



## Wylam Parish Council

<p><b>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 21st JULY 2014 AT 7.00 p.m. IN THE INSTITUTE</b></p>
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**Councillors Present:** Mr. S. Barlow, Mrs. R. Creighton, Mrs. M. Gillis, Mr. B. Japes, Mr. T. Martin (Chairman), Mr. A. Mitcham, Mr. W. Nicholson.

**Also Present:** Mrs. D. Carney (Clerk); County Councillor Paul Kelly; Kathleen Moore (Hexham Courant).

**36. APOLOGIES FOR ABSENCE**

The Clerk advised that apologies for absence had been received from Councillor Mrs. A. Francis and Mr. P. Fisher (Tree Warden).

**37. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (DPI) IN ITEMS ON THE AGENDA AND APPLICATIONS FOR DISPENSATIONS.**

T. Martin declared an interest in Item 50.2a.

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

M. Hadden asked whether any action could be taken to improve traffic and pedestrian safety at bends in Main Road through the village, particularly south of the Fox & Hounds Inn, and at the bend in Church Road near Wylam Hills Farm. T. Martin replied that this issue had been regularly discussed by the Parish Council and raised with the Police and with Northumberland County Council (NCC), but it was hoped that the new 20mph speed limit would make a difference to safety at these points. M. Hadden then asked whether any action could be taken on pavement parking east of the Black Bull Inn, as he had noticed that this had on occasion posed a danger to pedestrians, as in one particular instance a large vehicle heading north had mounted the opposite pavement. T. Martin replied that the Parish Council would continue to monitor the situation, and that, generally speaking, parked cars had the effect of slowing down traffic.

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

Councillor Kelly reported on the following matters:

- a. Post 16 transport. NCC had held an Extraordinary Meeting on this subject, but the decision of the Policy Board could not be changed

*Anne Francis*

Signed

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lawfully. Schools are now using the government subsidy to bring pupils in and Northumberland College is providing a free bus service for students. Concessionary fares will apply to students.

- b. Susie Robertson (formerly Susie Goncu). Councillor Kelly paid tribute to Ms. Robertson, a former member of the Locality team at NCC, who had recently passed away after a long illness.
- c. Grass cutting on the A69. The Highways Agency has cut the grass in the vicinity of the Ovington turn-off. This had come too late to prevent an accident at the turn-off, in which overgrown vegetation had been a factor.
- d. Hagg Bank. Councillor Kelly reported that Richard Powell, Locality Officer for the West Area, had met with a resident of Hagg Bank to discuss concerns, and was working towards a solution of the fuel delivery difficulties with residents.
- e. Planning - Core Strategy. In response to T. Martin's question about the delay to the Core Strategy, Councillor Kelly replied that this was due to the need to consider newly published population growth rates for the County. Housing need had been calculated on the basis of a population growth rate for the County of 5.6%, whereas Northumberland's actual rate of population growth was 2.3%. There would be a 6-week delay while a government agency recalculates housing need.

**40. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th JUNE 2014.**

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

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

- a. Hagg Bank fuel supplies. A. Mitcham reported on his attendance at a site meeting with a Hagg Bank resident and Richard Powell, Locality Officer for NCC West Area. Some progress had been made on the trimming of verges at Hagg Bank, and NCC had promised to re-lay the surface of the road bridge into the hamlet. R. Powell continues to negotiate a solution to fuel delivery problems. (See also **Item 39d** above).
- b. Tyne Valley Rail Users Group. It was noted that the NCC Area Committee West had received a presentation from the Tyne Valley Community Rail Partnership (TVCRP) at its meeting on 8th July. The presentation covered the work of the partnership to promote and strengthen passenger rail services between Newcastle and Carlisle and how NCC can be more involved in, benefit from and support TVCRP.



- c. Accessible defibrillator. This would be discussed at the September meeting of the Parish Council.
- d. Path to Jubilee Field from Woodcroft Road. No further information has been received from NCC. It was **agreed** that the Clerk would contact NCC again.
- e. Clerk's Appraisal. This is in progress.
- f. Wylam Parish Council Web site. See **Item 42**.
- g. 20mph. Scheme. It was **agreed** to wait until September before requesting comparative speed data from NCC.
- h. Wylam Allotments Access Track improvements. It was **agreed** that T. Martin would further explore the quotation received and that this would be considered at the September meeting of the Parish Council.
- i. Assets of Community Value. It was noted that these still needed to be identified and registered with NCC.
- j. Dog walkers at Charlie's Corner. Two further instances of dog faeces had been reported and there is evidence that the poppy display has not been respected by dog owners.
- k. Wylam Railway Museum exhibits. See Museum Report at **Item 51a**.
- l. Bench at Engine Dene. This had now been installed.
- m. Tender for landscaping & gardening work at Jackson Road/The Dene. The invitation to tender had been sent out but no quotation received to date.
- n. Grass cutting at War Memorial green. The resident responsible had been thanked. It was **agreed** that the Clerk would investigate the need for a formal Register of Volunteers with the Parish Council's insurer.
- o. Memorial Bench at Wylam riverside. See **Item 43**.
- p. Review of Members' Expenses Policy. See **Item 44**.

**42. PRESENTATION ON PROPOSED NEW WYLAM PARISH COUNCIL WEB SITE**

S. Barlow outlined the work done so far by the Website Working Group and the rationale behind it. A draft of the proposed layout was examined and approved with the addition of a page for the Wylam Railway Museum. It was **agreed** that quotations from three website designers would be sought and considered at a future meeting of the

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*Anne Francis*

Signed

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Parish Council. It was **agreed** that S. Barlow would draw up a specification for the quotations. It was noted that it was important to keep the target date for the website to go live flexible. T. Martin thanked the group for their work.

**43. CONSIDERATION OF INFORMATION RECEIVED REGARDING POSSIBLE COMMUNITY RESILIENCE PLAN.**

A copy of B. Japes' report of his meeting with Lynne Dunleavy, manager of a community resilience project had been circulated to members prior to the meeting. After some discussion, it was **agreed** to invite residents to respond to the idea of such a plan in the next issue of the Wylam Globe. It was hoped that the responses received would show whether the Parish Council should proceed with the exercise.

**44. REPORT OF THE PROPOSED MEMORIAL BENCH SITE VISIT.**

A. Francis and T. Martin had visited the proposed site for the bench at the riverside below the Nature Reserve. Wylam Angling Club had also been approached and had approved the site. The site was **approved** and it was **agreed** that the Clerk would write to the resident concerned and ask for sight of the proposed bench design. It was **agreed** that the design could be approved by the Chairman and the Clerk.

**45. REVIEW OF WYLAM PARISH COUNCIL'S MEMBERS' EXPENSES POLICY.**

A copy of the draft document had been circulated to members prior to the meeting. Some amendments were agreed. It was **agreed** that the amendments would be made and the document signed by the Chairman.

**46. ORGANISATION OF INSPECTION OF WYLAM PARISH COUNCIL'S ASSETS 2014.**

Groups of assets were assigned to members. It was **agreed** that the Clerk would forward a list of Parish Council Assets to members to make sure non had been missed, together with an inspection form to fill in.

**47. CONSIDERATION OF A STRATEGIC VEGETATION MANAGEMENT POLICY FOR WYLAM VILLAGE.**

It was noted that the email received from a Wylam resident on this topic referred to areas of vegetation which were not the responsibility of the Parish Council. It was **agreed** that any such issues arising in future would be dealt with by the usual policy of the Parish Council which is to notify the resident or residents concerned in the first instance, and then refer the problem to NCC.

**48. CORRESPONDENCE RECEIVED SINCE LAST MEETING 09/06/14**

A list of correspondence received since the last meeting (09/06/14) is 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.

The following items were noted:

- a. NCC Local Transport Plan 2015/16 It was **agreed** that a decision on the Parish Council's Transport priorities for 2015/16 would be made at the September meeting of the Parish Council. B. Japes agreed to begin his annual survey of village highways, drains & footpaths.
- b. Wylam Hills Farm Bus Stops. Still no reply from NCC on this subject.
- c. NCC Parish & Town Councils Conference. The date of 25/09/14 was noted and it was hoped that the Chairman and Clerk would attend.
- d. Village Maintenance. The issues brought to the Parish Council's attention were noted. NCC had been notified of the blocked drain at Bull's Bank, Ovingham Road. It was **agreed** that the Clerk would contact Northumbrian Water regarding the damaged lockable barrier.
- e. 20mph speed limit extension to Station Road. This request was noted and it was **agreed** that it would be explored with NCC when the effectiveness of the scheme was reviewed in Autumn 2014.

#### 49. **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.

Please note that the Planning Portal is now open again and applications can be viewed online. **The Parish Council's comments are now filed online and can be viewed with other comments at <http://publicaccess.northumberland.gov.uk/online-applications> .**

##### 49.1 Planning Applications considered by Parish Council since last meeting 09/06/14

14/01699/FUL      7 Jackson Road, Wylam.  
Demolition of single-storey side extension.  
Construction of two-storey side extension & single-storey extension to rear.

WPC Comment: Support the application. The materials to be used in the proposed scheme match the existing building and there should be no loss of amenity for neighbouring properties. Please note that the answer to Question 10 on the Householder Application form states that the site is not visible from a public road. This is untrue.

14/01914/FUL      St. Oswin's Church Hall, Church Road, Wylam.  
Re-submission of application 13/0309/FUL for:  
Demolition of single-storey kitchen extension & construction of single-storey foyer, kitchen & WC extension with external stores. Change of use of



store to meeting room with 3 new windows - alteration of west gable windows to doors & alteration to footpath paving.

WPC Comment: Support the application which will improve the facility.

49.2 Planning Applications approved by NCC since last meeting 09/06/14  
14/00439/FUL 123 & 124 Dene Road, Wylam.  
Turn flat roof on garage of 123 & 124 Dene Road into pitched roof.

14/01277/FUL 21 Woodcroft Road, Wylam.  
Two-storey extension of matching materials to provide new entrance, enlarged living room, utility room, family bathroom and one additional bedroom.

49.3 Planning Applications withdrawn since last meeting 09/06/14  
None.

49.4 Planning Applications refused permission by NCC since last meeting 09/06/14

## 50. FINANCIAL MATTERS

50.1 Report on Income Received since the last meeting (09/06/14)  
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
02/06/14	Interest - Museum A/C	£1.51
02/06/14	Interest - Play Equip A/C	£0.24
02/06/14	Interest - BP A/C	£3.44

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
06/06/14	S. Loveday - rent	£1,000.00

The report was **accepted**.

50.2 Consideration of Schedule of Payments to be approved at the meeting (21/07/14).

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.

*Anne Francis*

Signed

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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
27/06/14	NCC	Payroll recharge - June	102955	14/027	£859.92
13/06/14	Wylam Nurseries	Plants/baskets	102956	14/028	£433.50
26/06/14	Clavering Stationers	Paper/toner	102957	14/029	£77.33
01/07/14	Tyne Valley Woodlands	Tree work - Engine Dene	102958	14/030	£336.00
01/07/14	NCC	Falcon Centre rent (2)	102959	14/031	£300.00
01/07/14	NALC	Subscription 2014	102960	14/032	£280.07
01/07/14	Clerk	Expenses 14/12/13-05/06/14	102961	14/033	£163.62

b. Wylam Post Office Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
09/06/14	Todd & Cue Insurance	PO Building Insurance	100024	PO-003	£505.06

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

50.3 Consideration of Requests for Financial Assistance received since last meeting 09/06/14.

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

50.4 Report on progress of the 2013/14 Audit and related matters.

The Clerk reported that the Audit papers had been sent to BDO LLP. A routine Audit Query had been received and answered.

50.5 Consideration of tender received for work at the Plantation (former slag heap).

A tender of £600 including VAT from Tyne Valley Woodlands Consultancy was accepted.

50.6 Consideration of tenders received for work to the central heating system at Wylam Post Office.

Copies of three quotations received had been circulated to members prior to the meeting. The quotations were considered and discussed. It was **agreed** to accept the quotation of £1,889.60 from British Gas and to ask that a magnetic filtration unit costing an extra £150.00 be fitted to the system.

*Alfred Francis*

51. **REPORTS**

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

- a. Museum (B. Japes; T. Martin)  
B. Japes reported that he had lubricated the two model locomotives as instructed by the model-maker, John Hazle. R. Creighton agreed to help with this when next required. Following last month's meeting of the Parish Council a Loan Agreement for two items (a carriage board and an enamelled station sign) had been drawn up and agreed with members, and sent to the Aln Valley Railway Trust for signature. There had still been no progress on the return/purchase of items to/from the Estate of the late Roy Bell. It was **agreed** that the Clerk would contact the solicitor dealing with this matter again. A list of items in the care of a former Parish Councillor had been requested and promised but had not yet been received.
- b. Wylam Playing Field Association (A. Francis)  
No report was submitted but W. Nicholson reported that the post protecting the Cricket Club's wicket at the playing field had been taken twice and vandals had used the roller to try and damage a bench. The Cricket Club had reported this to the Police.
- c. Joint Burial Committee (S. Barlow; M. Gillis)  
M. Gillis advised that she would make a report to the September meeting.
- d. Tree Warden (P. Fisher)  
No report.
- e. Wylam Institute Committee (A. Mitcham).  
A. Mitcham reported that the Committee had not met.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).  
T. Martin reported that he has been elected Chair of the Forum. The Forum had heard a presentation on 'Fracking', but was confident that there would be no problems with this in Northumberland as suitable shale deposits were located further south and west. The problem of Himalayan Balsam had also been discussed with representatives of the Tyne Rivers Trust and Wylam resident D. Peel. The Forum is trying to foster a whole-river approach to the problem, but finance is a problem.
- g. NCC West Area Committee (T. Martin).  
T. Martin had attended the last meeting at which Post-16 transport had been discussed.
- h. LMAPS. (B. Japes).  
B. Japes reported on the following matters of local interest discussed at the last two meetings of LMAPS:

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- (i) Travellers. NCC are trying to designate a new site to discourage use of land to the west of Horsley village.
- (ii) Crime. East Tynedale has a very low crime rate.
- (iii) Special Constables. The new Neighbourhood Inspector is keen to appoint more Special Constables. It was **agreed** to highlight this in The Wylam Globe.
- (iv) Reports of Vandalism at Wylam Playing Field. The Police had written to Guy Opperman's agent but had not received a response.
- (v) Cycling on Wylam Bridge. B. Japes had reported incidents. M. Connelly had taken these reports back to NCC which had not found any practical solutions. B. Japes to take the idea of painting signs on the pavement to a future meeting of LMAPS.
- (vi) Wylam Summer Fair. This had passed off well this year with no major incidents.
- (vii) 20mph limit. B. Japes had reported the lack of cancellation signs at either end of the scheme and this had been reported to NCC. It had been agreed that there should be cancellation signs in place.

**52. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA**

- a. Report of meeting with Paul Turnbull of NCC. T. Martin reported that this had been very valuable and that some issues had been rectified almost immediately as a result of the meeting. It was an initiative that was worth continuing with.
- b. Lest We Forget 2014. T. Martin reported that an event to commemorate the outbreak of World War I would be held on Saturday 13th September 2014 from 9am. To 3pm, led by NCC Library Services. There would be a presentation by Wylam residents who had researched the background to the names on Wylam War Memorial: Philip Brooks, Aubrey Smith and Roy Koerner. Wylam Library staff had requested help from the Parish Council in stewarding the Museum during the event and it was **agreed** that a rota of volunteers would be organised.
- c. 'No Parking' Banner at Jubilee Field entrance. T. Martin advised that he had removed this. It was **agreed** that the feasibility of a permanent replacement would be considered at a future meeting of the Parish Council.
- d. Parish Council Meeting Dates. A. Mitcham requested that the schedule of meeting dates should not be changed, as had happened twice recently, to enable Parish Council business to be transacted on a regular basis.
- e. Service of Commemoration (outbreak of World War I) at Hexham Abbey. R. Creighton and her husband would attend this Service on Sunday 3rd August to represent the Parish Council.

*Anne Francis*

- f. Request to place a Memorial Bench in Wylam. The Clerk gave details of this request. It was **agreed** to suggest the Chinese Field area as a possible location.
- g. Smart Water. This had been received from the contractor which had cleaned the War Memorial. It would be applied to the plaques.
- h. Village Handyman's leave of absence. It was noted that M. Hadden would be on holiday during September and early October.

**53. DATES OF FUTURE MEETINGS**

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

Monday 8th September 2014 at 7.00pm.  
Monday 13th October 2014 at 7.00pm.  
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 13th April 2015 at 7.00pm.  
Monday 11th May 2015 at 7.00pm. (Annual Meeting of the Parish Council)

The meeting closed at 9.50pm.



Signed

Date: 08/09/2014