

Chairman
Susan Jeffrey

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

To the Members of Togston Parish Council:

Dear Councillor

You are hereby summoned to attend a meeting of Togston Parish Council on Friday 1 September 2023 at 6:00pm, at Togston Club, for the purpose of transacting the following business.

C Lewis 28 August 2023

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 7 July 2023 (Pages 3-5)

5. Report from Northumbria Police

To receive a report from Northumbria Police

6. Report from County Councillor Terry Clark

To receive a report from County Councillor Terry Clark

7. Finance

a. To receive financial report to 26 August 2023 (Page 9)

b. To authorise payments

Payee	Head of Expenditure	Cost	VAT	Total
Seed Garden Maintenance	Allotments – Maintenance	£974.75		£974.75
NCC – waste removal	Allotments – Maintenance	£195.00		£195.00
C Lewis/HMRC	Salary (Jul/Aug)	£317.04		£317.04
Roadware	Allotments – Maintenance			

c. To note receipts

Date	Source	Reason	Amount
Various	Individuals	Allotment and Garage Rents	£72.80
20/6/23	Wayleave	Wayleave	£249.99
Various	TSB Bank	Interest	£0.45
10/6/23	TSB Bank	Interest	£0.46
10/7/23	TSB Bank	Interest	£0.45
10/8/23	TSB Bank	Interest	£0.51

8. Public Rights of Way

a. To discuss the maintenance of bridleways in the parish and to agree any actions

b. To discuss the footpath to East Chevington Parish and to agree any actions

c. To review any other public right of way issues and to agree any actions

9. Christmas Tree and Lights

To discuss arrangements for the Christmas Tree and Lights, including matting for around the base and to agree any actions or purchases

10. Car Parking

To discuss car parking solutions, including the development of additional car parking space and to agree next steps and any actions

11. Allotments

a. To agree actions for improving mud at the entrance gate – deferred from previous meeting

12. Queen Street

To discuss slug infestation and to agree any actions

13. Grass Cutting

To discuss grass cutting in the parish and to agree any actions

14. Items for the next Agenda

15. Date of Next Meeting

Friday 3 November 2023 at 6:00pm, Togston Club

PART 2 (IF REQUIRED)

16. Exclusion of Public and Press

To exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed which includes discussion and consideration of personal data

17. Matters relating to Specific Allotments/Garages

To discuss matters relating to specific allotments/garages and to agree any actions

ITEM 4 – DRAFT MINUTES

At the Annual Meeting of the Parish Council held at Togston Club on 7 July 2023 at 6:00pm.

Present: Cllrs A Cairns, L Blewitt, S Jeffrey (Chairman), F Moore and C Thompson.

PART 1

83/21 Election of Chairman

RESOLVED to elect Cllr S Jeffrey as Chairman.

84/21 Election of Vice Chairman

RESOLVED to elect Cllr A Cairns as Vice Chairman.

85/21 Apologies for Absence – Cllr T Urwin; Cllr A Lisle (co-opted at Minute 38/23)

86/21 Public Participation

- a. A resident asked if meeting dates could be added to the website. The Clerk will do this.
- b. A sign will be put on the allotment gate requesting drivers not to park their vehicle in front of the gate.
- c. There is still scrap being dumped at the allotment gate although some has now been removed. The Parish Council considered whether the installation of CCTV might discourage fly-tipping.
- d. The pathway between Mr Scott's house and the gate is a public right of way.
- e. NCC is still failing to adequately cut the grass leading to Allotment 21.

87/21 Disclosure of Interests

None.

88/21 Co-option of new Councillor

Deferred to the end of the Meeting.

89/21 Minutes of Previous Meetings

The Minutes of the Meeting of the Parish Council on 12 May 2023 were approved as a true record.

90/21 Report from Northumbria Police

Northumbria Police have reported that no incidents have taken place which should be of wider community concern. It was noted that there has been a better police presence and that this has had a positive impact.

91/21 Report from County Cllr Terry Clark

County Cllr Clark sent his apologies for the Meeting.

92/21 Local Transport Programme Plan 2024-25

RESOLVED to put forward the following three priorities to be considered for inclusion in NCC's Local Transport Programme Plan for 2024-25:

- a. Double yellow lines around the North End Close/Togston Road junction;
- b. Speeding issues along Acklington Road;
- c. 20mph speed limit for the Togston Barns bend.

93/21 Finance

- a. The financial report to 3 July 2023 was received by the Parish Council.
- b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
G Turner	Audit	£100.00		£100.00	23/24.6
Anglian Water – Wave	Allotments – Water	£49.56		£49.56	23/24.7
C Lewis/HMRC	Salary (May/June)	£317.04		£317.04	23/24.8 23/24.9
A Cairns – reimbursement	Togston in Bloom	£44.00		£44.00	23/24.10
S Jeffrey – reimbursement	Allotments – Maintenance	£49.99	£10.00		23/24.11
Shaun Brown – skip hire	Allotments – Maintenance	£520.00	£104.00	£624.00	23/24.12

- c. The following receipts were noted:

Date	Source	Reason	Amount
Various	Individuals	Allotment and Garage Rents	£756.00

94/21 Policies

RESOLVED to approve the Standing Orders and Code of Conduct.

95/21 Bridleways

Cllr Blewitt reported the ongoing obstruction of the Public Right of Way (Bridleway) which runs up past Togston Crescent. The bridleway is required to be a minimum of 2 metres wide, but is obstructed by a trench and a narrow gate. There are overhanging branches high up which affect horse riders. Cllr Blewitt

has reported this both last year and this year to NCC. The Clerk will ask the Footpaths Officer for assistance.

RESOLVED to remove the gate.

96/21 Allotments

- a. **RESOLVED** to inspect the allotments in August and April, dates to be agreed by email between councillors.
- b. **RESOLVED** to allow fires in appropriate drums. Allotment holders are asked to be aware of the conditions and wind direction and to be considerate of neighbours. This will be reported at the next Allotment Holders' Meeting.
- c. **RESOLVED** to purchase a new bin for inside the allotment gate.
- d. There are no road planings available at the moment. The Parish Council will continue to monitor the mud at the gateway.

97/21 Fly Tipping

The Parish Council discussed the ongoing problem with fly tipping. There is not a large volume but it is continuous. Residents can request for large items to be collected from their home by NCC for a charge. The Parish Council discussed installation of CCTV, which could help to improve safety for car park users and discourage fly tipping and leaving dog waste.

98/21 Items for the Next Agenda

- Christmas Lights and Tree, including grid for around base of tree
- Access via the footpath to East Chevington Parish

99/21 Date of Next Meeting

Friday 1 September 2023 at 6:00pm, Togston Club

PART 2

100/21 Exclusion of Public and Press

RESOLVED to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed, which includes discussion and consideration of personal data.

101/21 Co-option of new Councillor

RESOLVED to co-opt Anne Lisle to the Parish Council.

102/21 Matters relating to Specific Allotments and Garages

The Parish Council discussed parking issues which had been brought to their attention and the general lack of parking throughout the village. In particular, the Parish Council considered the impact of Air BnBs, work vehicles and multiple-car families. The main issue is that there is insufficient parking to meet the needs of all residents as many properties have no off-road parking available. The Parish Council will revisit this matter at the September meeting when hopefully County Cllr Clark will be able to attend.

The Chairman closed the Meeting at 7:15pm.

ITEM 7a – FINANCIAL REPORT

TOGSTON PARISH COUNCIL						
Financial Position at 26 August 2023						
BALANCE b/f at 1 April 2023						2,927.18
RECEIPTS						
				Budget	Year to Date	
Precept				6,500.00	3,250.00	
Rents				2,200.00		
Allotments					1,300.00	
Garages and Parking					886.60	
Wayleave				250.00	245.99	
Christmas				-	-	
VAT Refunds				50.00	-	
Interest received				5.00	2.33	
				9,005.00	5,684.92	
PAYMENTS						
Expenditure	Reserves at 1 April 2023	Allocation of Budget at 1 April 2023	Receipts (Year to Date)	Transfers from Gen. Reserves	Payments (Year to Date)	Current Balance
Clerk's Salary	-	2,000.00	-		844.99	1,155.01
Clerk's Expenses	-	50.00	-		-	50.00
Stationery	-	50.00	-		-	50.00
Insurance	-	750.00	-		241.00	509.00
Allotments and Garages	2,067.62	3,700.00				4,010.82
Water Charges		-			49.56	
Rock Salt		-			-	
Grass/Hedge Cutting		-			-	
Maintenance - Allotments		-			1,707.24	
Garages		-			-	
Togston in Bloom Competition	-	50.00	-		44.00	6.00
Togston in Bloom Plants	-	100.00	-		-	100.00
Gordon Street Car Park		250.00			-	250.00
Street Furniture	-	-	-		-	-
Miscellaneous	-	-	-		-	-
Subscriptions/Training	-	150.00	-		89.01	60.99
Donations	-	50.00	-		-	50.00
Room Hire	-	150.00	-		20.00	130.00
Audit Fees	-	100.00	-		100.00	-
Website	-	75.00	-		75.00	-
Christmas Lights	-	500.00	-		-	500.00
Recoverable VAT	-	50.00	-		146.50	96.50
	2,067.62	8,025.00	-	-	3,317.30	6,775.32
BALANCE c/f						5,294.80
General Reserves	859.56	980.00	-	3,320.08	-	1,480.52
BANK RECONCILIATION						
Balances at 26 August 2023						
TSB Club Charity and Trust Account					6,424.36	
TSB Business Instant Access Account					832.83	
Cash/Cheques Held					-	
Less						
Uncleared payments					- 1,962.39	
					5,294.80	-