

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

Chairman
Lindsay Sowter

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

To the Members of Felton Parish Council:

26 May 2022

You are hereby summoned to attend a meeting of Felton Parish Council in Felton Village Hall on Monday 6 June 2022, **at 7.15 pm** 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 9 May 2022 (Pages 3-8)

5. Finance

- a. To receive financial summary and budget monitoring to 24 May 2022 (Pages 9-12)
- b. To authorise payments (Page 13)

6. Finances – Accounts and Audit for the Year Ending 31 March 2022 (if ready, otherwise additional meeting to be arranged)

(All circulated as separate documents)

- a. To receive the internal auditor's report
- b. To approve the Annual Governance Statement
- c. To approve the draft annual accounts for the Year Ending 31 March 2022
- d. To approve the Accounting Statement and Explanation of Variances

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. Recreation Field

- a. To approve the purchase of 40m³ play bark from Wharton Landscapes, up to a maximum cost of £2,750 (plus VAT)
- b. To authorise the Clerk to instruct Oliver Lambert & Sons to carry out any necessary repairs to the electricity boxes on the Recreation Field

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11. Standing Item – Parish Representation at Meetings

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

12. Standing Item – Update from Northumbria Police

To receive a report from Northumbria Police

13. Leamington Lane Bus Shelter

To discuss and agree arrangements for Newton on the Moor & Swarland Parish Council to adopt and maintain Leamington Lane Bus Shelter

14. Ramp at Riverside

To consider quote received from C Bowden (to renew treads, handrails, and railings as required, at a cost of £3,800) and to agree any actions, to include if necessary passing a resolution to suspend Financial Regulation 11.1.h) (set out on Page 13 for reference) to allow the Parish Council to engage C Bowden having only obtained one quote, for the reasons set out on Page 13

15. Red Phone Box

To receive update and to agree any actions, to include if necessary passing a resolution to suspend Financial Regulation 11.1.h) (set out on Page 13 for reference) to allow the Parish Council to proceed having only obtained one quote, for the reasons set out on Page 13

16. Local Transport Plan Programme 2023-24

To discuss and agree priorities for submission to NCC for inclusion in the LTP 2023-24. NCC feedback on submissions made last year is set out on Page 14

17. Felton & Thirston Fair

- a. To give permission for the Fair to use Recreation Lane for access for the purposes of the Fair
- b. To discuss having a Parish Council stall at the Fair and to agree any actions, including establishing a working group if required

18. Correspondence Received

To receive list of correspondence received (Page 14)

19. Planning

To receive list of ongoing planning matters (Page 14)

20. Ongoing Matters

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

21. Items for the next Agenda

Items received later than 19 June will be included if possible but may be deferred to the following meeting

22. Items for next agenda

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

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ITEM 4 – DRAFT MINUTES

At the Annual Meeting of the Parish Council held at Felton Village Hall at 7:15pm on 9 May 2022.

Present: Cllrs J Cruden (Chairman from Minute 3 onwards), G Cuthbert, R Evans, T Hood, G Lings (up to and including Minute 5, and as Chairman during Minutes 1 and 2), Cllr MacDonald (from Minute 6 onwards following his co-option to the Parish Council) and A Walton.

1. Election of a Chairman

Resolved:

- a. To appoint Cllr Sowter as Chairman, Cllr Sowter having indicated his willingness to stand in advance of the Meeting.
- b. To permit Cllr Sowter to sign his Declaration of Acceptance of Office before the next Meeting in the presence of the Clerk.
- c. To appoint Cllr Lings to chair the Meeting for the next item in the absence of Cllr Sowter.

2. Election of a Vice Chairman

Resolved: To appoint Cllr Cruden as Vice Chairman.

[Cllr Cruden signed his Declaration of Acceptance of Office and took the chair for the remainder of the Meeting.]

Cllr Cruden thanked Cllr Lings for his services to the Parish Council.

3. Apologies for Absence – Cllrs Blagburn and Sowter

4. Declarations of interest in items on the Agenda and Granting of Dispensations – None

5. Co-option Policy and to fill two Vacancies

- a. Resolved: To adopt the Co-option Policy.
- b. Resolved: To co-opt Adam MacDonald to fill the first vacancy.

[Mr MacDonald signed his Declaration of Acceptance of Office and joined the meeting as a councillor.]

- c. Resolved: To co-opt Christopher Gamble to fill the second vacancy and to permit Mr Gamble to sign his Declaration of Acceptance of Office before the next Meeting in the presence of the Clerk.

[Cllr Lings indicated his intention to resign from the Council due to his dissatisfaction with the co-option and left the Meeting. Cllrs noted for the record that they were not aware of any campaigns for or against candidates as alleged by Cllr Lings.]

6. Public Participation

- a. A resident stated that they had questions on a number of agenda items and the Chairman confirmed these could be raised during the relevant item.
- b. A resident asked if the new councillors were joining the Meeting. Cllr MacDonald moved to sit with the other councillors and the Clerk confirmed the second new councillor was not present at the Meeting.
- c. A resident asked whether any further information had been received about the plans to create residential housing in the garages at Mouldshaugh. Nothing further has been received. The Clerk will ask for an update.
- d. A resident stated that the Co-option Policy adopted by the Parish Council [see **Minute 5a**] ignored the NALC advice on co-options and asked who drafted it. The Clerk advised that the draft policy had been prepared by Cllr Sowter, based on his research into the co-option policies of other parish councils and NALC guidance. The resident stated that the NALC advice was for wide publicity in order to attract a wide range of candidates, but the Policy adopted only required the Parish Council to advertise the vacancy on the Parish Council

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noticeboard and website. The Parish Council discussed other methods of advertising the vacancy, for example via Facebook and by advertising directly to village and community groups.

7. **The Minutes of the meeting held on 4 April 2022** were approved as a true record subject to the following amendments:

- a. **Minute 199b** – addition of “and to keep garage holders informed”.
- b. **Minute 202b** – addition of “included in the terms of appointment”.
- c. **Minute 203b** – addition of a list of practices involved in the Well Up North Group.

8. Appointment of Members to Existing Committees and Working Groups

Resolved: To make the following appointments:

Felton Cemetery Joint Committee	Cllr Hood Cllr Walton Cllr MacDonald (Substitute Member)
Recreation Field Committee	Cllr Cruden Cllr Cuthbert Cllr Sowter Cllr MacDonald (Substitute Member)
Complaints Committee	All
Finance Committee	Cllr Blagburn Cllr Hood Cllr Evans Cllr Cuthbert (Substitute Member) Cllr MacDonald (Substitute Member)
Biodiversity and Climate Change Committee	Cllr Cuthbert Cllr Evans Cllr Walton Cllr Cruden (Substitute Member)
Property Management Committee	Cllr Cruden Cllr Hood Cllr MacDonald Cllr Gamble (Substitute Member) – subject to Cllr Gamble’s agreement
Policies Review Working Group	Cllr Blagburn Cllr Evans Cllr Sowter
Contracts Working Group	Cllr Cruden Cllr Gamble – subject to Cllr Gamble’s agreement Cllr MacDonald
Oval Working Group	Cllr Cruden Cllr Gamble – subject to Cllr Gamble’s agreement Cllr MacDonald
South Lane and South View Working Group	Cllr Cruden Cllr Gamble – subject to Cllr Gamble’s agreement Cllr MacDonald
Layby Working Group	Cllr Cruden Cllr Gamble – subject to Cllr Gamble’s agreement Cllr MacDonald

Mrs Krzyzosiak stated that she is willing to be appointed to the Biodiversity and Climate Change Committee but that she does not wish to continue on any working groups and Cllr Cruden thanked her for all her considerable work and efforts.

9. Appointment of New Committees and Working Groups – None

10. General Power of Competence

Resolved: To confirm continued eligibility for General Power of Competence.

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11. Deferral of Remaining Items of Business from Standing Order 5j

Resolved: To defer the following items of business:

- Review of policies – defer to next Meeting
- Review of inventory of land and other assets – defer to meeting at which draft Accounts and AGAR are considered
- Review of subscriptions – defer until budget setting
- Review of Parish Council's expenditure under s137 LGA 1972 – defer to meeting at which draft Accounts and AGAR are considered

12. Time and Place of Ordinary Meetings

Resolved: To set the following dates for the ordinary meetings of the Parish Council, to take place at 7:15pm in Felton Village Hall unless otherwise specified on the agenda for the meeting.

6 June 2022

4 July 2022

5 September 2022

3 October 2022

7 November 2022

5 December 2022

6 February 2023

6 March 2023

3 April 2023

13. Finances

- The financial statement and budget monitoring document to 28 April 2022 was received.
- Resolved: to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Reference
Staff	Salaries	1,290.82		1,290.82	
	Fuel	16.50		16.50	
	McAfee Protection	7.99		7.99	
	WFH Allowance	19.21		19.21	
Bentham Ltd	Stationery	74.86	14.97	89.83	
J Cruden - Reimbursement for mole traps and bark	Recreation Field – Minor Expenses	171.16	34.23	205.39	
Three-16 Productions	Remembrance	75.00		75.00	
Zurich	Insurance	1,591.25		1,591.25	
NALC	Subscription Fee	228.97		228.97	
	Website Hosting	75.00		75.00	

The Clerk has noted guidance in the most recent addition of the Joint Panel on Accountability and Governance's Practitioners Guide that GDPR should be taken into account in relation to publication of salaries. Accordingly, salaries are now listed as a single item.

- Resolved: To appoint Cllr MacDonald to verify bank reconciliations in accordance with Financial Reg. 2.2.
- Resolved: To appoint Cllr Cruden and Cllr Walton as additional signatories to the bank mandate.

14. Felton Surgery

- The Parish Council noted that the Surgery has requested an extension of the s106 deadline.

Resolved: To write to NCC to request an extension of the s106 deadline.

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- b. The Parish Council noted that according to the Surgery, Assura are in the process of re-costing the project. It is not known when this process may be completed. Assura have not contacted the Parish Council.
- c. A further plan has been provided by Bellway for the Transfer of land in response to the Parish Council's request for confirmation that the new plan includes all the land owned by Bellway to the north and west of the site. This plan still does not follow the fence line.

Resolved: To send an annotated plan to Bellway to indicate the fence line and to ask for confirmation that the plan includes all the land owned by Bellway to the north and west of the site.

15. Report from County Cllr Trevor Thorne

County Cllr Thorne provided a written report to the Parish Council. Staff are returning to County Hall. The refurbishment of County Hall is progressing well and the work space is 'fit for modern working'. It is hoped that some of the departments traditionally located outside County Hall can be moved into the new work space, resulting in a more efficient service. £85,000 has been given out in Jubilee Celebration grants. Max Caller is leading a team of local government inspectors to look at the Conservative administration's work at NCC and he will present his findings in a report to NCC on 8 June. Unemployment has fallen to a low of 3.8% in the County and it is hoped that the levelling up initiatives in the South East of the county (British Volt and JDR Cables) will make the local economy even stronger. The new leisure centre in Morpeth is nearing completion. £163mn in grant funding has been awarded to NCC by Central Government for bus improvements to the Joint transport Fund, which it is hoped will include some park and ride pilot schemes. County Cllr Thorne was delighted to cut the ribbon for the opening of the electric vehicle charge points on Main Street and to learn about the work and projects of Felton CAN.

16. Update from Committees and Working Groups

- a. The Biodiversity and Climate Change Committee met on 5 May. There were eleven attendees including Hannah Davison from NCC's Climate Change Team. The Committee is keen to emphasise it is not in competition with Felton CAN but hopes to have a good working relationship. The Committee co-opted Fiona Krzyzosiak and Mark Winter as non-councillor members. Hannah Davison was very helpful and the Committee was please she had attended. Hannah Davison gave a good presentation on NCC's Warm Homes initiative which is being led by Matt Baker. Under the Warm Homes scheme, residents can apply for grants of up to £10,000, which must be used to improve the fabric of housing to improve energy efficiency, and then may be applied to install carbon saving technology. Hannah Davison also provided information about other energy use schemes.

The Committee discussed woodlands and biodiversity, and a resident signposted the Committee to a valuable YouTube talk on the subject made by the NCC ecologist, Ann Deary-Francis. Felton CAN are working on a project which will use NCC land to develop a community orchard. The Committee is continuing to look at the issue of verge management in conjunction with Felton CAN and hopes to be ready to discuss this further at the next Parish Council meeting.

The Committee discussed the Public Right of Way (Footpath) on the south bank of the Coquet from Thirston towards the A1, which is affected by the A1 dualling scheme. Cllr Evans has written to Thirston Parish Council and Newton on the Moor & Swarland Parish Council. The Committee considered the need for public consultation and whether signs should be put up on the footpath.

- b. The Recreation Field Committee reported on their recent meeting. There is financial pressure to take decisions on the regeneration project, in particular the upgrade of the MUGA, as there is funding available now which will not be available in the future. A resident has made enquiries about the most recent resurfacing at Vyner Park, Swarland, which was not expensive. Volunteers repaired the fences. The Committee is progressing with plans for a building; ongoing discussions include consideration of the main use of a building, which is likely to be sports use with ancillary community use. Cllrs Sowter and Cruden, with Mr Harrison, have installed a new offshoot drain on the east side of the Field, which saw an immediate outpouring of water. A second offshoot drain is due to be installed and the Committee is pursuing a camera survey of the drains at the east side of the Field.

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17. Update from Northumbria Police

- a. No crimes have been reported which would have wider community impact. Suspected rabbit poachers were reported on Sunday 3 April using an "08" Peugeot vehicle. Residents are encouraged to report suspicious activity or anti-social behaviour via 101 or the Northumbria Police Website. The recent Operation Checkpoint was successful, with almost 70 vehicles stopped, drugs seized and suspects arrested. Northumbria Connected has been introduced as a new tool to connect with communities and to provide information about issues affecting them. The team plans to visit communities with its engagement van throughout the year and dates will be sent out once known.
- b. The Parish Council noted that an incident had occurred outside Pumpkin Pie Daycare, but that this was by chance, being the location at which the police caught up with their suspect.

18. Leamington Lane Bus Shelter

This item was deferred from the last Meeting at the request of Cllr Anderson (Newton on the Moor & Swarland Parish Council). No further correspondence has been received. The Parish Council noted that it would be a shame to demolish the bus shelter if grant funding may be available to improve bus services in the area, as referred to in County Cllr Thorne's report (see **Minute 15**).

Resolved: To formally request a response from Newton on the Moor & Swarland Parish Council as to the possible demolition of the bus shelter, or the transfer of responsibility for maintenance costs.

19. Ramp at Riverside

Cllr Cruden reported that he is struggling to find a contractor who is willing to carry out work on the ramp due to the SSSI. County Cllr Thorne has offered £2,000 towards the project. All councillors will consider whether they know of any suitable contractors. The Clerk will ask the NCC ecologist for any advice on working within an SSSI. It might be possible to save materials by redesigning the ramp to run the other direction now that the tree has fallen.

20. Red Phone Box

Cllr Cruden has obtained a quote to repair and refurbish the phone box from a company specialising in this type of work. The work needed is far beyond a repaint. To bring it to a museum specification would cost around £6,000 and for a fully cosmetic repair, around £3,000. Cllr Cruden will ask for up to date quotes and the Parish Council will then consider whether the repair can be funded from the budget.

21. Seats and Paving Area at the Village Hall

Cllr Cruden has offered to power wash the paving area at the Village Hall and hopes to do so this weekend. The gaps between the paving slabs will then need to be re-sanded. The bench seats need to be sanded back and painted.

22. Annual Parish Meeting

The Parish Council discussed the Annual Parish Meeting and agreed it was important to hold this to engage with the community. The meeting will also provide an opportunity to consult on the Recreation Field Regeneration Project. The Parish Council considered various dates and fixed on Tuesday 14 June 2022 at 7:15pm, to allow time to advertise the meeting. Cllrs Cruden and Evans stated that they would be willing to call the meeting if Cllr Sowter is unavailable.

23. Correspondence

Bailiffgate Museum is seeking the heirs of a person who donated Coffin Making Tools, in order to return these. The Clerk will contact the Museum and if appropriate will put a notice on Facebook.

24. Planning

There have been no changes to the list of ongoing planning matters.

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25. Ongoing Matters

The Clerk will circulate this mid-month. A location needs to be identified for the Jubilee Tree and a decision taken as to when the tree should be planted. Cllr Cruden is seeking further advice but advised the Parish Council that it may be more sensible to plant the tree in the correct season in autumn rather than having to water it through the summer.

26. Items for the Next Agenda

- Verge Works
- Review of Policies
- Annual Governance and Accountability Return
- Notice of Vacancy and possible co-option

27. Date of Next Ordinary Meeting – 7:15pm on Monday 6 June 2022 at Felton Village Hall.

Chairman closed the meeting at 9:15pm.

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ITEM 5a

FELTON PARISH COUNCIL		Financial Position at 24 May 2022					
BALANCE b/f at 1 April 2022							
Felton Parish Council		68,980.68					
Felton Cemetery Joint Committee		21,685.61			Combined Balance b/f	90,666.29	
Income		Anticipated (in Budget)			Actual (Year to Date)		
Felton Parish Council							
Precept		32,812.00			16,406.00		
Allotments		220.00			20.00		
Bank Interest		20.00			1.45		
Davisons Obelisk		175.00			-		
Donations		-			-		
Insurance		480.00			-		
Northern Powergrid Wayleave - Recreation Field		78.00			-		
Play Area		-			-		
Recreation Field		1,300.00			-		
Recreation Lane - Maintenance Contribution		-			-		
Reimbursement of NCC cemetery charges		90.00			-		
VAT Refunds		500.00			-		
War Memorial		-			-		
Misc		-			-		
		<u>35,675.00</u>			<u>16,427.45</u>		
Income		Anticipated (in Budget)			Actual (Year to Date)		
Felton Cemetery Joint Committee							
Fees		4,280.00			1,020.00		
Interest		50.00			-		
VAT Refunds		140.00			-		
Miscellaneous		-			-		
		<u>4,470.00</u>			<u>1,020.00</u>		
Parish Contributions		2,998.00			-		

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Expenditure	Reserves at 1 April 2022	Allocation of Budget at 1 April 2022	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance (incl. 50% allocated budget)
Felton Parish Council							
Non-earmarked Funds (any unspent budget allocation transfers to General Reserves at Year End)							
Admin		-			3.00		-3.00
Cemetery - Parish contribution		1,850.00			-		925.00
Clerk's Salary		7,000.00			1,298.34		2,201.66
Clerk's Expenses		250.00			19.21		105.79
Compliance		35.00			-		17.50
Donations		500.00			-		250.00
Insurance		1,600.00			1,580.74		-780.74
IT Costs		190.00			82.99		12.01
Misc		-			-		0.00
Recreation Field		4,000.00			-		2,000.00
Recreation Field - All Weather Court Lights		-			-		0.00
Recreation Lane - Upkeep		1,000.00			-		500.00
Room Hire		650.00			-		325.00
Stationery		400.00			74.86		125.14
Subscriptions and Training		500.00			228.97		21.03
War Memorial		-			-		0.00
VAT - Recoverable		500.00			49.20		200.80
VAT - Unrecoverable (no receipt)		-			-		0.00
Zoom		-			-		0.00
Earmarked Reserves (any unspent funds at Year End are retained in							0.00
Allotments	170.00	500.00			75.00		345.00
Audit fee	4,600.00	-			-		4,600.00
Chartered Surveyor's Costs	3,500.00	-			-		3,500.00
Davisons Obelisk	200.00	200.00			350.00		-50.00
Defib Machine	170.00	-			-		170.00
Election Costs	2,335.47	1,000.00			-		2,835.47
Environmental / Riverside	4,938.37	1,500.00			-		5,688.37
Felton in Bloom	715.38	-			-		715.38
Fixed Assets	3,210.68	1,000.00			-		3,710.68

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Expenditure	Reserves at 1 April 2022	Allocation of Budget at 1 April 2022	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds		
Earmarked Reserves cont.							0.00	
Legal Fees	5,892.00	-			-		5,892.00	
Neighbourhood Plan	3,941.82	-			-		3,941.82	
Noticeboard - Replacement	500.00	-					500.00	
Oval & South View/South Lane	-	2,000.00					1,000.00	
Rec Field - Court Surface	11,000.00	1,000.00					11,500.00	
Rec Field - Drainage	1,930.00	1,000.00			-		2,430.00	
Rec Field - Minor Expenditure	424.17	-			171.16		253.01	
Rec Field - Multi User Building	14,000.00	1,000.00			-		14,500.00	
Rec Field - Play Area	-	6,000.00			-		3,000.00	
Rec Lane - Maintenance	1,375.00	-			-		1,375.00	
Street Furniture	442.17	2,000.00			-		1,442.17	
General Reserves (any unspent funds at Year End are retained in reserve fund)	6,677.05	-	117.02			-	6,794.07	
	66,022.11	35,675.00	117.02	-	3,933.47	-	80,043.16	

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Expenditure	Reserves at 1 April 2022	Allocation of Budget at 1 April 2022	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Transfers to Other Funds	Current Balance
Felton Cemetery Joint Committee							
Admin		20.00	-		-		20.00
Room Hire		48.00	-		-		48.00
Clerk Salaries		450.00			220.00		230.00
Insurance		30.00	-		10.51		19.49
Fixed Assets		320.00	-		-		320.00
Grounds Maintenance - staff		4,480.00	-		635.52		3,844.48
Grounds Maintenance - other		230.00	-		-		230.00
Materials		50.00	-		-		50.00
Fuel		140.00	-		43.75		96.25
Graves - staff		1,000.00	-		-		1,000.00
Graves - other		-	-		-		0.00
Waste Area		-	-		-		0.00
War Memorial		290.00	-		350.00		-60.00
Plants		30.00	-		-		30.00
Remembrance		90.00	-		75.00		15.00
Misc		110.00	-		-		110.00
Training					-		0.00
Recoverable VAT		180.00	-		15.00		165.00
Unrecoverable VAT - no receipt		-	-		2.75		-2.75
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)	9,267.24	-	6,448.00			-	2,819.24
	21,685.61	7,468.00	- 6,448.00	-	1,352.53	-	21,353.08
BALANCE c/f at 24 May 2022							
Felton Parish Council		81,474.66					
Felton Cemetery Joint Committee		21,353.08					
					Combined Balance		102,827.74

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ITEM 5b

PAYMENTS FOR APPROVAL AT THE MEETING ON 6 June 2022				
Payments made since the last meeting				
Payee	Cost	VAT	Total	Head of Expenditure
S Wilson- Rent	75.00		75.00	Allotments
Three-16 Productions	-	15.00	15.00	Remembrance
Staff Salaries and Expenses	1,596.04		1,596.04	Salaries and Expenses

ITEMS 14 and 15 - RESOLUTION TO SUSPEND FINANCIAL REGULATION 11.1.h)

Financial Regulation 11.1.h) reads:

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 fixed-price quotations (priced description of the proposed supply and specification); where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise Regulation 10.3 above shall apply.

Item 14 – Ramp at Riverside

The Parish Council is asked to suspend Financial Regulation 11.1.h) for the following reasons:

- The Clerk and Cllr Cruden have sought to obtain quotes over a substantial time period.
- Many of those approached did not respond or if they did, indicated that they were unwilling to work within a SSSI.
- The Clerk met with C Bowden on site to carry out a visual inspection, following which he was willing to provide the quote under consideration.
- Repairs are now urgently needed. The condition of the ramp continues to deteriorate. The ramp cannot be opened without repairs being carried out. The ramp is the only accessible route to the river bank within the parish and when open, is heavily used by residents and visitors.
- Given the difficulties in obtaining any further quotes and the condition of the ramp, the Parish Council is asked to suspend Financial Regulation 11.1.h) and to proceed with the repairs on the basis of the single quote obtained. There is a risk that the quote obtained does not represent best value; however, as no other quotes have been forthcoming, the quote obtained represents the market position.

Item 15 – Red Phone Box

The Parish Council is asked to suspend Financial Regulation 11.1.h) for the following reasons:

- The Phone Box is listed. Any repair work must comply with the listing, for example use of specified paints or materials.
- The damage is extensive and is worsening. The Red Phone Box is an iconic village asset, in a central location.
- Cllr Cruden has carried out research into suitable companies to renovate the Red Phone Box. Due to the specialist nature of the repairs, Cllr Cruden is recommending using a professional company which specialises in the renovation of red phone boxes. Cllr Cruden has spoken with the company and they were able to provide detailed information about their work and the repair process.
- The Parish Council is asked to suspend Financial Regulation 11.1.h) and to proceed with the repairs on the basis of the single quote obtained. There is a risk that the quote obtained does not represent best value but this is countered by the specialist nature of the repairs needed and the suitability and competence of the company proposed.

FELTON PARISH COUNCIL

<https://northumberlandparishes.uk/felton>

ITEM 16 – NCC SUMMARY OF AND FEEDBACK ON LTP SUBMISSIONS 2022-23

Parking and traffic issues at the Oval, Felton	LTP funding cannot be used to create additional parking for residents.
Parking issues and Road Surface at South View and South Lane, Felton	Feasibility included in the current LTP Programme to provide residents with the information they require to be able to secure funding for parking improvements.
Speeding through Felton	A speed survey will be carried out to determine whether traffic speeds are an issue. If the results show that speeds are high, measures to address this can be considered for a future LTP Programme.

ITEM 18 - CORRESPONDENCE

4/5/22	Email regarding obligations of co-opted committee members to complete DPI forms and videoing of Committee meetings	Clerk previously advised by NCC monitoring office to await further advice; committee members to be asked to complete forms as required; response sent by Cllr Sowter regarding videoing
3/5/22	Email regarding refurbishment of Vyner Park MUGA and tennis court	Circulated to Recreation Field Committee
9/5/22	Email asking for recommendations for tradesman	Response sent
13/5/22	Email regarding Annual Parish Meeting	Circulated to councillors and response sent by Cllr Cruden
14/5/22	Email requesting Parish Council to freeze current precept or preferably to decrease it for next year	Response sent; the precept needs to be considered alongside the budget to ensure that expenditure and income will balance. Email circulated to councillors
16/5/22 and 19/5/22	Emails regarding Co-option Policy	Response sent by Cllr Sowter
20/5/22	Email regarding Cllr Hood's DPI	Response sent and circulated to councillors
23/5/22	Emails requesting publication of Finance Committee minutes	Documents uploaded to website and response sent

ITEM 19 – ONGOING PLANNING 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	Permitted	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
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