

Chairman  
June Watson

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

To the Members of Togston Parish Council:

You are hereby summoned to attend a meeting of Togston Parish Council on Tuesday 13 September 2022 at 6:00pm for the purpose of transacting the following business. This Meeting will be held in Guyzance Room, Acklington Village Hall and is open to the public. **To access the Guyzance Room, please take the path along the outside left hand side of the Hall and go in through the side door, not the main entrance.**

C Lewis 6/9/2022

## 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 12 July 2022 (Pages 3-6)

### 5. Chairman's Report

To receive a report from the Chairman

### 6. Report from Northumbria Police

To receive a report from Northumbria Police

### 7. Report from County Councillor Terry Clark

To receive a report from County Councillor Terry Clark

### 8. Finance

a. To receive financial report to 31 August 2022 (Page 7)

b. To authorise payments

Payee	Head of Expenditure	Cost	VAT	Total
J Watson – reimbursement for garden vouchers	Togston in Bloom	£30.00		£30.00
Acklington Village Hall (March and May meetings)	Room Hire	£50.00		£50.00
C Lewis (Salary May-Aug)	Clerk's Salary	£624.00		£624.00

c. To note receipts

Date	Source	Reason	Amount
10/7/22	TSB Bank	Interest	£0.10
10/8/22	TSB Bank	Interest	£0.22

### 9. Cars in Gordon Street Car Park

To discuss issues and to agree any actions, to include possible permit charge for additional cars

## **10. Bollards**

To receive update on damage to bollards at East View Garages and agree any actions

## **11. Christmas Lights/Tree Sunday 27 November 2022**

To agree arrangements for the Christmas Lights and Tree for 2022:

- a. To approve risk assessment for Christmas Lights Switch On (circulated as separate document)
- b. To agree to hold Christmas Fair at Togston Club before the Christmas Lights Switch On
- c. To agree to installation of ground socket (quotes to follow)
- d. To agree to use Andy Morris (electrician) for connecting tree to electricity socket

## **12. Allotments**

To agree:

- a. To receive update on allotments, including number discs and councillor volunteer for dealing with enquiries
- b. To agree repairs to fencing at 1 Togston Crescent and at 6 Togston Parish Allotments
- c. To agree hire of Skip
- d. To agree plans for community garden allotment, including application for grant

## **13. Clerk Contact Hours**

To agree Clerk availability for contact with councillors

## **14. Items for the next Agenda**

## **15. Date of Next Meeting**

Tuesday 8 November 2022 at 6:00pm, Acklington Village Hall

## ITEM 6 – DRAFT MINUTES

At the Meeting of the Parish Council held at Acklington Village Hall on 12 July 2022 at 6:00pm.

Present: Cllrs A Cairns, K Farwell, M Farwell, S Jeffrey, F Moore, T Urwin and J Watson (Chairman)

### 23/21 Apologies for Absence

County Cllr Terry Clark

### 24/21 Public Participation

- a. A resident thanked the Parish Council for getting the Queen Street back lane resurfaced, which has been needed for years.
- b. The proposed disability parking bay at East View would be available for any disabled users, not only the residents of the house in question. The Parish Council agreed that a bay should be marked out with painted lines. Cllr Watson will liaise with County Council to check the correct size.
- c. Cars are driving over the grass to get around parked cars beside a garage at East View. This is creating a big dip. The Parish Council will consider whether the grass on the corners could be replaced with concrete.

### 25/21 Disclosure of Interests

Cllrs Cairns, K Farwell, M Farwell, Jeffrey and Moore declared an interest in Item 18 (Allotments) as allotment tenants. Cllr Urwin declared an interest in Item 18 (Allotments) as his wife is an allotment tenant. All councillors affected have completed a dispensation request to take part in the meeting.

**RESOLVED** to grant dispensations to all affected councillors.

### 26/21 Minutes of Previous Meeting

The Minutes of the Ordinary Meeting of the Parish Council held on 10 May 2022 were approved as a true record. Cllr Watson clarified that in her report, the reported saving on plants included mileage costs.

### 27/21 Chairman's Report

Cllr Watson provided her report:

- a. There is a big problem at the moment with the present state of the allotments since Storm Arwen. Cllr Watson would love to see vacant allotments allocated to keen gardeners.
- b. A new waste bin is to be installed which can be used for general waste and dog waste.
- c. The upgrade to the Queen Street back lane is very welcome. Cllr Watson thanked County Cllr Terry Clarke for funding this.
- d. Ideas from residents are welcome.

### 28/21 Report from Northumbria Police

- a. There have been a number of complaints of speeding along Acklington Road. There is a speedwatch at least three times per month, lasting 30 minutes. Cllr Urwin commented that there is also a speeding problem on the other approach beside the North End Close junction.
- b. A councillor reported being followed by a car. If this happens again, police advice is to call 999.

### 29/21 Report from County Cllr Terry Clark

County Cllr Clark sent his apologies and offered to support the Parish Council's top priority for the Local Transport Programme 2023-24.

### 30/21 Local Transport Programme 2023-24

**RESOLVED** to put forward the following three priorities to NCC for consideration for inclusion in the Local Transport Programme:

- a. Traffic calming measures to tackle speeding through the village.
- b. Road widening and resurfacing on Chapel Row and Gordon Terrace.
- c. Double Yellow Lines outside 17 North End Close beside the chicane to prevent cars parking in a way which obstructs the flow of traffic.

### 31/21 Finance

- a. The financial report to 5 July 2022 was received. The Clerk will check the frequency with which water bills are issued. Rock salt needs to be requested from NCC as required. The Christmas Lights Budget is held as a separate ear-marked reserve fund. The Parish Council discussed whether members need an allowance to cover expenses. This will be added to the agenda for the September meeting.
- b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
BHIB	Insurance	£708.76		£708.76	22/23.2
Roadware – new bin	Street Furniture	£167.95	£33.95	£201.54	22/23.3
C Bowden – fence repairs	Allotment maintenance	£930.00		£930.00	22/23.4
G Turner	Audit	£100.00		£100.00	22/23.5
A Cairns	Plants	£8.00		£8.00	22/23.6
Wave (Anglian Water)	Allotments Water	£64.69		£64.69	22/23.7

- c. The following receipts were noted:

Date	Source	Reason	Amount
10/5/22	TSB Bank	Interest	£0.04
20/5/22	Various Individuals	Garage and Parking Fees	£32.00
Various	Various Individuals	Allotment Rents	£52.00
10/6/22	TSB Bank	Interest	£0.04

### 32/21 Code of Conduct Training

**RESOLVED** the Clerk to ask Stephen Rickett (NALC) when Code of Conduct training will next be held.

### 33/21 Venue

Cllr Urwin reported that some residents feel that the Parish Council is distancing itself from the parish by meeting in Acklington. They are put off from attending meetings by the distance to Acklington Village Hall. Cllr Urwin asked the Parish Council to consider moving the venue to the upstairs room at the Club.

The Parish Council must not meet in a premises licensed for alcohol at the time of the meeting, unless no other appropriate alternative exists (Local Government Act 1972). The Parish Council noted that alcohol would not be served in the meeting room at the Club but that it might be served downstairs if the Club was otherwise open to the public. Meetings could be held downstairs if the Club is not open. The Parish Council could have the room free of charge if the Club was open; if not, there would be a charge. There is a lack of disability access. The Clerk has spoken to Stephen Rickett (NALC) who advised that the Parish Council must decide which is the more suitable venue.

**RESOLVED** to ask the Club for a price for opening the Club on a Tuesday and to defer the decision in the meantime.

#### 34/21 Christmas Fair and Lights

a. The street light commando socket was installed last Monday. This will allow a connection to the top of the tree. A 3-4ft square hole with a metal pipe cemented in is needed, which can be covered with a metal cover. A qualified electrician will be needed to connect the tree to the supply.

**RESOLVED** to seek quotes for installing the ground socket. Cllr Watson will speak to the electrician that does the Warkworth Light Switch On.

b. The Parish Council noted that a risk assessment is needed for the Switch On. The Committee on the night could wear hi-viz vests. There is a risk in giving out sweets on the night which could cause choking or allergic reactions: the Santa Sleigh did not give out sweets last year.

**RESOLVED** the Clerk will prepare a risk assessment for the Switch On.

c. **RESOLVED** Cllr Cairns will make plans for the Christmas Fair with support from the Clerk.

#### 35/21 Cars in Gordon Street Car Park/Parking outside Chapel Row

There have been a number of complaints about cars parked and chained together in the car park, and in particular, the use of cones and chains to reserve spaces for these cars when they are not parked up.

#### 36/21 3 and 4 Queen Street

a. The rubbish has finally been removed from 3 Queen Street but the yard is now full of new stuff. Photos have been sent to NCC.

b. A gate has been installed at 4 Queen Street and the property has been tenanted.

#### 37/21 Updates on Ongoing Matters

a. The Queen Street Back Lane resurfacing has been completed.

b. The new waste bin will be installed across the side road from the Club, at the allotment end of the wide pavement.

c. Cllr Watson has reported overgrown hedges to NCC.

d. Homes for Northumberland are to repair the collapsed fence at the back of Guyzance Avenue this week.

e. The damaged fence at the rear of North End Close is still not repaired. Cllr Urwin has been informed this will not be repaired until September.

#### 38/21 Date of Next Meeting

**Tuesday 13 September 2022** at 6:00pm, Acklington Village Hall

#### 39/21 Allotment Holders Meeting

Cllr Jeffrey reported on the Allotments Holders Meeting held on 1 July. A notice was put up on the allotments noticeboard but it was agreed that better efforts are needed to ensure all allotment holders are aware of the date and time. Nine allotment holders were present and agreed that the meetings should be continued, perhaps three times per year. The issue of rent increases was raised. There was interest in having a skip in the Autumn, and in organising a working party to tidy up the site. The holders asked if the garden competition could be reinstated. The fences alongside Allotment 1 Togston Crescent and Allotment 26A Main Site need repairs. The meeting discussed whether the allotment noticeboard could be unlocked so this could be used to advertise spare materials/produce.

#### **RESOLVED:**

- a. Cllr Jeffrey to continue with the Allotment Holders Meetings. The next one will be held in September.
- b. To hire a skip in the Autumn, date to be decided but probably late September.
- c. To hold the Best Garden and Best Container Gardens competitions this year, but not the Best Allotment Competition. To purchase two £10 garden vouchers, as first place prizes and two £5 garden vouchers as second place prizes, to be awarded together with the cup/shield.

#### 40/21 Community Allotment

The tenant of the allotment behind the Togston Club does not wish to move allotments.

**RESOLVED** to give twelve months' notice to end on 29 September 2023, and to suggest a move in the meantime for a rebate on this year's rent.

#### 41/21 Allotment Rents

Rents are nearly all paid and the Clerk will chase those outstanding.

#### 42/21 Garage Storage on Allotment

The Parish Council agreed it would not be fair to allow a caravan to be stored on one allotment free of charge when others pay a fee to store their caravans on the car park. Cllr Watson suggested that NCC may provide grants for such charges.

**RESOLVED** to charge a parking fee for storing a caravan on the allotment.

The Chairman closed the Meeting at 8:17pm.

<b>TOGSTON PARISH COUNCIL</b>						
<b>Financial Position at 31 August 2022</b>						
Balances at 1 April 2022						
<b>BALANCE b/f at 1 April 2022</b>						<b>4,145.48</b>
<b>RECEIPTS</b>						
				<b>Budget</b>	<b>Year to Date</b>	
Precept				5,500.00	2,750.00	
Rents				1,570.00		
Allotments					1,390.00	
Garages and Parking					742.00	
Wayleave				250.00	249.14	
VAT Refunds				50.00	-	
Interest received				5.00	0.44	
				<b>7,375.00</b>	<b>5,131.58</b>	
<b>PAYMENTS</b>						
<b>Expenditure</b>	<b>Reserves at 1 April 2022</b>	<b>Allocation of Budget at 1 April 2022</b>	<b>Receipts (Year to Date)</b>	<b>Transfers from Gen. Reserves</b>	<b>Payments (Year to Date)</b>	<b>Current Balance (incl 50% of allocated budget)</b>
Clerk's Salary	-	2,500.00	-	-	-	1,250.00
Clerk's Expenses	-	50.00	-	-	-	25.00
Stationery	-	50.00	-	-	-	25.00
Insurance	-	750.00	-	333.76	708.76	-
Allotments and Garages	-		2,132.00			3,259.81
Water Charges		350.00	-		64.69	
Rock Salt		100.00	-		-	
Grass/Hedge Cutting		1,000.00	-		-	
Maintenance - Allotments		2,795.00	-		930.00	
Garages		-			-	
Togston in Bloom Competition	-	150.00	-		30.00	45.00
Togston in Bloom Plants	-	150.00	-		8.00	67.00
Gordon Street Car Park		-			-	-
Street Furniture				167.95	167.95	-
Miscellaneous	-	-	-		-	-
Subscriptions/Training	-	180.00	-		88.87	1.13
Donations	-	150.00	-		-	75.00
Room Hire	-	150.00	-		-	75.00
Audit Fees	-	125.00	-	37.50	100.00	-
Website	-	75.00	-	37.50	75.00	-
Christmas Lights	394.56	500.00	-		-	644.56
Recoverable VAT	-	50.00	-	8.59	33.59	-
	7,063.78	9,125.00	2,132.00	585.30	2,206.86	5,467.50
General Reserves	2,575.22	- 1,750.00	1,175.70		585.30	2,290.62
<b>BALANCE c/f</b>					<b>7,070.20</b>	
<b>BANK RECONCILIATION</b>						
Balances at 31 August 2022						
TSB Club Charity and Trust Account					6,241.97	
TSB Business Instant Access Account					828.23	
Less						
Uncleared payments						
					<b>7,070.20</b>	-