



Wylam Parish Council

<p>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 13th OCTOBER 2014 AT 7.00 p.m. IN THE INSTITUTE</p>
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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); 3 members of the public.

73. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

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

B. Japes declared an Interest in Item 82.

75. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions.

76. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly had submitted a written report covering the following topics: the Local Government Association's Peer Review programme, the decision to move County Hall to Ashington, Ashington Schools, Social Care reform, Planning and enclosure of amenity land. Discussion centred on issues relating to the enclosure of amenity land (this was taken under **Item 80**).

77. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 8th SEPTEMBER 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.

Alice Francis

Signed

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

- a. Streetlights obscured by vegetation. Information compiled by B. Japes had been sent to Northumberland County Council's (NCC) Central Neighbourhood Services Manager, David Hunt. Mr. Hunt had forwarded it to NCC's Tree Officer for inspection and recommendations on action. The resident who brought this matter to the attention of the Parish Council had been informed of progress.
- b. 20mph Speed limit. NCC had recently placed traffic counters on the road near the limits of the 20mph zone. These measure traffic speed and log it on a vehicle by vehicle basis, distinguishing between cars and HGV's.
- c. Accessible defibrillator. This would be included on the Agenda of the November meeting of the Parish Council.
- d. Proposed improvements to path to Jubilee Field from Woodcroft Road. No further information had been received from NCC.
- e. Clerk's Appraisal and Job Description. No further progress had been made on these matters.
- f. Assets of Community Value. NCC has not been approached yet.
- g. Dog walkers at Charlie's Corner. This matter would be included on the Agenda of the November meeting of the Parish Council. The Clerk reported that when inspected on 13/10/14, 8 separate instances of dog faeces had been found in the area.
- h. Tender for landscaping work at The Dene. A quotation had been received. See **Item 85.7**.
- i. Wylam Parish Council's New Website. S. Barlow reported that a meeting would be held week commencing 13/10/14 with a local resident who had offered to set up the website free of charge.
- j. Community Resilience Plan. See **Item 81**.
- k. Memorial Bench at Wylam riverside. The design for this was **approved**.
- l. Wylam Parish Council Members' Expenses Policy. This was signed by the Vice-Chairman. Copies will be distributed to members and other eligible persons.
- m. Vegetation management. The overgrown vegetation at Wylam Hills Farm corner had been reported again to NCC Neighbourhood

Alan Francis

Services. Councillor Kelly pointed out that the property owner had was responsible for any vegetation growing from inside their property. It was **agreed** to forward the information to NCC again for action.

- n. Wylam Hills Farm Bus stops. B. Japes advised members that this issue had not been addressed by NCC officers since it was first raised in September 2013 despite repeated correspondence and site meetings. It was **agreed** that the Parish Council would write to Ian Coe, NCC Public Transport Strategy Manager and copy the letter to Councillor Paul Kelly.
- o. NCC Town & Parish Councils Conference. A. Francis and D. Carney had attended this Conference on 25th September at County Hall. It was felt to be very worthwhile and an initiative to be applauded. The County Council has set up a Parish & Town Council Case Tracking & Data Portal. It was **agreed** that Wylam Parish Council would apply to be part of the pilot scheme. The Conference would take place annually.
- p. Northumbrian Water lockable barrier at Tyne View. This had been replaced. The Clerk had dealt with a complaint from a nearby resident.
- q. Work to gas central heating system at Wylam Post Office. The two radiators are now functioning.
- r. Smartwater at Wylam War Memorial. This had been applied and the container returned to the office and filed.
- s. Parish Council response to proposal to purchase land adjoining 33 Tynedale Close. The Parish Council's decision had been confirmed in writing to the resident concerned. A letter detailing issues of maintenance of public amenity land on the Dene Estate had been sent to and acknowledged by David Hunt, Manager of NCC Neighbourhood Services Central Area. He had replied that the area would be sprayed with weed killer. The resident had been informed of this response. See also **Item 80**.
- t. Footpath 9 below Wylam Nurseries. The residents who brought this matter to the attention of the Parish Council had been informed of the decisions taken at the September meeting of the Parish Council. NCC had not yet been contacted.
- u. NCC Local Transport Plan 2015/16 - Wylam Parish Council's Priorities. These had been forwarded to NCC as agreed.
- v. Wylam Parish Council's response to GVA's housing proposals for the Wylam Hills Farm site. A response had been sent based on the consultation questionnaire.

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- w. NCC's proposals for housing land in Wylam: Strategic Housing Land Availability Assessment. The Parish Council's comments on the sites identified had been sent to NCC's Development Management department.
- x. Issues arising at Hagg Bank Play Area from Wicksteed's Annual Play Area Safety inspection. See **Item 79.**
- y. 2014 Inspection of Parish Council fixed assets. See **Item 79.**
- z. Review of Bank Signatories. This is in hand. A report will be made to a future meeting of the Parish Council.
- aa. Review of quotation for repair/maintenance of Wylam Allotments track. See **Item 85.8.**
- bb. Quotations for shredding of documents. It was **agreed** that the Clerk would investigate all options in time for the next meeting of the Parish Council.
- cc Replacement trees for Engine Dene. As agreed at the September meeting of the Parish Council, P. Fisher had been authorised to order and plant the trees on behalf of the Parish Council, and would do so as soon as possible.
- dd. School visit to Wylam Railway Museum. This had been a great success. Andrew Curtis from Heddon Local History Society took part as guest speaker. Two school visits had taken place. It was **agreed** that letters of thanks would be sent to Mr. Curtis and Library staff.
- ee. Lime trees at Ingham Terrace. NCC had not yet been informed.
- ff. Trees on Station Road. The matter had been referred to P. Fisher for his opinion and advice. See Tree Warden's Report at **Item 86d.**
- gg. Japanese Knotweed. The Tyne Rivers Trust had not yet been contacted for a quotation.

79. REVIEW OF ACTIONS ARISING FROM 2014 INSPECTION OF PARISH COUNCIL FIXED ASSETS.

The following actions were **agreed**:

- (i) To seek a quotation for a new notice board for the Tyne Riverside Country Park Car Park, for repair and repainting of the boards on Station Road and Main Road.
- (ii) Benches at Charlie's Corner, the Institute garden and the corner of The Orchard would be cleaned and stained in Spring 2015.

Alan Francis

(iii) The metal frame of the Information Board at the eastern entrance to the Nature Reserve would be painted as necessary (T. Martin to action).

(iv) The depression at the western entrance to the Nature Reserve would be repaired by the contractor selected to repair the Allotments access track. T. Martin would prune overhanging shrubs.

The Chairman thanked members for their survey work.

80. REVIEW OF ISSUES RELATING TO ENCLOSURES OF PUBLIC AMENITY LAND WITH PARTICULAR REFERENCE TO THE DENE ESTATE, WYLAM.

County Councillor Paul Kelly indicated that he had arranged a site meeting with Victoria Crofton, Head of Planning Enforcement on 29th October at 4pm., meeting in the Tyne Riverside Country Park Car Park. It was acknowledged that the Parish Council did not have full information about land ownership on the Dene Estate and would be conducting research into this. Councillor Kelly indicated that he would be seeking a clear statement of NCC policy on the enclosure of public amenity land from the Planning Department. Mr. R. Armston of 33 Tynedale Close, Wylam advised that NCC had confirmed its ownership of green areas on the Dene Estate, but that ownership of the land adjoining his property was not registered. It was **noted** that any land classed as footpath, verge or highway could not be acquired by adverse possession. It was **noted** that responsibility for public amenity land on the Dene Estate had been handed to Tynedale District Council by Barratts and that it was understood that this responsibility had been passed to NCC when the Unitary Authority had been set up. It was **agreed** that the Parish Council would conduct further research in the County Archives. It was further **agreed** that the Parish Council would ask for a thorough discussion of this issue following the site meeting on 29th October.

81. REVIEW OF RESIDENTS' RESPONSES REGARDING A COMMUNITY RESILIENCE PLAN AND TO AGREE FUTURE ACTION.

It was **agreed** that B. Japes would report back to his NCC contact on information obtained so far. The main consequence of heavy rainfall in 2012 had been that all roads into Wylam had been rendered impassable. B. Japes confirmed that LMAPS and the Fire & Rescue Service are aware of this. It was **agreed** that the Parish Council would inform the Fire & Rescue Services of this in writing.

82. CONSIDERATION OF REQUEST FROM RESIDENT TO FELL OR REDUCE TREE IN ENGINE DENE ABUTTING 3 DENECROFT.



This matter had been brought to the attention of the Parish Council by Tyne Valley Woodlands Consultancy. It was confirmed that the tree was on NCC land. It was **agreed** to write to the resident advising them to contact NCC regarding any work to the tree.

83. CORRESPONDENCE RECEIVED SINCE LAST MEETING 08/09/14

A list of correspondence received since the last meeting (08/09/14) 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.

84. 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> .**

84.1 Planning Applications considered by Parish Council since last meeting 08/09/14

14/02608/FUL	<u>Former Home Farmstead, Oakwood, Wylam.</u> Demolition of hayshed, former squash court/sports pavilion with shed & former building. Reconstruction of farmsteading/house with associated access track & replacement sewage treatment plant.
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WPC Comment: Support the application. Although in the Green Belt, this is a brownfield site which was formerly built on. The design and materials are appropriate and the proposed scheme should improve the site.

14/02770/PRUTPO	<u>Stanley Burn Care Centre, Station Road, Wylam.</u> TPO application to fell one Silver Birch as it leans towards property & telephone wires with bark damage & evidence of decay at 1.5metres. Replant Silver Birch further away from premises. Remove one unknown species. Replant Oak tree within 3metres of removed tree.
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WPC Comment: Support the application.

14/02806/FUL 45 Woodcroft Road, Wylam.
Demolition of existing timber garage & brick outhouse & construction of new brick garage & outhouse.

WPC Comment: Support the application. The proposed scheme will improve the property and the appearance of the neighbourhood, being in keeping with similar works on the same side of Woodcroft Road.

84.2 Planning Applications approved by NCC since last meeting 08/09/14
None.

84.3 Planning Applications withdrawn since last meeting 08/09/14
None.

84.4 Planning Applications refused permission by NCC since last meeting 08/09/14
None.

85. FINANCIAL MATTERS

85.1 Report on Income Received since the last meeting (08/09/14)
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
08/09/14	Interest - BP A/C	£3.29
08/09/14	Interest - Museum A/C	£1.62
08/09/14	Interest - Play Equip A/C	£0.26

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
12/09/14	S. Loveday - rent	£1,000.00

The report was **accepted**.

85.2 Consideration of Schedule of Payments to be approved at the meeting (13/10/14).

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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
08/08/14	Tyne Valley W'lands	Beech tree - slag heap	102971	14/042	£600.00
08/09/14	Tyne Valley W'lands	Strimming - Nature Reserve	102972	14/043	£108.00
24/09/14	BDO LLP	Audit Fee	102973	14/044	£360.00
29/09/14	NCC	Payroll - September 14	102974	14/045	£580.59
01/10/14	NCC	Falcon Centre rent (3)	102975	14/046	£300.00
13/10/14	SLCC N'land	Training day	102976	14/047	£20.00
08/10/14	N'land & N'cl Society	Subscription 2014	102977	14/048	£25.00

b. Wylam Post Office Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
13/09/14	British Gas	Balance	100027	PO-006	£1,427.72
22/09/14	Acton Plumbing & Heating	Radiators repair	100028	PO-007	£60.00

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

85.3 Consideration of Requests for Financial Assistance received since last meeting 08/09/14.

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

85.4 Consideration of the report of the External Auditor BDO LLP.

A copy of the Audit report had been circulated to members prior to the meeting. The Report was **accepted**. It was **noted** that a qualified Audit opinion had been returned, as an *ultra vires* payment of £95 had been made to an individual using Section 137 of the Local Government Act 1972. This had been done following erroneous and unsolicited advice from the Northumberland Association of Local Councils. It was **agreed** to make provision for a Chairman's Allowance in the 2015/16 Budget from which payments to individuals could be made legally as necessary.

Alan Francis

- 85.5 Consideration of Wylam Parish Council's Accounts and Financial Report for the Half Year 01 April - 30 September 2014.
A copy of the Accounts and the Financial Report had been circulated to members prior to the meeting. The Financial Report and Accounts were **accepted and approved**.
- 85.6 Consideration of tender received for gardening work at The Dene/Jackson Road.
The tender from Tyne Valley Woodlands Consultancy for £540.00 inclusive of VAT was **accepted** with the proviso that it be reviewed each year.
- 85.7 Consideration of quotation for repair/maintenance of Wylam Allotments track.
T. Martin submitted a written report on his further discussions with the chosen contractor. After some discussion, it was **agreed** that the Parish Council would make a final decision on the quotation at its meeting in November, subject to the contractor supplying a satisfactory, fully itemised quotation.

86. **REPORTS**

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

- a. Museum (B. Japes; T. Martin)
A schedule of items in P. Brooks' care was provided to members. It was noted that P. Brooks had requested that the items be safely stored. It was **agreed** that the best place to store the items was in the Museum storeroom. B. Japes undertook to clear the storeroom of rubbish, so that existing items and those in the care of P. Brooks could be catalogued. It was noted that the items would need to be valued professionally in due course.
- b. Wylam Playing Field Association (A. Francis)
A. Francis reported that, due to a combination of dry weather, a new grass cutting machine and more volunteers, the grass at the field was in good condition. The Committee's idea of installing fixed litter bins at the field was discussed. The Parish Council's recommendation was that wheeled bins were more appropriate. The NCC Youth Service bus is due to visit the field during the autumn months. It was noted that the cost of repairs to the play equipment as recommended by Wicksteed would be met from the Maintenance Grant paid by the Parish Council.



- c. Joint Burial Committee (S. Barlow; M. Gillis)
M. Gillis reported that the Committee had elected a new Chair. M. Gillis is Vice-Chair. M. Gillis is still examining archive records for a copy of the Committee's constitution. If a copy cannot be found, the Committee would draft a new one and submit it to the constituent Parish Councils for approval. The issue with the Lodge had been resolved.
- d. Tree Warden (P. Fisher)
Peter Fisher reported on the following matters:
- (i) Tree Risk survey at the former Slag heap. P. Fisher drew attention to the erosion of material surrounding tree roots above the riverside footpath. The tree roots were exposed and could be at risk of falling and injuring users of the footpath below. It was **agreed** that the Parish Council would request a site meeting to discuss the matter with T. Fisher and consult NCC's Tree Officer John Alderson if necessary thereafter.
- (ii) Trees outside Stanley Burn Care Centre, Station Road. The large Lime trees and the Willow seem healthy. The Horse Chestnuts are also healthy, though may be starting to be infested with Leaf Miner, although this is not a fatal problem. A Rowan appears to be dead or dying due to shading and could possibly be removed. Two areas of shrubs could be tidied up or cleared.
- (iii) Jackson Road trees. The Rowan opposite No. 9 is dead. It was agreed that P. Fisher would make it safe. Two Birch trees outside Nos. 9 and 11 appear unhealthy. It was **agreed** to wait and see if these two trees put on leaves next spring.
- e. Wylam Institute Committee (A. Mitcham).
There had been no meeting.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).
T. Martin reported that at the next meeting on 14th October, there would be an exhibition about the plans for a new Hexham Bus Station. T. Martin reported that as Chair of the Forum, he would attend the AGM of Prudhoe Community Partnership (PCP) on 21st October. Wylam Parish Council had been invited to send a representative to PCP meetings.
- g. NCC West Area Committee (T. Martin).
T. Martin would attend the next meeting.
- h. LMAPS. (B. Japes).
B. Japes had reported that there had been no further vandalism at Wylam Playing Field.

87. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. "Lest We Forget" Exhibition. It was **agreed** that the Parish Council would send letters of thanks to all those who had worked to make the

Ann Francis

Exhibition such a success. The Exhibition and a display of World War I poetry would be transferred to the Methodist Church for the weekend of Remembrance Sunday. On Tuesday 11th November there would be a display organised by the NCC Libraries Service at Wylam Library in remembrance of the dead of both World Wars.

- b. Arrangements for Remembrance Sunday. The Clerk reported that all arrangements had been made.
- c. Christmas Tree at Charlie's Corner. It was **agreed** with appreciation, that Wylam Nurseries would install a Christmas Tree at Charlie's Corner in December. The Village Christmas Celebration round the tree would take place on Friday 19th December at 10am.
- d. Christmas Lights. It was **agreed** that more lights would be ordered to augment the existing display. The Clerk would bring details of costings to the next meeting of the Parish Council.
- e. Commemorative Plaque at Wylam Post Office. It was **agreed** that arrangements would be made to install this. An official photo opportunity with the press and the Reece family present would be organised soon after.
- f. Budget drafting meeting. It was **agreed** that this would be held on Thursday 23rd October at 10.30am at 4 Dene Road.

88. DATES OF FUTURE MEETINGS

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

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 10.00pm.



Signed

Date: 10/11/2014

Anne Francis

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Signed

Date: 10/11/2014