



Wylam Parish Council

<p>MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL HELD ON 19th MAY 2014 AT 7.00 p.m. IN THE INSTITUTE</p>

Councillors Present: Mr. S. Barlow, Mrs. R. Creighton, Mr. B. Japes, Mr. T. Martin (Vice-Chairman), Mr. W. Nicholson.

Also Present: Mrs. D. Carney (Clerk), Mr. P. Fisher (Tree Warden), Kathleen Moore (Hexham Courant).

1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.

Mrs. Anne Francis was elected as Chairman of the Parish Council. On behalf of members, B. Japes thanked T. Martin, the outgoing Chairman, for the energy and commitment he had brought to the role.

2. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL.

Mr. T. Martin was elected as Vice-Chairman of the Parish Council. In Mrs. Francis' absence, the meeting was chaired by T. Martin.

3. UPDATE OF MEMBERS' INTERESTS.

The forms had been enclosed with the meeting papers. Northumberland County Council's (NCC) records are incomplete and the update will enable a correct entry of Wylam members' interests to be made on the NCC web site.

4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs. A. Francis, Mrs. M. Gillis and Mr. A. Mitcham and from County Councillor Paul Kelly.

5. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following members agreed to represent the Parish Council on the following outside bodies:

- a. Ovingham Joint Burial Committee; M. Gillis and S. Barlow
- b. Wylam Playing Field Association: A. Francis.
- c. Wylam Institute Community Association Committee: A. Mitcham.
- d. East Tynedale Parish & Town Councils Forum: T. Martin.
- e. SITA Crawcrook Quarry Liaison Committee: No representative.
- f. SCA Community Consultation Forum: A. Mitcham.

Anne Francis

Signed

Date 09/06/2014

- g. Tyne Valley Rail Users Group: It was noted that the Parish Council receives regular bulletins from the Group. It was **agreed** to write to D. Peel to ask whether he would continue to attend meetings and report to the Parish Council.
- h. Local Multi-Agency Problem Solving Group (LMAPS). B. Japes.

6. **APPOINTMENT OF MEMBERS OF PARISH COUNCIL COMMITTEES AND GROUPS.**

The following people were appointed to Parish Council committees and groups:

- a. Wylam Railway Museum
B. Japes, T. Martin, R. Creighton.
- b. Planning Advisory Group.
S. Barlow, B. Japes, A. Mitcham, W. Nicholson.
- c. Tree Warden.
Peter Fisher agreed to continue. The Chairman thanked Peter for his work.
- d. The Haughs Local Nature Reserve Management Committee.
T. Martin, P. Fisher, R. Creighton.
- e. Wylam Globe Editorial Group.
M. Gillis, B. Japes, A. Mitcham, R. Creighton.
- f. Supervisor of Village Handyman.
M. Gillis.
- g. Web Site Working Group.
S. Barlow, A. Francis, T. Martin, W. Nicholson, D. Carney.
- h. Wylam Post Office Committee.
T. Martin, B. Japes. W. Nicholson, A. Francis, D. Carney.

7. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (DPI) AND APPLICATIONS FOR DISPENSATIONS.**

T. Martin declared an interest in Item 18.2a (payment to Wylam Community Orchard).

8. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present and no questions were put.

9. **REPORT FROM COUNTY COUNCILLOR PAUL KELLY**

Councillor Kelly was not present at the meeting. An email had been received from Councillor Kelly reporting that the proposed closure date for Ovingham Bridge had been postponed to the first week in June.

10. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 14th APRIL 2014.**

The Minutes had been circulated to members in advance of the meeting and were **agreed** to be a true record of proceedings. The Minutes were then signed by the Chair of the meeting.

11. **CLERK'S REPORT AND CONSIDERATION OF MATTERS ARISING FROM THE MINUTES.**



- a. Accessible defibrillator. This would be discussed at a future meeting of the Parish Council.
- b. Path to Jubilee Field from Woodcroft Road. T. Fish of Northumberland County Council (NCC) had notified the Clerk that he has not had any further information on possible schemes and costings from Northumberland County Council's (NCC) Highways Quantity Surveyor, but that he would pursue the matter and would be in touch when information is available.
- c. Repair work to wall at Charlie's Corner. The Clerk has again written to the owner of Blackett Court regarding ownership of the wall, but no further information has been received.
- d. Southbound bus stops opposite Wylam Hills Farm. B. Japes reported that he continued to monitor the situation. The school bus now stops closer to the Scholars stop, although this stop is still not adequately marked. Measurements show that the pavement at the public bus stop is narrower than that at the school bus stop. B. Japes would communicate these findings to the appropriate person at NCC.
- e. Clerk's Appraisal.
This is in progress.
- f. Wylam Parish Council Web Site. A further meeting of the working group was held on 23rd April. The group aims to present ideas to the Parish Council at a future meeting.
- g. 20mph scheme for Wylam Village. The SID sign for Ingham Terrace is still awaited. Road markings along Main Road had been renewed. The Clerk has not yet written to NCC to ask for comparative data for speeds before and after installation of the scheme.
- h. Liaison with NCC Neighbourhood Services. A meeting with Paul Turnbull and a Highways Engineer has been arranged for Tuesday 17th June at 9.30am. meeting at Wylam Institute prior to a walk around the village.
- i. Electrical work at Wylam Railway Museum. LED lighting had been installed in the model locomotives' display case.
- j. Arrangements for HMRC RTI reporting. These are now in place. A report was made at **Item 15**.
- k. Tree work at Engine Dene. A quotation for felling the Sycamore tree has been received. (See **Item 18.6**).
- l. Use of Charlie's Corner by dog walkers. A further letter of complaint had been received. See **Item 13**.



- m. Cleaning Wylam War Memorial. This work was completed on 22nd May. A full report has been received from the company responsible, together with advice to monitor erosion on the obelisk annually.
- n. Wylam Allotments Access Track. A second quotation for the work was being sought and would be tabled at a future meeting of the Parish Council.
- o. Commemoration of outbreak of World War I. T. Martin thanked all those who had helped to plant poppies at Charlie's Corner on 10th May. The Clerk had contacted Paul Turnbull of NCC to make grass cutting teams aware of the planting area, and that it should not be cut.
- p. Progress report on arrangements for exhibits at Wylam Railway Museum. See **Item 14.**
- q. Assets of Community Value. Members were still working to identify Assets of Community Value in the Parish and a report would be made to a future meeting of the Parish Council.
- r. Community event to commemorate the outbreak of World War I. T. Martin reported that the proposed date for an exhibition and presentation at Wylam Library was the afternoon of Saturday 13th September 2014. He would continue to firm up the details of the event and report to a future meeting of the Parish Council.
- s. Earth Doctors - feasibility study. The Clerk had replied on behalf of the Parish Council.
- t. Wylam Post Office. The commemorative plaque had been received. Advice on Disability Access had yet to be sought. The Clerk had written to S. Loveday as requested regarding his Tenancy Agreement. The door at the property had been repaired. (See also **Item 18.7**).
- u. East Tynedale Parish and Town Councils Forum. A letter of appreciation has been sent to Adrian Hinchcliffe.

12. CONSIDERATION OF MATTERS ARISING FROM THE ANNUAL VILLAGE MEETING HELD ON 16th APRIL 2014.

The following matters had been raised by Wylam residents:

- a. Progress on path from Woodcroft Road to Jubilee Field. The Parish Council is awaiting information from NCC Highways' Quantity Surveyor. (See also Item 11b).

The following two questions had been addressed to County Councillor Paul Kelly, who had answered on behalf of NCC.

- b. Prospects for affordable housing in Wylam.
- c. Future of Prudhoe Community High School.

Alan Francis

13. **CONSIDERATION OF FURTHER INFORMATION RECEIVED REGARDING USE OF CHARLIE'S CORNER BY DOG WALKERS.**

A copy of a letter from a resident of Blakett Court had been circulated to members prior to the meeting. Further observations from a Wylam resident were tabled at the meeting. Both residents had expressed opposition to the use of the area by dog walkers. After some discussion it was **agreed** to continue to actively monitor the use of the area by dog walkers, in particular in relation to fouling issues and any damage to the commemorative poppy display. Reports of use of the area by dog walkers from other villages and of anti-social behaviour by dog owners were noted.

14. **PROGRESS REPORT ON ARRANGEMENTS FOR EXHIBITS AT WYLAM RAILWAY MUSEUM.**

CONFIDENTIAL ITEM: EXCLUSION OF PRESS & PUBLIC.

The Council **passed a resolution** excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (personal information).

The Clerk reported on progress to date. It was **agreed** that an agreement would be drawn up with the Aln Valley Rail Museum in Alnwick for the permanent loan of two items owned by Wylam Parish Council: an enamelled sign for Lucker Station and a carriage board. It was also **agreed** that the Council would write to P. Brooks for further information about items in his care. It was further **agreed** to update contact details for all persons who had loaned exhibits to the Museum.

15. **REPORT ON TRANSFER OF WYLAM PARISH COUNCIL'S PAYROLL TO NCC.**

This had been completed for the Financial Year 2014/15. The Clerk explained the new arrangements. It was **agreed** that the mechanism for monitoring work done by the Village Handyman would be reviewed at a future meeting of the Parish Council.

16. **CORRESPONDENCE RECEIVED SINCE LAST MEETING 14/04/2014**

A list of correspondence received since the last meeting (08/04/13) was attached for information only.

All items from the list can be made available to members through the Clerk at the Parish Council office. If any item of correspondence on the list needs further discussion, this can be included on the Agenda for the next meeting.

An email from a resident of Hagg Bank regarding fuel deliveries was noted.



17. PLANNING APPLICATIONS

The following report is included for information only. The applications had been considered by the Parish Council's Planning Group since the last meeting and a summary of the Group's comments forwarded to Northumberland County Council by the Clerk.

17.1 Planning Applications considered by Parish Council since last meeting 14/04/14.

14/01056/FUL Land NW of Hague Cottage, Wylam Wood Road, Wylam.
Change of use & conversion of garage block to a dwelling and change of use of land to garden.

WPC Comment: Wylam Parish Council recommends that this application be refused on the grounds that it constitutes new build in the Green Belt and as such would breach County Council policy. It is not a farm building conversion but a change of use. The PC is further concerned that access to the site is inadequate and has not been completed to County Council standards. There is inadequate parking for the number of dwellings proposed for the wider site. There is no provision for bins to be collected from Wylam Wood Road contrary to Statement 7 in the application. The appearance of a void under the existing building suggests that the land is unstable and therefore unsuitable for further construction.

17.2 Planning Applications approved by NCC since last meeting 14/04/14.

14/00524/FUL Acomb House, Holeyn Hall Road, Wylam.
two-storey back extension to provide utility, study and guest bedroom suite.

14/00638/FUL 27 Dene Road, Wylam.
Kitchen extension on rear of house.

17.3 Planning Applications withdrawn since last meeting 14/04/14.

None.

17.4 Planning Applications refused permission by NCC since last meeting 14/04/14.

None.



Signed

Date 09/06/2014

18. FINANCIAL MATTERS

18.1 Report on Income Received since the last meeting (14/04/14)

The Clerk had provided the following report on Income received by the Parish Council for members' information prior to the meeting.

a. Wylam Parish Council.

DATE	SOURCE	AMOUNT (£)
22/04/14	NCC Precept (1)	£18,250.00

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT (£)
02/04/14	S. Loveday -rent	£1,000.00

The report was **accepted**.

18.2 Consideration of Schedule of Payments to be approved at the meeting (19/05/14).

The following schedule of payments is to be considered for approval at the meeting. Any payments marked (*) are to be made under Section 137 of the Local Government Act 1972.

Two schedules of payments are given, for the Parish Council's General Community Account and for the Post Office Account.

a. General Community Account Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
21/04/14	Broker Network Ltd	PC insurance	102938	14/011	£809.68
25/04/14	Falon Nameplates	Plaque	102939	14/012	£231.00
25/04/14	Ryton Electrical Services	Display case lighting	102940	14/013	£288.00
28/04/14	NCC	Payroll set-up & salaries April 2014	102941	14/014	£1,046.80
30/04/14	M Hadden	Expenses	102943	14/015	£3.86
01/05/14	St. Oswin's Church	Litter pick	102944	14/016	£30.00
01/05/14	Wylam Allotments	Litter Pick	102945	14/017	£10.00
01/05/14	Wylam Methodist Church	Litter pick	102946	14/018	£10.00
01/05/14	WPFA	Litter pick	102947	14/019	£20.00

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Alan Francis

Signed

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01/05/14	Wylam Orchard	Litter pick	102948	14/020	£30.00
18/05/14	IMI	War Memorial cleaning	102949	14/021	£2,298.00

b. Wylam Post Office Account Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
02/05/14	W. Upton	PO Door	100023	PO-002	£40.00

The schedules of payments were **approved** and the cheques duly signed.

18.3 Consideration of Requests for Financial Assistance received since last meeting 14/04/14.

The Clerk reported that no requests for financial assistance had been received.

18.4 Approval of Financial Report and Annual Return for the Year Ended 31 March 2014.

Copies of the 2013/14 Financial Report, together with the Accounts Spreadsheet, the Payments Breakdown report for 2013/14 and the Statement of Accounts as at 31 March 2014 had been circulated to members in advance of the meeting. The Financial Report and Annual Return were considered and **approved**.

18.5 Consideration and confirmation of the Audit Commission Statement of Accounts and Assurance and Annual Governance Statement for 2013/14 for signature by the Chairman and the Responsible Financial Officer(Clerk) of the Council.

A copy of the 2013/14 Audit Commission Statement of Accounts and Assurance and the Annual Governance Statement had been circulated to members in advance of the meeting. It was confirmed that the Public Notice of Audit would be displayed from 19 May 2014 to 01 June 2014 and that the financial records would be made available from 02 - 27 June 2014.

The Audit Commission Statement of Accounts and Assurance and the Annual Governance Statement were approved by Council and signed by the Chairman, T. Martin and the Responsible Financial Officer, Mrs. D Carney.

It was **agreed** that the Financial Statements and Records would be passed to Mr. W.F. Phillips, the Parish Council's Internal Auditor.

Anne Francis

Signed

Date 09/06/2014

The Chairman thanked the Clerk for her work in preparing the 2013/14 Accounts and financial information.

18.6 Consideration of quotation received for felling Sycamore tree at Engine Dene.

The quotation from Tyne Valley Woodlands Consultancy of £336.00 inclusive of VAT was **accepted**.

18.7 Progress report on the Wylam Post Office project.

EXCLUSION OF PRESS AND PUBLIC

A resolution was passed excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (personal information).

It was **agreed** that quotations for a new boiler and work to the central heating system at 3-4 Laburnum Terrace should be sought as a matter of urgency.

B. Japes reported on his research into Disabled Access to the Post Office. It was **agreed** to contact Disability North for further information.

19. **REPORTS**

Reports were received from Parish Council representatives on the following groups and committees:

- a. Museum (T. Martin, B. Japes)
See **Item 14**.
- b. Wylam Playing Field Association (A. Francis)
No report was tabled.
- c. Joint Burial Committee (M. Gillis, S. Barlow)
No report was tabled.
- d. Tree Warden (P. Fisher)
P. Fisher reported on the following matters:
Tree survey on Parish Council land. P. Fisher reported on trees surveyed on land owned by the Parish Council east of Stephenson Terrace.
- e. Wylam Institute Committee (A. Mitcham).
The Committee's AGM had been held on 12th May 2014.
- f. East Tynedale Parish & Town Councils Forum. (T. Martin).
There had been no further meeting of the Forum.
- g. NCC Area West Committee (T. Martin).



Signed

Date 09/06/2014

T. Martin had been unable to attend the last meeting of the Committee.

- h. SCA Community Forum. (A. Mitcham)
A. Mitcham had attended a meeting of the Forum and had submitted a verbal report.
- i. LMAPS (B. Japes).
The new Neighbourhood Inspector for the Wylam area was now Phil Bond, who was very positive about active policing in Wylam. Consideration of the Wylam Byelaw has been shelved at present as new legislation governing anti-social behaviour is expected soon which may be relevant to the issue of illegal camping. The importance of formulating a Community Flood Action Plan had been discussed. B. Japes would be sent contact details for councils which had already produced these, and for the Environment Agency. It was **agreed** that this matter would be placed on the Agenda for consideration by the Parish Council when sufficient information was to hand.

20. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Web site Group meeting. This would take place on Wednesday 4th June at 7.30pm.
- b. Installation of seat at Engine Dene. T. Martin advised that this would be done as soon as his business workload made it possible. It was **agreed** to reply to the resident who had raised this matter.
- c. Request for handrails on steps leading down from Tyne View. This request had been made by a Wylam resident. It was noted that the matter had been raised some time ago. It was not known who owned the land at this location and it was felt that people who found the steps difficult without a handrail should not use them and use another of the many walking routes around Wylam. It was **agreed** to reply to the resident concerned.
- d. Advertising for food businesses in Wylam. A food business in Wylam had asked whether it would be possible for the Parish Council to erect a notice board in the Tyne Riverside Country Park car park dedicated to advertising the many food businesses in Wylam. It was **agreed** that it was not within the Parish Council's remit to facilitate business advertising. It was noted that the car park was the property of NCC.

21. DATES OF FUTURE MEETINGS

The following dates of future meetings of the Parish Council were confirmed:

Monday 9th June 2014 at 7.00pm.
Monday 14th July 2014 at 7.00pm.
Monday 8th September 2014 at 7.00pm.
Monday 13th October 2014 at 7.00pm.



Signed

Date 09/06/2014

Monday 10th November 2014 at 7.00pm.
Monday 8th December 2014 at 7pm.
Monday 12th January 2015 at 7.00pm.
Monday 9th February 2015 at 7.00pm.
Monday 9th March 2015 at 7.00pm.
Monday 15th April 2015 at 7.00pm.
Monday 11th May 2015 at 7.00pm. (Annual Meeting of the Parish Council)

The meeting closed at 9.45pm.

Anne Francis

Signed

Date 09/06/2014