

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 March 2022

You are hereby summoned to attend a meeting of Felton Parish Council on Monday 4 April 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. Co-option to Vacancies

To co-opt to fill two vacancies arising from recent resignations. No election has been called for the first vacancy which can now be filled by co-option. Co-option to the second vacancy is subject to receiving confirmation from NCC before the meeting that no election has been called for the second vacancy. Co-opted councillors will then sign a declaration of acceptance.

Anyone interested in being co-opted to the Parish Council should contact the Clerk giving a brief background on themselves and their reasons for wishing to join the council.

5. Minutes of previous meeting

To approve as a correct record the minutes of the meeting of the Council held on 14 March 2022 (Pages 3-6)

6. Finances

- a. To receive financial statement and budget monitoring document to 30 March 2022 (to follow)
- b. To authorise payments (Page 6)

7. Felton Surgery

To review progress and to agree any required actions

8. Standing Item – Report from County Councillor

To receive a report from County Councillor Thorne

9. 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

10. Standing Item – Parish Representation at Meetings

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

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11. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

12. Leamington Lane Bus Shelter

To discuss the condition of the Leamington Lane Bus Shelter and to agree actions, to include the possibility of removal and/or making a proposal to Newton on the Moor & Swarland Parish Council that it should take over the maintenance of the bus shelter

13. Queens Jubilee

- a. To consider the request from Mrs S Beddow for a grant of £125.35 to be used to buy commemorative coins to be given to the children at Felton Primary School
- b. To consider further the planting of a tree to commemorate the Jubilee and to agree next steps

14. Parish Council Position on vulnerable Ukrainians

To discuss and agree the Parish Council's position on vulnerable Ukrainians and agree any next steps

15. Correspondence Received

To receive list of correspondence received (Pages 6 and 7)

16. Planning

To receive list of ongoing planning matters (Page 7)

17. Ongoing Matters

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

18. Items for the next Agenda

Items received later than 26 April will be included if possible but may be deferred to the following meeting

19. Date of Next Ordinary Meeting: 9 May 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 14 March 2022.

Present: Cllrs J Cruden, G Cuthbert, R Evans, T Hood, G Lings (Chairman), L Sowter and A Walton.

179. Apologies for Absence – Cllrs E Blagburn. Cllr Thornton gave her resignation in advance of the meeting and did not attend. Cllr Lings thanked Cllr Thornton for all her hard work on the Parish Council and its committees during her time as councillor.

180. 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. Cllrs Cruden and Sowter declared an interest in Item 7 (Recreation Lane) generally but concluded that they did not have an interest in the particular matter under discussion.

181. Public Participation

- a. A resident asked why the Standing Item on Correspondence had been removed from the Agenda. Cllr Lings explained that this was because all councillors now receive all copies of correspondence under the trial policy, however as this list is useful to residents and councillors it will be included in agenda going forward.
- b. A resident noted that Felton Cemetery Joint Committee is not scheduled to meet until April and that there are two trees which need to be removed. The resident suggested that an additional line could be added as a standing agenda item to allow cemetery business to be dealt with by the Parish Council between meetings. Cllr Lings stated that the Parish Council may not take decisions on any items not listed on the agenda. The tree works are within the scope of responsibility of the Cemetery Joint Committee, which reports to the Parish Council.

182. The Minutes of the meeting held on 7 February 2022 were approved as a true record subject to the following change:

- a. **Minute 164d** – replacement of ‘Cllr Thornton and Mrs Krzyzosiak’ with the words ‘South View Working Group’.

183. Finances

- a. The financial statement and budget monitoring document to 25 February 2022 was received. The cemetery levies paid by the three parish councils should be received before the year end. The Zoom subscription was cancelled in November.
- b. A corrected payment for Clerk’s salary (January) is included in the payments list: this differs from the payment authorised at the last meeting due to changing over to the new payroll system.

Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
C Lewis (Jan) – corrected figure	Clerk’s Salary Cemetery – Clerk’s Salary Clerk’s Expenses Zoom	£465.28		£465.28	PC21/22.45 and FCJC21/22.31
SJS Law	Legal Fees	£750.00	£150.00	£900.00	PC21/22.50

- c. The Parish Council considered the request from the Clerk to apply for a business debit card. The limit can be reduced and the Clerk has checked which section of the form to complete.

Resolved: to 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 of £500.

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184. Felton Surgery

- a. The north and west boundaries of the land to be transferred are still not agreed. The Clerk has instructed the solicitor that the land to be transferred should include everything owned by Bellway up to the north and west boundaries, i.e., there should not be any strip still owned by Bellway on the northern and western sides of the surgery land following the transfer. Cllr Lings is meeting with NCC highways tomorrow at the site to discuss the footpath adoption. There has been no further information on the development progress from either the surgery or the CCG.
- b. The Parish Council has agreed to proceed with the transfer regardless whether the surgery development goes ahead.

Resolved: To accept the transfer of the land as soon as possible, subject to receiving all the land owned by Bellway to the north and west of the site.

185. Report from County Cllr Trevor Thorne – None received.

186. Parish Representation at Meetings

- a. The Recreation Field Committee met on 17 February and is taking action on various matters. The play area rear fence has been lifted and straightened and the large hole has been repaired. The east and west play area fences have been repaired using fence posts donated by Cllr Cruden. Brambles around the play area fences have been cut back. The Committee is considering its options for improving the playing pitch, the most extreme of which is to plough the surface. Two fallen trees on the eastern field boundary have been removed onto Parish Council land. The Committee is progressing with a Recreation Field Regeneration Project following a report by Cllr Cuthbert and the Clerk. A resident has volunteered to assist with fundraising applications. The Committee has delegated to the Clerk to source quotes. The initial phase will be to replace the MUGA and possibly to install toilets. The bark needs replacing. Two dumpy bags were collected by Cllr Cruden as a temporary solution to infill under the swings. The same company is providing a bulk price.
- b. The Biodiversity and Climate Change Committee has been contacted by Matt Baker at NCC, who is masterminding the Warm Homes Scheme. This will target households with income under £30,000, with a focus on insulation and green energy. Felton has been proposed as a trial village. The Committee is liaising with NCC to arrange a public briefing in April/May for trades and residents.
- c. The South View Working Group is still awaiting the proposed scheme for South View from NCC, which was due at the end of January. The Layby Working Group is also expecting survey results. The Local Transport Programme has been published in draft on NCC's website and from this it appears the Parish Council's priorities have not been included, unless these fall under the 'other locations' section. The Working Group has asked County Cllr Thorne to confirm. This is disappointing news as it was hoped that the Oval Scheme would be included as a minimum as this Scheme is ready for implementation.

187. Update from Northumbria Police – No crimes have been reported during the period 15 February to 9 March 2022. The Parish Council noted Northumbria Police's firm position that they are not allowed to report on any ongoing matters. The Community Engagement Van visited the village on Friday 11 March. The local Sergeant is moving to a new role and his replacement will be announced in due course.

188. Tree Works – not discussed as the tree which has fallen at Riverside is on NCC land.

189. Queen's Jubilee

- a. The Parish Council considered the request for a grant of £200 from the Village Hall Jubilee Garden Team, to be used to purchase a bench. The bench will be situated in the small garden outside the Village Hall. The Parish Council agreed that a wooden bench would be preferred, in order to match the benches already in place.

Resolved: To grant £200 to the Village Hall Jubilee Garden Team, for the purchase of a bench, which should be wooden if possible.

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- b. The Parish Council discussed the planting of an oak tree. The Clerk had obtained some prices. It was agreed quality is important and that an untrimmed tree would be best. The trees available from the Woodland Trust will be too small. Cllr Cruden will obtain a quote from Scott Clarehugh/Woodland Burials as they have suitable equipment to transplant a tree. This could then be planted at the correct time of year, would support a local business and would ensure a proper specimen tree. The tree could possibly be planted where the small tree has been removed at the north of the village; however this land needs to be checked for suitability as it is boggy at the moment.
- c. The Parish Council has received a request to make a grant to allow commemorative coins to be purchased for the children at Felton Primary School. This will be added to the next agenda.

190. Verge Mowing

The Parish Council has received a report on verge mowing from FeltonCAN which proposes a number of sites which should be left unmown in order to improve biodiversity. The Parish Council supports encouraging biodiversity but expressed some concerns about the scheme, which would need to be carefully managed, at suitable sites, and include a reversion policy should the scheme be unsuccessful.

Resolved: The Biodiversity Committee will contact NCC to discuss the proposals further.

191. Planning

The Parish Council noted that the gabion baskets at 4 Low Close (retrospective planning application 21/04730/FUL) are already falling apart. The Clerk will email NCC Planning.

192. Ongoing Matters

The Parish Council discussed the list of ongoing matters:

- a. 2020/9 Japanese Knotweed on Recreation Field – there is an identified area of Japanese Knotweed on the left hand side of the entrance to the Field. This has been treated a number of times but has proven very persistent. Cllr Sowter suggested that the timing of the treatments may have missed the correct window. A current contract is needed for treatment.
- b. 2020/1 Lane Head – the Layby Working Group met with County Cllr Thorne on site and he indicated that bird's mouth fencing and planting would be installed.
- c. 2020/2 Leamington Lane Bus Shelter – the roofing has collapsed and the structure needs assessing. Currently it is not possible to get into the shelter due to vegetation so the risk to people is low. The Parish Council will discuss next steps at the April meeting, including the possibility of removal. The Clerk will notify Newton on the Moor & Swarland Parish Council.
- d. 2020/31 The Lodge – it appears there may be ongoing works at the Lodge. The Clerk will ask NCC for an update.

193. Items for the Next Agenda

- Grant request for commemorative coins
- Leamington Lane Bus Shelter
- Jubilee Tree
- Parish Council's position on supporting vulnerable people from Ukraine
- Co-option to vacancies

194. **Date of Next Ordinary Meeting – 7:15pm on Monday 4 April 2022 at Felton Village Hall.**

195. Recreation Lane – Access

- a. Resolved: Not to exclude public and press for the item relating to Recreation Lane access.

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- b. The Parish Council considered the amendments made to the draft by the solicitor acting for Mr and Mrs Evans.

Resolved: To agree the changes to Clause 1 (removal of the reference to single dwelling house) but to refuse the changes to Clause 3 as the Parish Council does not agree that the additional wording is necessary if the reference to a single dwelling house is removed from Clause 1.

Chairman closed the meeting at 8:43pm.

ITEM 6b – PAYMENTS FOR APPROVAL

PAYMENTS FOR APPROVAL AT THE MEETING ON 4 April 2022				
Payments made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
Southern Electric	50.33	2.51	52.84	Recreation Field
ICO	35.00		35.00	Compliance
C Lewis			1,593.70	
Salary	700.62			Clerk's Salary
Salary (Cemetery)	55.01			Cemetery - Clerk's Salary
SCP National Agreement back pay to 1/4/21	818.86			Clerk's Salary
Working from Home allowance	19.21			Clerk's Expenses
HMRC	238.81		238.81	Clerk's Salary
Felton PC Cemetery Contribution	1,302.72			Cemetery
Clarehugh Entreprises			800.00	
	50.00			Recreation Field
	750.00			Cemetery Grounds Maintenance - Other
DM Payroll Services	24.00		24.00	Admin
Felton Village Hall			32.00	
Room Hire - Recreation Field	16.00			Room Hire - Recreation Field
Room Hire - Parish Council	16.00			Room Hire - Parish Council

ITEM 15 - CORRESPONDENCE

22/2/22	Grant request (£200) for Jubilee Bench	Considered at March meeting and grant awarded
25/2/22 and 13/3/22	Email regarding Recreation Lane access	Response sent, matter ongoing
3/6/22	Grant request (£125.35) for commemorative coins	On agenda
8/3/22	Application to be considered for co-option to the Parish Council	On agenda
9/3/22	Email from David Francis (Newton on the Moor & Swarland PC) – NCC have agreed to Highways England Proposal to dispense with one or possibly both footpath underpasses at the Coquet Bridge Felton By-pass, with instead a diversion via the West Moor flyover	Circulated to councillors
11/3/22	Request to report flooding outside Coquet Park to NCC/Bellway	Reported to NCC/Bellway
14/3/22	Copy letter relating to EV Charge points from electricity supplier incorrectly received by resident	Forwarded to NCC who are resolving issue
16/3/22	Enquiry from Thirston PC whether there is any interest in holding a scam awareness session in conjunction with	Circulated to councillors for comments

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	Age UK	
17/3/22	Further FOI request and comments on grass cutting and landscape maintenance contracts	Clerk to respond
19/3/22	Query from Village Hall about plans for maintenance of benches outside Hall	Response sent, actions with Property Management Committee
21/3/22	Enquiry from FeltonCAN about litter picking equipment	Response sent
22/3/22	Request to amend society details on website	Actioned
22/3/22	Query from resident on allotment waiting list whether any now available	Response sent – none currently available
23/3/22	Allotment request from new resident	Response sent – none currently available

ITEM 16 – 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	Permitted	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)	Awaiting decision	No objections
22/00001/LBC	6-8 Riverside – Reconstruction of part of west gable wall and replacement chimney	Awaiting decision	No objections
2200610/FUL	River Cottage, Mouldshaugh Farm, Mouldshaugh Lane – Demolition of stable block and construction of new garage block with studio above and new stable block	Awaiting decision	No objections