

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 10 January 2023 at 6:00pm for the purpose of transacting the following business. This Meeting will be held in the Main Hall, Acklington Village Hall and is open to the public.

C Lewis 04/01/23

AGENDA
PART 1

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 8 November 2022 (Pages 3-5)

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. Gordon Street Car Park – Restriction on Caravans

To consider whether to restrict or prevent use of the Gordon Street Car Park for caravans and to agree any charges

9. Gordon Terrace – Parking

To consider request from resident for the Parish Council to put up a No Parking Sign outside 1 Gordon Terrace as cars are obstructing entry into the house and also the public byway

10. East View Allotment Hedge

To approve quote from NCC to cut hedge by East View Allotment 1

11. East View Allotment – Proposal for New Car Parking Area

To agree to conversion of East View Allotments 4 and 5 (one and a half allotment plots at south end) into car parking area, with allocated paid for parking spaces, and to agree any required actions/budget

12. Tree Works – Corner of Guyzance Avenue and Togston Road

To discuss tree works in location of Christmas tree and agree any actions/budget

13. Finance

- a. To receive financial report to 3 January 2023 (Pages 6 and 7)
- b. To authorise payments

Payee	Head of Expenditure	Cost	VAT	Total
C Bowden – fence/car park sign	Allotments – maintenance/car park	£1,650.00	£0.00	£1,650.00
Acklington Village Hall	Room Hire	£72.50	£0.00	£72.50
NCC – Car Park/East View	Allotments – Grass/Hedge Cutting	£824.41	£164.88	£989.29
A Cairns – Lights	Christmas Lights	£186.67	£37.33	£224.00
J Watson – allotment discs	Allotments – maintenance	£11.00	£0.00	£11.00
Hobberlaw Plants	Christmas Lights	£109.17	£21.83	£131.00
NCC	Allotments – Grass/Hedge Cutting	£983.83	£196.77	£1,180.60
A Cairns – Cable Ties	Christmas Lights	£16.32	£3.26	£19.58
Bentham Ltd	Stationery	£19.95	£3.99	£23.94
B Knox T/A BECK Groundworks	Christmas Lights	£600.00	£0.00	£600.00

- c. To note receipts

Date	Source	Reason	Amount
5/11/22	Acklington VH	Purchase of Christmas Lights	£200.00
10/11/22	TSB Bank	Interest	£0.22
11/11/22	Individuals	Rents	£120.00
12/11/22	Individuals	Rents	£56.00
27/11/22	Fundraising	Christmas Fair	£389.84
10/12/22	TSB Bank	Interest	£0.28

- d. To approve draft Budget (circulated as separate document)
- e. To agree Precept Requirement to be submitted to NCC

14. Items for the next Agenda

15. Date of Next Meeting

Tuesday 14 March 2023 at 6:00pm, Acklington Village Hall

PART 2

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. Allotment and Garage Rents

To set allotment and garage rents for 2023-24

18. Matters relating to Specific Allotments/Garages

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

ITEM 6 – DRAFT MINUTES

At the Meeting of the Parish Council held at Acklington Village Hall on 8 November 2022 at 6:00pm.
Present: Cllrs A Cairns, K Farwell, M Farwell, S Jeffrey, F Moore, T Urwin and J Watson (Chairman)

83/21 Apologies for Absence

None

84/21 Public Participation

- a. A resident noted that the Parish Council has put a sign up at the car park and it is now frequently half empty, whereas the bottom car park is full and cars are being parked on the grass. The sign states that no commercial parking is allowed; many residents with work vans now believe they are not allowed to park their work van in the car park. Cllr Watson explained that the Parish Council had received complaints about its use and therefore rules had to be put in place. For example, people are parking in the car park who don't live there. However, Cllr Watson confirmed that work vans could be parked there if they are used for commuting, but businesses cannot the space to run their business or to store vehicles for their business. There is a possibility that the Parish Council could create a small car park with allocated paid for spaces at the top end of the East View allotments. Space-holders would need to put in a lockable bollard. The Meeting agreed that there is an issue with parking generally as there are not enough spaces, particularly now that many households have more than one car.
- b. A resident expressed their concern about Cllr Watson taking some photographs in their vicinity and asked why. Cllr Watson confirmed she was taking photographs of where various works are to take place.

85/21 Disclosure of Interests

Cllrs Cairns, K Farwell, M Farwell, Jeffrey and Moore declared an interest in Item 15 (Allotments) as allotment tenants. Cllr Urwin declared an interest in Item 15 (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.

86/21 Minutes of Previous Meeting

The Minutes of the Ordinary Meeting of the Parish Council held on 27 September 2022 were approved as a true record. Cllr Urwin commented that there is a briar growing across the pavement in front of the Riverside Housing Estate which needs to be dealt with.

87/21 Chairman's Report

Cllr Watson provided her report:

- a. Enquiries have been received about vacant allotments. New tenants taking these on will not be charged for the current year as there is a lot to do to put them in order. Cllrs Jeffrey and K Farwell have volunteered to show prospective tenants around. Adverts have been placed in the Ambler and the allotment noticeboard.
- b. The Car Park area has been cut by NCC. There was initial difficulty in getting to the hedges due to parked cars. A new sign has been put up limiting parking to two cars per household.
- c. Parking in Queen Street is still a problem.

- d. The dilapidated garage in East View has been removed and the Parish Council is waiting to see proposals for its replacement.
- e. There have been difficulties with NCC around the new location for the Christmas Tree but these are now resolved.
- f. Mr Bowden price matched the other company for the work to the long fence beside 1 Togston Crescent, as the other company could not carry out the work for some time. The tenant has asked for the whole length to be replaced. The fence has therefore been extended the whole way and Allotment 6 on the main site will be done at another time. There are still a few remaining maintenance works to do when funds permit.

88/21 Report from Northumbria Police

None received. There is a lot of speeding along Acklington Road and this is a concern.

89/21 Report from County Cllr Terry Clark

- a. The works in Queen Street back lane are excellent and County Cllr Clark congratulated all involved.
- b. The bus stop timetable has been updated.
- c. Issues with a property on Gordon Terrace have been reported to the environmental department and support is being offered to the resident.
- d. New 'Beware horse' signage has been requested for Togston Bends under County Cllr Clark's Members' Small Scheme budget.
- e. County Cllr Clark put forward his priorities for the Local Transport Programme as follows: traffic calming for Togston and Broomhill; and double yellow lines around the speed chicane at North End Close. Cllr Moore asked about the pavement at Togston Road which is in poor condition. County Cllr Clark will chase up on this.
- f. The area earmarked for new development at the east end of the village has been cleared and a hydrological survey is underway.

90/21 Finance

- a. The financial report to 31 October 2022 was received.
- b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
Anglian Water (Wave)	Allotments – water	£177.45		£177.45	
C Bowden – repairs to bollards	Garages	£50.00		£50.00	
N Carter – metal standpipe	Christmas Lights	£285.00		£285.00	
J Watson – RBL Wreath	Donations	£25.00		£25.00	
W Smith – car park sign	Car Park	£151.94	£30.39	£182.33	
J Watson – plants	Togston in Bloom	£15.00	£3.00	£18.00	
C Lewis (Salary Sep - Nov)	Clerk's Salary	£432.00		£432.00	

- c. The following receipts were noted:

Date	Source	Reason	Amount
6/9/22	NCC	Precept	£2,750.00
10/9/22	Individual	Rent	£70.00

10/9/22	TSB Bank	Interest	£0.22
10/10/22	TSB Bank	Interest	£0.21

- d. The Parish Council discussed the draft Budget, including the use of the car park for caravans and what charge should be made for this, or whether restrictions on the size of vehicles in the car park should be imposed. The Parish Council discussed the possibility of creating allocated paid for parking spaces and agreed that this is a good idea in principle. A ballot would need to be used to allocate spaces if there is a lot of interest. It was agreed that caravans if permitted, should be stored at the top end of the car park. All these issues will be considered when the site for the potential new car park is reviewed. An item will be added to the January agenda regarding the use of Gordon Street Car Park for caravans. No decision was taken on the draft Budget which is therefore deferred to the next Meeting.

91/21 Christmas Lights

The Commando Switch has been moved to a different Street Light. The tree will be put up on 19 November. The ground socket has been installed.

92/21 Allotments

Allotments 14A, 15A and 15B (Main Site) are now tenanted. Allotments 7A and 7B (Main Site) are still vacant. Allotment 27 (Main Site) is still vacant and is in very poor condition. Allotments 10 and 11 (Togston Crescent) are still vacant.

93/21 Items for the Next Agenda

- Caravan Parking

94/21 Date of Next Meeting

Tuesday 10 January 2023 at 6:00pm, Acklington Village Hall

95/21 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 consideration of personal data.

96/21 Christmas Tree Correspondence

RESOLVED to write a letter to the resident concerned, confirming the level of Parish Council public liability insurance and that works to the trees in that area will be considered next year.

The Chairman closed the Meeting at 7:35pm.

ITEM 8a – FINANCIAL SUMMARY AND BUDGET MONITORING

TOGSTON PARISH COUNCIL						
Financial Position at 3 January 2023						
Balances at 1 April 2022						
BALANCE b/f at 1 April 2022						4,145.48
RECEIPTS						
				Budget	Year to Date	
Precept				5,500.00	5,500.00	
Rents				1,570.00		
Allotments					1,566.00	
Garages and Parking					812.00	
Wayleave				250.00	249.14	
Christmas					589.84	
VAT Refunds				50.00	-	
Interest received				5.00	1.37	
				7,375.00	8,718.35	
PAYMENTS						
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)	Current Balance
Clerk's Salary	-	2,500.00	-		1,056.00	1,444.00
Clerk's Expenses	-	50.00	-		-	50.00
Stationery	-	50.00	-		19.95	30.05
Insurance	-	750.00	-		708.76	41.24
Allotments and Garages	-		2,378.00			2,081.62
Water Charges		350.00			242.14	
Rock Salt		100.00			-	
Grass/Hedge Cutting		1,000.00			1,808.24	
Maintenance - Allotments		2,795.00			2,441.00	
Garages		-			50.00	
Togston in Bloom Competition	-	150.00	-		30.00	120.00
Togston in Bloom Plants	-	150.00	-		23.00	127.00
Gordon Street Car Park	-	-		301.94	301.94	-
Street Furniture	-	-		167.95	167.95	-
Miscellaneous	-	-			-	-
Subscriptions/Training	-	180.00			88.87	91.13
Donations	-	150.00			25.00	125.00
Room Hire	-	150.00			122.50	27.50
Audit Fees	-	125.00			100.00	25.00
Website	-	75.00			75.00	-
Christmas Lights	394.56	500.00			1,197.16	302.60
Recoverable VAT	-	50.00		441.05	495.04	3.99
	394.56	9,125.00	2,378.00	910.94	8,952.55	3,855.95
BALANCE c/f					3,911.28	
General Reserves	2,575.22	- 1,750.00	1,175.70		910.94	1,089.98
BANK RECONCILIATION						
Balances at 3 January 2023						
TSB Club Charity and Trust Account					5,653.19	
TSB Business Instant Access Account					829.16	
Cash Held					445.84	
Less						
Uncleared payments					- 3,016.91	
					3,911.28	-

<u>Christmas Lights</u>			
Starting Balance			394.56
Plus			
Allocation of Budget	500.00		
Sale of lights to Acklington VH	200.00		
Christmas Fair	389.84	1,089.84	
Less (excl. VAT)			
Expenditure to date			
Metal Standpipe	285.00		
New Lights	186.67		
Tree	109.17		
Cable ties	16.32		
Installation of Ground Socket	600.00	-1,197.16	
Current Balance			<u>287.24</u>
Less (excl. VAT)			
Committed funds			
Installation of Commando Socket	450.00		
Connection of lights (A Morris)	tbc	- 450.00	
Actual Balance			<u>- 162.76</u>

<u>Allotments and Garages</u>			
Starting Balance			-
Plus			
Allocation of Budget	4,245.00		
Rental Income	2,378.00	6,623.00	
Less (excl. VAT)			
Expenditure to date			
Water	242.14		
Repairs to rear fence at Allotment 7	930.00		
Repairs to bollards at East View garages	50.00		
Repairs to fence at 1 Tog.Cr./Allotment 6	1,500.00		
NCC - hedges at car park and East View	824.41		
NCC - Service Level Agreement	983.83		
Allotment discs	11.00	-4,541.38	
Current Balance			<u>2,081.62</u>
Less (excl. VAT)			
Committed funds			
None			
			-
Actual Balance			<u>2,081.62</u>