them by councillors.

Chairman closed the meeting at 9:08pm.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 27 January 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			6.31		
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			33,044.97		
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			5,627.98		1,372.02			
Clerk's Expenses		250.00			194.49		55.51			
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			1,335.72		1,364.28			
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			329.77		170.23			
War Memorial		-			-		0.00			
VAT - Recoverable		500.00		1,235.73	1,735.73		0.00			
VAT - Unrecoverable (no receipt)		-			-		0.00			
Zoom		175.00			95.92		79.08			
Earmarked Reserves (any unspent funds at Year End are retained in										
Allotments	145.00	100.00			75.00		170.00			
Audit fee	2,400.00	2,200.00			-		4,600.00			
Chartered Surveyor's Costs		3,500.00			-		3,500.00			
Davisons Obelisk	-	200.00			-		200.00			
Defib Machine	85.00	85.00			-		170.00			
Election Costs	1,550.00	2,000.00			-		3,550.00			
Environmental / Riverside	3,498.37	1,500.00			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	19,992.27	1,886.76	74,815.94		

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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 27 January 2021							
Felton Parish Council		73,380.91					
Felton Cemetery Joint Committee		19,297.83					
					Combined Balance		92,678.74

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ITEM 5b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 7 February 2022				
Payments made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
P Brown				
Grounds Maintenance	210.00		224.01	Ground Maintenance - Staff
Fuel	11.68	2.33		Fuel
Felton Village Hall			60.00	
Parish Council	32.00			Room Hire
Recreation Field Committee	16.00			Recreation Field Room Hire
Felton Cemetery Joint Committee	12.00			Cemetery Room Hire
Clareheugh Entreprises	150.00		150.00	Grounds Maintenance - Other
Caloo	3,691.00	738.20	4,429.20	Play Area
Greenbarnes Ltd	740.77	148.15	888.92	Cemetery - Materials
Design.art	50.00		50.00	IT Costs
Felton Village Hall			106.00	
Parish Council	16.00			Room Hire
Recreation Field Committee	16.00			Recreation Field Room Hire
Felton Cemetery Joint Committee	8.00			Cemetery Room Hire
Parish Council (previously approved as £98 on 1/11/21 but not paid as invoice incorrect, corrected amount £66)	66.00			Room Hire
Southern Electric	- 803.41	- 40.17	- 843.58	Recreation Field
L Sowter		19.48	140.92	
Recreation Field	47.99			Recreation Field
Play Area	73.45			Play Area
John Hood Landscaping & Garden Services		229.00	1,374.00	
Riverside	60.00			Riverside
Play Area	570.00			Play Area
Recreation Lane	515.00			Recreation Lane - Upkeep
C Lewis (December)			768.75	
Parish Council	594.51			Clerk's Salary
Cemetery	155.03			Cemetery - Clerk's Salary
Expenses	19.21			Clerk's Expenses
HMRC - PAYE	1.73			Clerk's Salary
Payments for approval				
Payee	Cost	VAT	Total	Head of Expenditure
NCC - Election Costs (May 2021)	1,214.53	195.33	1,409.86	Elections
C Lewis (January)			447.25	
Parish Council	381.15			Clerk's Salary
Cemetery	6.89			Cemetery - Clerk's Salary
Expenses	19.21			Clerk's Expenses
Reimbursement - NALC training	40.00			
ROL Ltd	400.00	80.00	480.00	Recreation Field

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ITEM 13 - CORRESPONDENCE

30/11/21	NCC Email notifying of proposed date for work at Riverside	Circulated to councillors
16/12/21	PKF Littlejohn – copied into email regarding external audit	Response sent
22/12/21	Felton Surgery – notification of merger of Felton and Widdrington surgery contracts	Circulated to councillors
28/12/21	Email regarding ferreting on Recreation Field	Response sent
30/12/21	Thirston Parish Council – letter concerning future contributions to Recreation Field and withdrawal of representative on the Recreation Field Committee	Response sent and circulated to councillors
4/1/22	Email regarding ownership of memorial benches in Felton	Response sent
11/1/22	Felton Surgery stating unable to make progress on the new development pending the recruitment of a new practice manager	Circulated to councillors
18/1/22	NCC – funding available for Queen's Platinum Jubilee	Forwarded to W.I. secretary for info
20/1/22	Email regarding border by Benlaw Grove	Response sent and will be referred to Property Management Committee
27/1/22	Healthwatch – promoting CCG NHS Access survey	Circulated to councillors, information and link to survey put on website, posters displayed in both community noticeboards

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ITEM 15 – ONGOING PLANING MATTERS

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

21/03555/FUL	58 Main Street Felton Morpeth Northumberland NE65 9PZ – Change of use from annex to holiday let comprising of two bedrooms, kitchen and living area with w/c and shower	Permitted
21/04226/FUL	64 Main Street Felton Morpeth Northumberland NE65 9PZ – Demolish old utility room and renew to modern standards with insulated floor, walls and roof, new toilet and shower	Permitted
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
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
21/05008/FUL	23 South View Felton NE65 9NW - Remove sunroom and erect 1no 2 storey extension and 2no single storey extensions to rear elevation	Awaiting decision
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