

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 7 July 2023 at 6:00pm, at Togston Club, for the purpose of transacting the following business.

C Lewis 3 July 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. Co-option to fill Vacancy

To co-opt to fill the vacancy arising. Only applications received by 5:00pm on Thursday 6th July will be considered. Application forms can be obtained from the Clerk.

5. Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 12 May 2023 (Pages 3-5)

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. Local Transport Programme 2024-25

To agree three priorities for submission to NCC, to be considered for inclusion in NCC's LTP 2024-25

9. North End Close – Double Yellow Line Request

To consider and agree to support request from resident for double yellow lines at entrance to North End Close

10. Finance

a. To receive financial report to 3 July 2023 (Page 9)

b. To authorise payments

Payee	Head of Expenditure	Cost	VAT	Total
G Turner	Audit Costs	£100.00		£100.00
C Lewis/HMRC	Salary (May/Jun)	£317.04		£317.04
A Cairns – reimbursement	Togston in Bloom	£44.00		£44.00
Shaun Brown – Skip Hire	Allotments – Maintenance	£520.00	£104.00	£624.00
Anglian Water (Wave)	Allotments – Water	£49.56		£49.56
S Jeffrey – reimbursement	Allotments – Maintenance	£49.99	£10.00	£59.99

c. To note receipts

Date	Source	Reason	Amount
Various	Individuals	Allotment and Garage Rents	£756.00
6/4/23	NCC	Precept	£3,250.00
10/4/23	TSB Bank	Interest	£0.46

11. Policies

To approve policies as circulated separately by the Clerk

12. Bridleways

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

13. Allotments

- a. To agree inspection dates for allotment
- b. To review position on use of fires on allotments and to agree any actions
- c. To agree location for new bin on allotments
- d. To agree actions for improving mud at the entrance to the allotments

14. Fly Tipping

To discuss fly tipping and to agree any actions

15. Items for the next Agenda

16. Date of Next Meeting

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

PART 2 (IF REQUIRED)

17. 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

18. Matters relating to Specific Allotments/Garages

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

ITEM 5 – DRAFT MINUTES

At the Annual Meeting of the Parish Council held at Togston Club on 12 May 2023 at 6:00pm.

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

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 – None

86/21 Public Participation

- a. Wheelie bins are not being emptied on Gordon Terrace and Chapel Row unless residents move their bins to the end. Bins are not returned by the dustbin men. It may be that residents will need to avoid parking on the lane on a Thursday so that the wagon can get round.
- b. There is one vacancy on the Parish Council. There are some copies of the application form on the noticeboard beside the Club.
- c. There is very little room at the end of Guyzance Avenue because of cars parking. Residents can pay to get a dropped kerb out in.
- d. Skips are to be hired for the allotments. The first will be on Saturday 13 May.
- e. The vacant allotments need to be put into a useful state.
- f. Some garden chairs were taken from a front garden.
- g. Scrap collection from outside the allotment gates has been stopped because household rubbish was being dumped there.
- h. No information has been received about the Persimmon development. The Clerk will try to establish who owns it now and what s106 Agreement is in place.
- i. There is a huge pothole on East View. The Clerk will report this. Residents can make reports via the NCC Fix My Street website.

87/21 Disclosure of Interests

Cllrs Blewitt, Cairns, Jeffrey and Moore declared an interest in Items 13 and 19 (Allotments) as allotment tenants. Cllr Urwin declared an interest in Item 13 and 19 (Allotments) as his wife is an allotment tenant.

RESOLVED to grant dispensations to all affected councillors.

88/21 Minutes of Previous Meetings

The Minutes of the Meeting of the Parish Council on 14 March 2022 were approved as a true record.

89/21 Time and Place of Ordinary Meetings

RESOLVED to determine the following dates for the ordinary meetings of the Parish Council, all meetings to take place at 6:00pm in Togston Club: 7 July, 1 September, 3 November, 5 January, 1 March, 3 May.

90/21 Report from Northumbria Police

None. The issues at the Allotments will be reported to Northumbria Police.

91/21 Report from County Cllr Terry Clark

None. County Cllr Clark sent his apologies for the Meeting.

92/21 Annual Governance and Accountability Return

- a. The Parish Council received the Internal Auditor’s Report and noted the recommendation to update the risk assessment.
- b. **RESOLVED** to approve the Annual Governance Statement and to answer ‘Yes’ to all assertions except Assertion 5, due to the need to update the risk assessment.
- c. **RESOLVED** to approve the Annual Accounts for the Year Ended 31 March 2023.
- d. **RESOLVED** to approve the Accounting Statement and Explanation of Variances.
- e. **RESOLVED** to confirm and approve the Certification of Exemption.

93/21 Finance

- a. The financial report to 8 May 2023 was received by the Parish Council.
- b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
NALC	Subscriptions and Website	£164.01		£164.01	23/24.1
Acklington Village Hall	Room Hire	£20.00		£20.00	23/24.2
C Lewis/HMRC	Salary (Mar/Apr/SLCC Pay Agreement Back Pay to 1/4/22)	£528.31		£528.31	23/24.3

- c. The following receipts were noted:

Date	Source	Reason	Amount
Various	Individuals	Allotment and Garage Rents	£1,357.80
6/4/23	NCC	Precept	£3,250.00
10/4/23	TSB Bank	Interest	£0.46

- d. **RESOLVED** to take out insurance with Zurich at a premium of £241.00.

94/21 Parking

The Parish Council discussed the Car Park restrictions and the current sign. Residents who bring their work vehicle home are unsure whether they are allowed to park in the car park, leading to congestion on the square. It is difficult to monitor parking and to impose any charges. The Parish Council noted that the car park is never completely full.

RESOLVED to remove the bottom section of the sign from “Restrictions of Use” onwards.

95/21 Allotments

Cllr Jeffrey reported from the Allotment Holders’ Meeting.

- a. **RESOLVED** to hire three skips over the next three weekends, the first to arrive tomorrow.
- b. The Clerk will check regulations on the use of fires on allotments.
- c. **RESOLVED** to defer a decision on alternative uses for Allotments 8 and 9 East View.
- d. The Parish Council considered whether the main allotment gate should be locked. This will be raised at the next Allotment Holders’ Meeting.
- e. Dog waste is a problem at the allotments. New signs are needed.
RESOLVED to purchase a new bin, location to be decided.
- f. There is a problem with mud at the main gate. Cllr Blewitt is able to source road planings through NCC at a cost of 310/tonne delivered.
RESOLVED: Cllr Blewitt to ask NCC if an order can be placed.
- g. Water ingress from the Persimmon site is not considered a problem, but the Parish Council will continue to monitor this.

96/21 Togston in Bloom

The Parish Council noted that all of the trophies/shields need to be renewed as they are chipped and/or full.

RESOLVED:

- a. Cllr Cairns to purchase a new shield for the Best Allotment, to be named the Robbie Robison Shield.
- b. Cllr Cairns to purchase new shields for the Best Flower Garden and for the Best Container Garden.
- c. To give as prizes a bottle of wine and voucher to each first place (£20 voucher) and second place (£10 voucher).
- d. Judging will take place on 27 July.
- e. Cllr Cairns will plant the flower tubs this year as normal as Cllr Thompson is awaiting a response from the director at HMP Acklington as to whether plants could be donated from their growing programme.

97/21 Communication

RESOLVED

- a. To publish a newsletter in March, of A4 size (two-sided), to provide information in rents, Togston in Bloom, the car park and Christmas lights etc.
- b. Not to hold an Annual Parish Meeting.
- c. To hold Allotment Holders' Meetings in August and March and to appoint Mr Dale Thompson as spokesperson to the Parish Council on behalf of the Allotment Holders' Meetings.

98/21 Items for the Next Agenda

- Review of Policies, including Civility Pledge

99/21 Date of Next Meeting

Friday 7 July 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 Matters relating to Specific Allotments and Garages

- a. The Parish Council discussed setting up a volunteer group to carry out grass cutting and maintenance. Equipment would need to be insured and stored securely. Safety training would need to be carried out. Cllr Jeffrey will speak to the volunteers about the equipment needed. The Clerk will look at safety paperwork.
- b. The trees will not be cut until Autumn due to the bird nesting and the tree growing season.
- c. The fence along the rear of Allotments 5 and 6 will be repaired next month.
- d. The Parish Council discussed the car park area and will speak to County Cllr Clark for advice.

The Chairman closed the Meeting at 7:45pm.

ITEM 10a – FINANCIAL REPORT

TOGSTON PARISH COUNCIL						
Financial Position at 3 July 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					1,262.20	
Garages and Parking					851.40	
Wayleave				250.00	245.99	
Christmas				-	-	
VAT Refunds				50.00	-	
Interest received				5.00	1.37	
				9,005.00	5,610.96	
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	-		528.31	1,471.69
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	2,113.60			7,831.66
Water Charges		-			49.56	
Rock Salt		-			-	
Grass/Hedge Cutting		-			-	
Maintenance - Allotments		-			-	
Garages		-			-	
Togston in Bloom Competition	-	50.00	-		-	50.00
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	-		-	50.00
	2,067.62	8,025.00	2,113.60	-	1,102.88	11,103.34
BALANCE c/f						7,435.26
General Reserves	859.56	980.00	-	3,394.04	-	1,554.48
BANK RECONCILIATION						
Balances at 3 July 2023						
TSB Club Charity and Trust Account					7,229.71	
TSB Business Instant Access Account					831.87	
Cash/Cheques Held					66.00	
Less						
Uncleared payments					-	692.32
						7,435.26