



Wylam Parish Council

<p>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 8th SEPTEMBER 2014 AT 7.00 p.m. IN THE INSTITUTE</p>

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

Also Present: Mrs. D. Carney (Clerk); County Councillor Paul Kelly; Kathleen Moore (Hexham Courant); Mr. P. Fisher (Tree Warden); 4 members of the public.

54. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

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

T. Martin declared an interest in Items 61 and 69.2a.

56. QUESTIONS FROM MEMBERS OF THE PUBLIC

- a. Mrs. B. Sutton asked whether the concerns she had notified to the Parish Council about street lights obscured by vegetation were being addressed. B. Japes indicated that a village-wide survey was in progress and that findings would be reported to Northumberland County Council's (NCC) Tree Officer for assessment and action. It was **agreed** that Mrs. Sutton would be kept informed of progress on this matter.
- b. Mr. A. Haddon asked whether the Wylam Community Bakery project could be discussed at a future meeting of the Parish Council. It was agreed that Mr. Haddon would make a short presentation to the Parish Council at 6.45pm on 13th October, immediately before the next meeting of the Parish Council.

57. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly reported on the following matters:

- a. Wylam's 20mph advisory speed limit. Councillor Kelly reported that he had visited Wylam with Neil Snowden of NCC to monitor the scheme. The Advisory limit would need to be either confirmed and made into a

A handwritten signature in cursive script, appearing to read 'Mrs A Francis'.

mandatory limit or deleted in the near future. Any such decision would be based on official speed data and a survey would be carried out by NCC very soon. Impressions would indicate that the scheme has slowed down traffic passing through the village. Also under discussion were road markings to draw attention to hazards along the route and extension of Yellow Lining. It had been noted that in South Wylam at several locations overgrown hedges were obscuring signs. NCC's observations and recommendations would be brought to the Parish Council for comments in due course. B. Japes advised that at the LMAPS meeting in August the Police had commented strongly on two defects in the scheme: that it should have mobile interactive signs and that there were no cancellation signs. Councillor Kelly pointed out that cancellation signs would have no validity in what is at present an advisory scheme. Mobile interactive signs had not been an option when the scheme was first planned.

- b. Affordable/social housing schemes in Northumberland. Approval had been given for 20 houses on the Piper Road estate in Ovingham and for 20 houses at Shilbottle.
- c. Superfast Broadband. This was being further extended in West Northumberland. There would be an exhibition detailing the next steps in the project in Corbridge Parish Hall.
- d. Planning application for Oakwood, Wylam. Councillor Kelly advised that this was at present an officer-delegated decision despite the applicant having asked for the application to go to the Planning Committee.

58. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 21st JULY 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.

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

- a. Accessible defibrillator. This matter would be discussed at the October meeting of the Parish Council.
- b. Proposed improvements to path to Jubilee Field from Woodcroft Road. The Clerk had contacted T. Fish again and he had apologised for the delay in progressing this matter.
- c. Clerk's Appraisal. It was **agreed** to begin the Appraisal process again. It was **agreed** that the Clerk would draft an up-to-date Job Description and Contract of Employment for approval by the Parish Council.
- d. Assets of Community Value. These had still not been identified and registered with NCC.



- e. Dog walkers at Charlie's Corner. The area seems to have been less intensively used during the summer months, but the commemorative poppy display has not been respected and there have been several instances of dog fouling. The Parish Council had received a complaint about the desecration of the poppy display from a Wylam resident. It was **agreed** that the matter of Charlie's Corner being open to dog walkers would be placed on the Agenda of the October meeting of the Parish Council.
- f. Tender for landscaping & gardening work at The Dene/Jackson Road. A quotation had not yet been received. It was **agreed** to contact the contractor again.
- g. Wylam Parish Council's new web site. Specifications and quotations would be available for discussion at a future meeting of the Parish Council.
- h. Community Resilience Plan. An article and appeal for views and information on this proposal will appear in the September issue of The Wylam Globe. The matter would be placed on the Agenda of the October meeting of the Parish Council.
- i. Proposed memorial bench at Wylam riverside. The resident concerned had been informed of the Parish Council's decision and a copy of the design is awaited.
- j. Wylam Parish Council Members' Expenses Policy. This had been amended as agreed and after signature by the Chairman, a copy would be provided to all members and eligible persons.
- k. Inspection of Wylam Parish Council's fixed assets 2014. See **Item 66**.
- l. Strategic vegetation management policy for Wylam village. A reply has been sent to the resident concerned explaining the decision taken by the Parish Council at its meeting on 21st July. Overgrown vegetation obscuring road signs at Wylam Hills Cottages had been reported to NCC and action taken. Vegetation overgrowing the wall of Wylam Hills Farmhouse had been reported to NCC, but so far no action had resulted. It was **agreed** that the Clerk would report this again.
- m. NCC Local Transport Plan 2015/16. See **Item 62**.
- n. Wylam Hills Farm bus stops. A site meeting had been arranged for 9th September.
- o. NCC Town & Parish Councils conference. A. Francis and D. Carney are to attend this event on 25th September at 2pm.



- p. Village maintenance. The Clerk has informed Northumbrian Water Ltd. about the damaged lockable barrier.
- q. Work to Gas Central heating system at Wylam Post Office. This work was carried out on 28th August. Two radiators at the property are still not working.
- r. Museum exhibits. Progress was reported at **Item 70a.**
- s. Lest We Forget 2014. Preparations for this event on 13th September continue. Following the event, the exhibition is to be staged at various locations in the village to enable as many people as possible to view it.
- t. Request for memorial bench. The person concerned had contacted the Clerk to say that this idea would not now go ahead.
- u. Smartwater for Wylam War Memorial. W. Nicholson confirmed that he had applied the Smartwater to the plaques at the War Memorial.

60. RESPONSE TO PROPOSAL TO PURCHASE AND ENCLOSE LAND ADJOINING 33 TYNEDALE CLOSE

The case for purchase and enclosure of this piece of public amenity land, currently maintained by NCC, was made by the resident concerned. Several members of the Parish Council had attended a site meeting with the resident on 29th August. The resident had sought the support of the Parish Council for his proposal, as NCC had advised that such support was essential if the proposal were to be taken further. Poor maintenance of the area by NCC and the presence of quantities of Mare's Tail (an invasive plant) which was now invading areas of the resident's property, had led to the proposal to purchase the area and include it within the curtilage of 33 Tynedale Close. The matter was discussed in detail. **It was resolved that the Parish Council could not support the proposal** which would mean loss of public amenity land, to the detriment of the amenity and character of the immediate neighbourhood and, if successful, create a precedent for similar proposals. It was noted that the poor maintenance of the area by NCC had been a factor which had given rise to the proposal. It was **agreed** that, in support of the resident's concerns, the Parish Council would contact Amanda Cryer of NCC's West Area Neighbourhood Services to urge her department to address the issue of maintenance and invasive plants at this location.

61. REVIEW OF CONTINUED CLOSURE OF FOOTPATH 9 BELOW WYLAM NURSERIES.

Copies of correspondence between the residents who had raised this matter, NCC officers and Guy Opperman MP had been circulated to members prior to the meeting. It was noted that due to several instances of inconsiderate behaviour by cyclists on the Waggonway and an accident involving serious injury to a dog, pressure from

Alne Francis

pedestrians and dog walkers for the re-opening of the path is increasing. It was noted that NCC officers had replied that the ground around the footpath is still subsiding and that this had been the case for the past 4 years. It was felt that the suggestion of a footbridge across the area would not solve the problem if the area were still subsiding. It was **agreed** to contact NCC to ask for information on the regular visual inspections of the footpath and if there were any options available which would enable the path to be reinstated and re-opened. It was further **agreed** that the issue of adequate signage aimed at all users of the Waggonway was important, and this would also be raised with NCC.

62. WYLAM PARISH COUNCIL'S PRIORITIES FOR INCLUSION IN THE NCC 2015/16 LOCAL TRANSPORT PLAN.

It was **agreed** that the Parish Council's priorities were:

- Renewal of anti-skid surfaces near Wylam Hills Farm and on the southbound approach to Wylam bridge.
- Renewal of Gateway 30mph road markings at all entrances to the village.

These would be forwarded to NCC before the deadline of 26th September 2014.

63. RESPONSE TO HOUSING PROPOSALS BY GVA FOR WYLAM HILLS FARM SITE.

Members attended the consultation event on 28th August. It was **agreed** to respond to GVA in general terms, reserving the right to be statutorily consulted on any future planning applications for the site, when more detailed comments would be made.

64. CONSIDERATION AND REVIEW OF NCC'S PROPOSALS FOR HOUSING LAND IN WYLAM: STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA).

Members had viewed the proposals on NCC's website prior to the meeting. It was **agreed** that the Clerk would draft a response.

65. CONSIDERATION OF ANNUAL PLAY AREA SAFETY INSPECTION REPORTS.

Wicksteed Leisure Ltd. has completed safety inspections at the Jubilee Field and Hagg Bank Play Areas. It was noted that no high risk issues had been identified at Hagg Bank Play Area. It was **agreed** that medium and low-risk issues identified at the tower slide and the ground around the Spinner would be inspected by the Parish Council to see what action should be taken. A copy of the report on the Jubilee Field play area has been sent to the Wylam Community Playing Fields Association which had reported that action was being taken on its recommendations.

66. CONSIDERATION OF REPORTS OF THE 2014 INSPECTION OF WYLAM PARISH COUNCIL'S FIXED ASSETS.



It was **agreed** that the reports would be collated and action points identified in time for the next meeting of the Parish Council in October.

67. CORRESPONDENCE RECEIVED SINCE LAST MEETING 21/07/14

A list of correspondence received since the last meeting (21/07/14) 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.

68. 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> .**

68.1 Planning Applications considered by Parish Council since last meeting 21/07/14

14/02200/FUL 8 Hedley Road, Wylam.
Construction of conservatory to front.

WPC Comment: The Parish Council is concerned that the proposed scheme constitutes development outside the building line at the front of the property and sets a precedent for similar developments in the same street. High hedges on either side of the front garden area will lessen the impact on neighbouring properties.

68.2 Planning Applications approved by NCC since last meeting 21/07/14

14/01699/FUL 7 Jackson Road, Wylam.
Demolish existing single-storey side extension.
Construct double-storey side extension & single-storey extension to rear.

14/01914/FUL St. Oswin's Church Hall, Church Road, Wylam.
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.



68.3 Planning Applications withdrawn since last meeting 21/07/14
None.

68.4 Planning Applications refused permission by NCC since last meeting 21/07/14

14/02200/FUL 8 Hedley Road, Wylam.
Construction of conservatory to front.

69. FINANCIAL MATTERS

69.1 Report on Income Received since the last meeting (21/07/14)

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
21/08/14	HMRC VAT refund	£1,765.31

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
07/07/14	S. Loveday - rent	£1,000.00

The report was **accepted**.

69.2 Consideration of Schedule of Payments to be approved at the meeting (08/09/14).

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
29/07/14	NCC	Payroll recharge- July	102962	14/034	£867.00
04/08/14	British Legion	Poppy wreath & donation	102963	14/035	£50.00
11/07/14	T. Martin	Bench fixing supplies	102964	14/036	£24.72
08/08/14	Wicksteed Leisure	Play areas safety inspection	102965	14/037	£108.00
15/08/14	JRB Enterprise	Dog bags	102966	14/038	£191.52
27/08/14	Gilpin Press	Globe (3)	102967	14/039	£438.61

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Anne Francis

Signed

Date: 13/10/2014

29/08/14	NCC	Payroll - August	102968	14/040	£948.32
	CANCELLED		102969		
29/08/14	Spar - Wylam	Hxm. Courant to Library	102970	14/041	£46.80

b. Wylam Post Office Payments Schedule.

Inv.Date	Payee	Details of supply	Chq.No.	Voucher	Total
07/08/14	British Gas	50% deposit for CH works (Ex. VAT)	100025	PO-004	£1,019.80
05/08/14	HermitageGardens	Ivy/shrub trim at PO	100026	PO-005	£237.00

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

69.3 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.

69.4 Review of Bank signatories.

It was **agreed** that A. Francis, as new Chairman, should be added to the list of signatories. The appropriate Mandate Change forms would be completed.

69.5 Review of quotation received for repair/maintenance work at Wylam Allotments access track.

Discussion of this item was postponed to the October meeting of the Parish Council.

69.6 Consideration of quotations for shredding of documents containing personal information.

The Parish Council has a large store of documents which are in need of shredding. Quotations have been obtained from 3 firms offering a professional bulk shredding service. The Clerk reported that the average price is around £6.50 per bag. It was **agreed** to first investigate whether NCC offered a shredding service and to discuss the matter again at a future meeting of the Parish Council.

70. REPORTS

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

a. Museum (B. Japes; T. Martin)

The Clerk reported that no further progress had been made on transfer or purchase of exhibits. The signed loan agreement with the Aln Valley

Alan Francis

Railway Trust had not yet been received. It was **agreed** that a Museum Management Committee would be formed when all issues regarding exhibits had been resolved.

- b. Wylam Playing Field Association (A. Francis)
A Francis reported that there had been more damage and litter at the field than during previous summers. PC Cross had attended a Committee meeting and Michael Connelly of LMAPS had indicated that his organisation was happy to offer support. Ownership of the field by people in the village and regular reporting of incidents would be encouraged and an article about this would appear in the September Globe. The field is one of three priority areas in the village which the Police keep an eye on. The Summer Fair had been a great success. Future events would include a Salsa Night, the AGM on 18th November and a Jumble Sale. The play equipment is in need of renewal and Wylam First School would be consulted on the type of equipment. The Wylam Celtic team had recently received a grant from the Housing Developer Fund for new goal posts.
- c. Joint Burial Committee (S. Barlow; M. Gillis)
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).
M. Gillis made a report for the information of the Parish Council.
- d. Tree Warden (P. Fisher)
Peter Fisher reported on the following matters:
(i) Tree Risk survey at The Haughs Nature Reserve. He recommended that the remaining two Crack Willows be pollarded to enable easier management and that a diseased Sycamore tree near Hagg Bank bridge be felled. It was **agreed** that P. Fisher would draw up a Tender document for this.
(ii) Himalayan Balsam. An outbreak of this plant has been identified in the Nature Reserve. This needs pulling out to avoid spread and smothering of native species.
(iii) Replacement Trees for Engine Dene. P. Fisher's suggestion that a Field Maple and a Crab Apple be planted to replace the felled Sycamore tree was **agreed**. It was further **agreed** that the trees would be planted beside the existing area of trees and shrubs, away from the houses.
- e. Wylam Institute Committee (A. Mitcham).
A. Mitcham reported that he had attended a Committee meeting on 1st September. Housekeeping repairs had been undertaken and rental charges had been increased.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).

A. Francis

T. Martin reported that there had been no meeting of the Forum, but as Chairman of the Forum he had attended a meeting of NCC's Joint Parish and Town Councils Liaison Group.

- g. NCC West Area Committee (T. Martin).
T. Martin would be attending the Committee meeting on 9th September and it was **agreed** that he would table a question on NCC's attitude to disposal of areas of public amenity land in its ownership.
- h. LMAPS. (B. Japes).
B. Japes reported that LMAPS was under review by NCC. At the last meeting the issue of cyclists on Wylam bridge had been raised, but the NCC Highways department was not in favour of painting signs on the bridge footpath. B. Japes felt that the matter had now been taken as far as possible. Inspector Phil Bond had indicated that he would be willing to attend Parish Council meetings if any Policing issues arose. Inspector Bond had ordered officers to patrol the Waggonway on foot.

71. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. School visit to Railway Museum. This will take place on 23rd September. T. Martin **agreed** to explore speakers for the event.
- b. Lime trees at Ingham Terrace. It was **agreed** to contact NCC to ask that the outgrowths from the lower trunks of the trees be trimmed.
- c. Rota for Museum at the "Lest We Forget" event. The rota for 13th September was completed.
- d. Waggonway issues. T. Martin reported that conflicts between users had been raised at a meeting of the Friends of Puffing Billy. Suggestions were being compiled and would be forwarded to NCC, Newcastle City Council and Sustrans.
- e. Trees on Station Road. It was noted that the trees on the piece of ground near the village entrance sign had grown very dense and were possibly in need of thinning. It was **agreed** to refer this matter to P. Fisher for his opinion.
- f. Japanese Knotweed. An email had been received from a Wylam resident pointing out an instance of this invasive plant between Hagg Bank bridge and Wylam Bridge. It was **agreed** to follow up the suggestion in the email to obtain a quotation from the Tyne Rivers Trust to stem inject the plants and thus eradicate them.

72. DATES OF FUTURE MEETINGS

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



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Signed

Date: 13/10/2014

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 10.20pm.

Anne Francis

Signed

Date: 13/10/2014