



## Wylam Parish Council

<p><b>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 10th NOVEMBER 2014 AT 7.00 p.m. IN THE INSTITUTE</b></p>
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**Councillors Present:** 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); 11 members of the public.

**89. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor S. Barlow.

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

T. Martin declared an Interest in Item 97.

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

Residents of The Crescent and Elm Bank Road asked what action could be taken regarding dangerous driving on Elm Bank Road, The Crescent and Wylam Wood Road. They reported that traffic was exceeding the 30mph speed limit and vehicles were regularly mounting the pavement at both junctions of The Crescent, in one case causing an injury to a child. Animals had also been killed. They pointed out that the pavement on Wylam Wood Road was very narrow and unsafe and asked whether some physical barrier could be installed to protect pedestrians. The problem had been exacerbated by the closure of Ovingham Bridge and the consequent use of the route via Wylam Wood Road, The Crescent and Elm Bank Road as a short cut to the A69. Examples of aggressive and abusive behaviour from motorists had been encountered by walkers on Wylam Wood Road. A resident suggested that Wylam Wood Road should revert to being a true single track road with passing places. At present, certain sections of the road were wide enough to enable two cars to pass.

**B. Japes** replied that he had raised this issue with Northumberland County Council's (NCC) Local Multi- Agency Problem Solving

*Anna Francis*

Signed

Date: 08/12/2014

committee (LMAPS). The Police representative had indicated that Police officers from Prudhoe would be deployed with speed guns.

**County Councillor Paul Kelly** acknowledged receipt of an email from the residents concerned and indicated that he had forwarded this to the NCC Local Safety Partnership and the Highways department to ask if the situation could be examined. Any long-term solution would need a Traffic Regulation Order and even the installation of a rubber speed bump would need formal approval. He advised that a speed gun funded by local councillors could be made available to any resident who wished to operate it. Letters of warning would be issued to drivers found to be exceeding the speed limit.

It was **agreed** that the Parish Council would take the following actions:

- Bring the matter to the attention of the Ovingham Bridge Liaison Group;
- Inform NCC of the situation and complaints received from residents and ask that long-term solutions be worked out;
- Inform LMAPS of the situation;
- Ask the Police to enforce the speed limit.

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

Councillor Kelly reported on the following topics:

- a. Site visit to the Dene Estate. Victoria Crofton, NCC Senior Planning Enforcement Officer, had promised a response to the issues raised by the end of November. P. Kelly had provided information on the approval of a retrospective planning application. He would email a copy to the Parish Clerk for circulation to members.
- b. New NCC Director of Public Health. A proactive approach was to be adopted and the new appointee would hope to work closely with local councils.
- c. NCC Local Development Plan, Core Strategy. This was now ready for study by the Scrutiny Committee and the Policy Board and the final round of public consultation would take place in Spring 2015.
- d. Ovingham Bridge works. Despite reports of a month's slippage, the project was still on track to be completed inside 12 months.
- e. Road painting at junction of Elm Bank Road and Station Road. The road surface paintwork had been upgraded. Councillor Kelly indicated that NCC would welcome any comments on this.
- f. Oakwood Farm House planning application. This would now go to Appeal.
- g. Debris/rubbish in gardens in Ovingham. After being referred to the Police, this had been cleared voluntarily.
- h. Prudhoe Community High School. This was now out of OFSTED Special Measures. Academy status would be resisted.

**93. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 13th OCTOBER 2014.**



Signed

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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.

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

- a. 20mph Speed Limit. Data from traffic counters had not yet been received.
- b. Accessible defibrillator. See **Item 95**.
- c. Path from Woodcroft Road to Jubilee Field. Tim Fish had once again agreed to request further information on costs from the NCC Quantity Surveyor. At a site meeting on 10th November he had advised the Parish Council to seek independent quotations for the work for approval and part-funding by NCC. It was **agreed** that this would be done.
- d. Clerk's appraisal & Job description. This was still outstanding.
- e. Assets of Community Value. NCC had not been approached yet.
- f. Dog walkers at Charlie's Corner. See **Item 96**.
- g. Wylam Parish Council's new website. It was noted that a meeting with a prospective designer would be held during week commencing 17th November.
- h. Overgrown vegetation at Wylam Hills Farm corner. NCC has been notified of this and photographs have been sent. It is assumed that NCC has followed correct procedure and contacted the owner of the property.
- i. Wylam Hills Farm westbound bus stops. Ian Coe of NCC, had replied to the Parish Council's letter, acknowledging that the delay in resolving this issue is unacceptable and that he would be in touch soon.
- j. NCC Parish Data Portal. The Clerk spoke to Ian Hedley at the SLCC Northumberland Branch Training Day. There is no Pilot Scheme as such, but parishes are encouraged to use the site and give feedback.
- k. Footpath 9 below Wylam Nurseries. See reports at **Item 97**.
- l. Bank Signatories. See **Item 101.6**.
- m. Quotations for shredding of documents. NCC does not provide a shredding service to local councils. This issue was discussed at the



SLCC Northumberland Branch Training Day and the advice is to bin old planning applications as the information is publicly available on the NCC web site. It was **agreed** that this would be done.

- n. School visit to Wylam Railway Museum. Letters of thanks had been sent as agreed. The school had sent a thank you letter and photographs of the day. These had been forwarded for possible inclusion in the December Globe.
- o. Japanese Knotweed. The Tyne Rivers Trust had not yet been contacted for a quotation.
- p. Community Resilience Plan. The Northumberland Fire & Rescue Service has been informed of flood risks in Wylam as agreed.
- q. Requests for tree work. The residents concerned were advised that the Ash tree in Engine Dene is on NCC land and that they should apply for work to the tree via NCC. The Jackson Road resident had been informed of the Parish Council's decision on the Rowan and Birch trees at the Chinese Field. Tyne Valley Woodlands Consultancy had been asked to refer all future enquiries from residents regarding trees on publicly owned land to the Parish Council.
- r. Half Year Financial Report. See **Item 101.4**.
- s. Gardening work at The Dene/Jackson Road. This had now been completed.
- t. Wylam Allotments track. See **Item 101.9**.
- u. Wylam Railway Museum report. See report at **Item 102.a**.
- v. "Lest We Forget" exhibition. Letters of thanks had been sent as agreed. T. Martin reported that a follow-up meeting had been held with the research team and Libraries personnel. The display would return to the Falcon Centre for the Libraries Services' Archive event on 12th November. It would also be on display in Ponteland Library from January 2015. An application for grant funding would be submitted to the Heritage Lottery Fund in order that a permanent record could be created from the information gathered.
- w. Christmas Lighting. See **Item 101.11**.
- x. Reece Foundation Memorial Plaque. The Clerk reported that the plaque was now in the Post Office awaiting installation.

**95. CONSIDERATION OF PURCHASE OF ACCESSIBLE DEFIBRILLATOR FOR WYLAM.**

*Alan Francis*

Signed

Date: 08/12/2014

Available evidence indicates that a defibrillator would not be effective in saving lives in a village setting. After some discussion it was **agreed** not to purchase a defibrillator.

**96. REVIEW OF USE OF CHARLIE'S CORNER BY DOG WALKERS.**

It was reported that, since the Parish Council had begun to monitor this situation in June 2013, and especially during the last 6 months, there had been an increase in dog fouling, despite warning notices. There was evidence that the commemorative poppy display had not been respected by dog owners. Complaints about the noise made by dog owners, particularly in the evenings, had been received from nearby residents. It was acknowledged that not every owner fails to clean up after his/her dog. After some discussion, it was **agreed** to ban dogs from Charlie's Corner. There would be an item about this decision in the December Globe and it would be reported in the press. It was **agreed** that the Parish Council would install banning notices at the beginning of January 2015 after the notice had appeared in The Globe. It was noted that there were plenty of other places to walk dogs in and around the village.

**97. REPORTS OF SITE MEETINGS REGARDING FOOTPATH 9 AND THE RIVERSIDE PATH BELOW PLANTATION AND JUBILEE FIELD.**

- a. Footpath 9. Members of the Parish Council had visited this site with Tim Fish, NCC's Footpaths Officer on 10th November. He had indicated that the necessary ground investigation would cost £15 - £20,000 and that NCC did not have the resources available to fund this. He reiterated that the structure had become unsafe.
- b. Riverside path below the Plantation. Members of the Parish Council had visited this site with Tim Fish. T. Fish had indicated that it was unlikely that the path could be re-routed, but that an inspector would ask for the trees to be made safe by either NCC or Wylam Parish Council. It was **agreed** to commission a professional report on the safety of the trees with exposed roots above the path.

**98. REPORT OF SITE MEETING TO REVIEW LAND ENCLOSURES ON THE DENE ESTATE.**

T. Martin reported on the site visit. Members of the Parish Council, the Clerk, County Councillor Paul Kelly and Victoria Crofton, Senior Planning Enforcement Officer for NCC had attended. A full history of approaches and reports to the Parish Council had been provided to Councillor Kelly and Ms. Crofton. Ms. Crofton had expressed disappointment that the Planning Department had not been notified of the situation, as any land enclosures would need planning permission and the residents concerned should have been so advised. Following the site meeting and at the request of Ms. Crofton, the Parish Council had formally notified Planning Enforcement of the situation regarding 33 Tynedale Close and 114 Dene Road. No formal written response had yet been received from Ms. Crofton, and County Councillor Kelly



indicated that this had been promised for the end of November. **It was agreed that the Parish Council would wait for guidance from the NCC Planning Department on this important issue.**

**99. CORRESPONDENCE RECEIVED SINCE LAST MEETING 13/10/14**

A list of correspondence received since the last meeting (13/10/14) 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.

**100. 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> .**

**100.1 Planning Applications considered by Parish Council since last meeting 13/10/14**

14/03100/FUL      38 Dene Road, Wylam.  
Replacement of existing flat roof with hipped roof & construction of porch underneath. Single-storey, one room extension with single pitched roof to rear.

WPC Comment: Support the application. The proposed front extension is similar to others on Dene Road and will improve the appearance of the property. The proposed materials are in keeping with the existing property and the amenity of neighbouring properties should not be adversely affected.

**100.2 Planning Applications approved by NCC since last meeting 13/10/14**

14/02770/FELTPO      Stanley Burn Care Centre, Station Road, Wylam.  
  
TPO application to fell one Silver Birch. Replant Silver Birch further away from premises. Remove one unknown species. Replant Oak tree within 3m of removed tree.

**100.3 Planning Applications withdrawn since last meeting 13/10/14**

None.



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100.4 Planning Applications refused permission by NCC since last meeting 13/10/14  
None.

## 101. FINANCIAL MATTERS

101.1 Report on Income Received since the last meeting (13/10/14)  
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 - Bus. Saver A/C	£0.37
08/09/14	Interest - Bus. Saver A/C	£0.39

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
03/10/14	S. Loveday - rent	£1,000.00

The report was **accepted**.

101.2 Consideration of Schedule of Payments to be approved at the meeting (10/11/14).

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
30/10/14	NCC	Payroll - Oct 14	102978	14/049	£761.50
30/10/14	Clavering Stationers	Paper, photocopying supplies	102979	14/050	£308.30
30/10/14	NE War Memorials Project	Donation	102980	14/051	£50.00
19/09/14	Air Ambulance	Donation	102981	14/052	£50.00
10/11/14	M. Hadden	Expenses	102982	14/053	£13.51
10/11/14	Sport Tynedale	Donation	102983	14/054	£25.00

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Signed

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10/11/14	Citizens Advice Bureau	Donation	102984	14/055	£100.00
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b. Wylam Post Office Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
26/10/14	Brian Best	Electrical work	100029	PO-008	£580.80

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

101.3 Consideration of requests for Financial Assistance received since last meeting (13/10/14).

A request had been received from Legacare. It was **agreed** to seek further information about the company before making a decision on financial aid.

101.4 Consideration of the Report of the Internal Auditor on the Half Year Accounts to 30/09/2014.

A copy of the report of the Internal Auditor, Mr. F. Phillips, had been circulated to members prior to the meeting. Mr. Phillips had examined the Statement of Accounts to 30 September 2014 and found the accounts and audit trail to be satisfactory. Mr. Phillips report was **noted and accepted.**

101.5 Consideration of Wylam Parish Council's Draft Budget for 2015/16.

A copy of the Draft Budget had been circulated to members prior to the meeting. The Draft Budget was discussed and **accepted**. It was **agreed** to finally approve the Budget at the Parish Council's monthly meeting on 12 January 2015.

101.6 Confirmation of changes to Parish Council Bank Signatory arrangements.

The Clerk reported that a letter from Barclays Bank had been received, confirming that Anne Francis had been added to the list of signatories for the Parish Council from 18 October 2014.

101.7 Consideration of quotations received for renewal of village notice boards.

Two quotations had been received. It was **agreed** to accept the quotation of £794.00 provided by S. Melville. It was **agreed** that the Clerk would ask Mr. Melville to incorporate a header plate into his design. It was acknowledged that this would mean an additional cost.

101.8 Consideration of quotation received for felling & removal of damaged Sycamore tree at Wylam riverside.

It was **agreed** to accept the quotation of £264.00 (inclusive of VAT) from Tyne Valley Woodlands Consultancy.

*Anne Francis*

101.9 Consideration of quotation for work to Wylam Allotments access track.  
T. Martin reported that he had asked the contractor to provide an itemised quotation, which had not yet been received. It was **agreed** that this quotation would be presented for approval at a future meeting of the Parish Council.

101.10 Progress report on Reece Foundation Public Subscription.  
The Clerk reported that copies of the Parish Council's Audited Accounts for 2012/13 and 2013/14 had been sent to the Reece Foundation at their request.

101.11 Consideration of quotations received for Christmas lighting and installation.  
A quotation for additional lighting of £1,420.00 (exclusive of VAT) had been received from Blachere Illumination UK Ltd. It was **agreed** to accept the quotation. A quotation for installation of the additional lighting of £581.77 (exclusive of VAT) had been received from CSN Services. The cost of installation had been held at 2013 prices. It was **agreed** to accept this quotation.

101.12 Review of Parish Council computer requirements.  
It was acknowledged that the present office computer was now 8 years old. Its screen display was deteriorating and it was slow. It was **agreed** that the Clerk would research replacement options for a PC desktop replacement and PC laptop and would bring the information to the next meeting of the Parish Council for approval.

## 102. **REPORTS**

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

- a. Museum (B. Japes; T. Martin)  
B. Japes' schedule of items held in store at the Falcon Centre was reviewed. It was noted that many of the items listed were of no relevance to the Wylam Railway Museum. It was **agreed** that a comparable list of items on display in the Museum would be compiled. A decision on action regarding the items would be made at a future meeting of the Parish Council.
- b. Wylam Playing Field Association (A. Francis)  
A. Francis reported that the Committee was seeking estimates for replacement fencing near the gate at the north-western corner of the field. New goalposts had been received for the senior football team. The AGM would be held on 18th November. Future events planned included a Jumble Sale in January and a Rock & Roll Night in February.
- c. Joint Burial Committee (S. Barlow; M. Gillis)



M. Gillis reported that the Committee would next meet on 19th November. A new draft Constitution would be considered at this meeting. The draft Constitution would then be sent to member Parish Councils for their consideration and approval.

- d. Tree Warden (P. Fisher)  
Peter Fisher reported on the following matters:
- (i) Trees near riverside path below the Plantation.  
(See above, **Item 97b**).
  - (ii) Plantation - tree risk survey.  
P. Fisher reported that the trees at this location have a great deal of ivy growing on them. While this is very beneficial for wildlife, it is not possible to judge the safety of a tree when potential problems are thus hidden. In addition, ivy remains evergreen and strong winter winds could cause these trees to fall. P. Fisher suggested that he would remove ivy from 5 trees per year. This was **agreed**.
  - (iii) Trees at Jackson Road. P. Fisher had removed the dead Rowan tree and would check the health of the 2 Birch trees next spring.
  - (iv) Tree planting, Engine Dene. These would be obtained and planted as soon as possible.
- e. Wylam Institute Committee (A. Mitcham).  
A. Mitcham reported that the Committee had met on 3rd November. The new kitchen had been completed. A new Assistant Secretary, Mrs. M. Anderson, had been appointed. A report had been received on the Accounts. CCTV is to be installed. A garden working party would be held on 15 November.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).  
T. Martin reported that the last meeting had received a presentation on the proposed new Hexham Bus Station. The NCC preferred site at Loosing Hill looked likely to go ahead. The Forum had suggested that NCC and Hexham Town Council should consider joint funding of a shuttle bus from the new Bus Station. A presentation had been made to Adrian Hinchcliffe, retiring Chair of the Forum.
- g. NCC West Area Committee (T. Martin).  
A. Francis had attended part of this joint meeting between NCC and Parish and Town Councils and had found the format ("speed-dating") somewhat unsatisfactory.
- h. LMAPS. (B. Japes).  
B. Japes reported that LMAPS in its current format was likely to be discontinued as part of NCC's money-saving imperative, but would go forward as the Local Multi Agency Partnership and meet bi-monthly. The Partnership's remit would cover a wider area. It was noted that no information had been received from NCC on the speed data recently collected at the limits of the 20mph limit in Wylam. It was noted that there are no traffic regulations to enable policing of the



20mph zone in Wylam, whether it be advisory (as at present) or compulsory. It was **agreed** that the Clerk would contact County Councillor Paul Kelly to ask for speed data.

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

- a. Citizens Advice Bureau (CAB). The Chairman advised that the organisation had been operating as Northumbrian Citizens Advice Bureau following the merger of area offices since 1 April 2014. The CAB had offered a speaker and it was **agreed** that an invitation might be appropriate for the Annual Village Meeting next year. A request for a donation had been made and it was noted that £100.00 had been allocated for this purpose in 2014/15 and in the Budget for 2015/16.
- b. Prudhoe Community Partnership. An invitation to the AGM on 18th November had been received. T. Martin would attend.
- c. The Wylam Globe Archive. B. Japes had discovered an archive of The Wylam Globe in the Museum storeroom and had sorted this into two sets. It was **agreed** that one set would be kept in the Parish Council records and the second offered to the County Archive at Woodhorn. It was **agreed** that any further spare copies would be offered to Wylam residents via the December issue of The Globe.
- d. Path from Bluebell Close to Engine Dene. It was reported that part of this path has a depression which is dark and covered with leaves and mud. It was **agreed** that this defect would be reported to NCC for action.
- e. BT manhole cover, near 30 Dene Road. It was **agreed** that this cover, which is forming a trip hazard two inches above pavement level would be reported to BT.
- f. Remembrance Sunday. It was **agreed** that letters of thanks would be sent to the trumpeter and to personnel from Albemarle Barracks who had provided the sound system. It was noted that NCC had not provided a vehicle to close the road from the north end of Wylam Bridge. It was **agreed** that the Clerk would make sure that the need for this was understood in future.

**104. DATES OF FUTURE MEETINGS**

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

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.



Signed

Date: 08/12/2014

Monday 11th May 2015 at 7.00pm. (Annual Meeting of the Parish Council)

The meeting closed at 10.05pm.

*Alme Francis*

Signed

Date: 08/12/2014