

TOGSTON PARISH COUNCIL

At the Meeting of the Parish Council held at Acklington Village Hall on 21 March 2022 at 6:00pm.

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

99/21 Apologies for Absence

None

100/21 Public Participation

None

101/21 Disclosure of Interests

Cllrs Cairns, K Farwell, M Farwell, Jeffrey and Moore declared an interest in Item 11 (Allotments) as allotment tenants. Cllr Urwin declared an interest in Item 11 (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.

102/21 Minutes of Previous Meeting

The Minutes of the Ordinary Meeting of the Parish Council held on 11 January 2022 were approved as a true record subject to the following amendment:

a. **Minute 93/21** Removal of the name of the NCC Enforcement Officer.

103/21 Report from Northumbria Police

PSCO Olivia Coulson (4195) attended the Meeting and reported as follows:

- a. Anti-Social behaviour is down. There have been some reports of ASB around Chapel Row but these have reduced.
- b. PCSO Coulson works together with Darren Fawcett (Amble) to police the area.
- c. Complaints have been received about motorcycles and quad bikes on the beach travelling up from Amble.
- d. In general, the village is a nice quiet village and a lovely area to live. However, residents should keep their doors locked to prevent opportunist theft.
- e. The majority of the complaints received relate to dog mess and quad bikes.
- f. PCSO Coulson will try to attend meetings when she can.

104/21 Report from County Cllr Terry Clark

- a. County Cllr Clark has reported the T-Junction at Station Road and the potholes on Stone Row to NCC. Stone Row (outside of Togston parish) has been repaired by NCC after some confusion about whether it is adopted highway.
- b. Over the last couple of months there has been extensive storm damage with many reports made to the housing officer of damaged fences and missing slates. One resident has reported trying since December to contact Riverside for repairs to her rear fence. County Cllr Clark has contacted Riverside, as has the Clerk. This issue is now urgent as the field behind the garden is used by the farmer for livestock in the spring and summer months. PSCO Coulson has a contact at Riverside and will ask them to look into the matter.

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- c. County Cllr Clark is happy to be providing financial support of £9,000 from his 2022/23 Small Schemes Budget towards upgrading the tarmac and potholes at the rear of Queen Street. Cllr Watson is waiting for details of the proposed scheme from NCC.
- d. NCC is promoting a new initiative “Communities Together”; the Clerk will put the leaflet up in the noticeboard and on the website.

105/21 Chairman’s Report

Cllr Watson provided her report:

- a. A team of Parish Councillors and County Cllr Jeff Watson met at short notice to plant the free trees obtained from the Woodland Trust. These have been planted in various sites around the village with tree protection sheaths to protect them from rabbits etc. This will improve the village appearance and help wildlife.
- b. The team also collected litter such as cans and bottles from the hedges around the car park. This was piled up in the car park and was collected by NCC Local Services the next day. The Parish Council discussed having an organised litter pick in the Autumn when there are no leaves on the hedges.
- c. Cllr Farwell has been reporting fly tipping near the A1 junction from Acklington/Guyzance to NCC via their online reporting form. It gets cleared and then more fly tipping appears. Cllr Farwell will forward details to the Clerk to be reported to NCC and County Cllr Thorne.
- d. A patio heater has been fly tipped in the car park. Councillors noted that historically scrap was left for the scrap man in the car park.
- e. Cllr Watson has contacted Dobbies Heighleygate to ask if they can donate some plants for the village planters. The relevant staff member is currently working in one of the Scottish branches but will liaise with Cllr Watson on their return.
- f. NCC’s Jubilee Grant Fund will be shortly closing and the decision has been taken not to make grants for benches, only for events and street parties. Cllr Watson is looking to see whether funding could be obtained through the NCC Community Chest. The Clerk will look at whether any lottery funding is available. Cllr Urwin asked whether the Parish Council might support an event organised by the Club, however it is too late to apply for NCC funding.
- g. Cllr Watson has been liaising with NCC regarding the Queen Street back lane proposals. The officer is reworking the Scheme to bring it within the £9,000 offered by County Cllr Clark.
- h. Cllr Watson has asked NCC if they have any road planings, that these could be used to fill the potholes at the entrance to the car park. One has now been filled.
- i. Cllr Farwell reported that 3 Queen Street has been sold under auction. The rubbish in the back yard is being sorted. However, plasterers have been parking in the rear lane for the past four days, blocking access. Cllr Watson suggested that Highways may be willing to put in double yellow lines.

106/21 Finance

- a. The financial report to 9 March 2022 was received. The Parish Council noted that insurance will be payable early in the new financial year. Cllr Cairns queried the year start figure for the Christmas Lights Reserve Fund; the Clerk agreed that this seemed incorrect and was likely a typographical error which she will check and correct.

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b. **RESOLVED** to authorise the following payments:

Payee	Head of Expenditure	Cost	VAT	Total	Ref.
C Lewis	Clerk's Salary	£835.20		£835.20	21/22.45
HMRC	PAYE	£208.80		£208.80	21/22.46
S Jeffrey	Christmas Lights	£15.00		£15.00	21/22.47
United Reform Church	Christmas Lights	£36.25		£36.25	21/22.48
Bentham Ltd	Stationery	£14.95	£2.95	£17.94	21/22.49

c. The following receipts were noted:

Date	Source	Reason	Amount
10/2/22	TSB Bank	Interest	£0.04

d. NCC Local Services have suggested a new bin should be installed across the side street from the Club, which would encourage dog walkers to bin their dog waste bags on their way back from the allotments.

RESOLVED to buy a new bin. The Clerk will source a suitable bin and circulate details.

e. **RESOLVED** to purchase allotment plot markers (yellow, 1.5mm 2 ply matt finish acrylic engraving laminate, with black writing, 30mm diameter) which the Clerk will order engraved with the correct sequence of allotment numbers, for £34.79, plus the cost of fixings.

f. **RESOLVED** to appoint Gillian Turner as the Parish Council's internal auditor for the current financial year ending 31 March 2022, fees as per the previous auditor.

107/214 Queen Street

a. The previous tenants have left 4 Queen Street and the property is being cleaned. The sofa has been removed from the garden but the fridge is still there. The landlord has informed NCC Enforcement that it will be removed once the inside has been cleared.

b. NCC Enforcement have a watching brief on 5 Queen Street. This has now been empty for two years. The Clerk will write to NCC housing to inform them that it remains empty and to ask if the owner is paying the double Council Tax charge on empty properties. The Parish Council noted that other properties owned by the same individual in Amble are being renovated for holiday lets.

108/21 Queen Street – Uninsured/Untaxed Vehicles

NCC Enforcement attended to put the removal notice on the uninsured/untaxed vehicle but it had already been removed.

109/21 Garages – Licence Agreement

RESOLVED

a. To agree the draft Garage Licence Agreement with the following amendments:

Clause 3.1 – addition of the following sentence "This does not prevent use of the garage for storage purposes."

Clause 3.8 – addition of the words "or the land if the Garage is to be removed".

b. The Clerk to send out Licence Agreements to all garage holders with the rent requests.

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110/21 Dilapidated Garage, East View

RESOLVED Clerk to write to the occupier, that the garage needs to be cleared and repaired.

111/21 Allotments and Garages – Delegation to the Clerk

RESOLVED that the Clerk has authority to use her judgement to send out agreements/licences and letters as necessary applying the Allotment and Garage agreements and rules.

112/21 Caravan Parking

RESOLVED

- a. To agree the draft Caravan Licence Agreement for Gordon Terrace Car Park.
- b. To set the Caravan Parking charge for the year 2022/23 at £70.
- c. To agree the request by a resident to park his caravan at Gordon Terrace Car Park. The Clerk will send out a Licence Agreement.

113/21 Allotments

- a. The new bench seat for the Togston Parish Allotments is in abeyance until it is known whether funding can be obtained.
- b. **RESOLVED** to agree the draft Allotment Tenancy Agreement.
- c. **RESOLVED** to agree the Allotment Rules 2022 with the following amendments:
 - Clauses 8.2 and 8.3 – addition of the words “of taking it on”.
 - Clauses 8.4 and 9.8 – delete these clauses.
 - Addition – No Firearms
- d. The Parish Council discussed allotment rents for the year 2022/23 and agreed these should be increased as they have not been increased since 1993. The allotments need maintenance and without an increase non-allotment holders would be subsidising the allotments through the Council Tax precept. The Clerk has used Google Maps to map the allotments and to categorise the allotments into bands based on their size. The Parish Council agreed to increase rents over two years.
RESOLVED to set the following allotment rents for the year 2022/23:
 - Band A (0.019ha and above) at £28
 - Band B (0.014ha to 0.018ha) at £24
 - Band C (0.013ha and under) at £18
- e. **RESOLVED** that tenants can have until 6 May 2022 (five weeks from 1 April 2022) to clear their allotments and bring them into a clean and tidy state before any enforcement action is taken for breach of the Allotment Rules.

114/214 Planters

Cllr Watson is awaiting the return of the relevant staff member at Dobbies Heighleygate to hear about free plants for the village planters. Cllr Farwell has a number of primrose plants at her allotment which can be divided for next winter.

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115/214 Garden Competition 2022

RESOLVED to cancel the Garden Competition in 2022 and to restart this in 2023, given the extensive storm damage suffered across the allotments and village.

116/214 Christmas Lights/Tree 2022

A resident has contacted the Parish Council to offer to sink a post hole into the area outside 1 Guyzance Avenue for the Christmas Tree. The Clerk has not yet heard back from NCC about connection to a street light for electricity. It would not be possible to connect to an individual's electricity source as the Parish Council would have no power to reimburse an individual for this.

RESOLVED decision to be deferred until the Clerk has heard from NCC. 7

117/214 Disabled Parking Bay, Queen Street

The Parish Council supports the installation of a disabled bay in Queen Street. However, this would be the responsibility of NCC. The Clerk will contact NCC accordingly.

118/214 Correspondence

The Clerk reported on correspondence received, which mostly related to the allotments. No action required.

119/21 Items for the Next Agenda

- Pavements at Togston Road

120/21 Date of Next Meeting

Tuesday 10 May 2022 at 6:00pm, Acklington Village Hall

The Chairman closed the Meeting at 8:16pm.