



Wylam Parish Council

<p>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 8th DECEMBER 2014 AT 7.00 p.m. IN THE INSTITUTE</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; Dr. A. Affleck (Newcastle University Business School); 4 members of the public.

105. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr. P. Fisher (Village Tree Warden).

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

T. Martin declared an Interest in **Item 117.2a.**

107. QUESTIONS FROM MEMBERS OF THE PUBLIC

- a. Public amenity land on the Dene Estate. H. Rafferty read a statement to the Parish Council detailing her reasons for opposing enclosure of public amenity land on the Dene Estate. County Councillor Paul Kelly advised that each case would be treated individually, but that application for planning permission was essential before any public amenity land is enclosed. (See also **Items 108a and 111**).

- b. University of Newcastle Business School study. Dr. A. Affleck of Newcastle University Business School outlined the study which was being conducted on the importance of bridges and other infrastructure to local businesses. The study included an assessment of the importance of Ovingham Bridge. Dr. Affleck was keen to make use of anecdotal evidence and it was **agreed** that the Clerk, with their permission, would send contact details for the businesses in Wylam and the residents affected by "rat-runs" so that Dr. Affleck could conduct interviews.

Alice Francis

Signed

Date: 12/01/2015

108. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly reported on the following topics:

- a. Site meeting at The Crescent, South Wylam. Councillor Kelly and Neil Snowden had met on site with residents and members of the Parish Council. In the short-term, Northumberland County Council (NCC) had agreed to install temporary plastic barriers at each entrance to The Crescent to stop cars cutting the corners. A temporary 40mph speed limit would be imposed on Wylam Wood Road. Councillor Kelly advised that an NCC speed limit policy is in development.
- b. Wylam First School. Councillor Kelly had contributed £6,250.00 from his Member's Small Schemes Allowance for 2014/15 to make sure that the cost of providing enhanced kitchen facilities at the school was fully covered.
- c. NCC Highway Maintenance map. Councillor Kelly offered members a chance to view this.
- d. NCC Budget 2015 - 17. This would be discussed at a Policy Board meeting and presented at the West Area Committee meeting on 9th December.
- e. Education in Northumberland. A consultation was taking place on whether Alnwick and Bedlington High Schools should be 11+ secondary schools. Ashington High School had petitioned for a two tier system in the area.
- f. Homes for Northumberland (Blyth and Alnwick Housing). This service is likely to be brought back under NCC auspices in order to save £0.75 million.
- g. Hexham Bus Station. This is also on the NCC Policy Board agenda.
- h. Northumberland Local Plan Core Strategy. The public consultation on this will run from 12th December 2014 to 11th February 2015. There would be 28 drop-in sessions throughout the county in January, one of which is to be held in Wylam on 6th January 2015, hosted by the East Tyndale Parish and Town Councils Forum.
- i. British Travel Awards. Northumberland had been placed second after Cornwall in these awards.

109. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 10th NOVEMBER 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.



Signed

Date: 12/01/2015

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

- a. Traffic issues at The Crescent, Wylam Wood Road and Elm Bank Road. As agreed, the issues had been communicated to Northumberland County Council's (NCC) Highways department, Ovingham Bridge Liaison Group and LMAPS. See **Item 112**.
- b. 20mph speed limit. Speed data from traffic counters had now been received. B. Japes provided members with a written report on the findings which indicated that in no position had the speed limit been effective. It was **agreed** that B. Japes would copy his report to the next meeting of LMAPS. B. Japes emphasised that the Community Speed guns were only for use in 30 mph zones. 20 mph zones could not be monitored in this way until national legislation was changed to allow the Police to prosecute drivers exceeding the 20mph limit.
- c. Path from Woodcroft Road to Jubilee Field. Independent quotations had not yet been obtained.
- d. Clerk's Job Description/Appraisal. The Job Description had been amended. The Appraisal had yet to be started.
- e. Assets of Community Value. These would need to be agreed upon before a submission was made to NCC. The Clerk would make enquiries as to the procedure for this.
- f. Dogs at Charlie's Corner. It was noted that letters/emails had been received from 5 Wylam households expressing opposition to the Parish Council's decision to ban dogs from this area from 1/1/15. It was reiterated that the decision would not be rescinded and that the Parish Council had acted in a fair and open manner on the issue and it was noted that some dog owners had not responded responsibly. It was **agreed** that as owner of the land, it was the Parish Council's responsibility to ensure that it is used properly. T. Martin gave details of the number of dog faeces collected. It was further noted that the ban could take up to 18 months to enforce. It was **agreed** that the Clerk would reply to the communications.
- g. Wylam Parish Council website. S. Barlow reported that a demo website was being drafted. He encouraged members to submit their biographies for this as soon as possible. A meeting with the designer would be held in January 2015.
- h. Wylam Hills Farm - westbound bus stops. No response had been received from NCC. It was **agreed** that the Clerk would contact the appropriate officer again.

Ann Francis

Signed

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- i. NCC Parish Data Portal. This has been designed but is not operational. NCC is assessing level of interest from parishes and presentations to local councils are to be organised. The Clerk had registered Wylam PC's interest. The NCC Parish and Town Councils website is operational.
- j. Japanese Knotweed. The Tyne Rivers Trust had been contacted. A site meeting had been arranged for 11th December.
- k. Reece Foundation Memorial plaque at Wylam Post Office. The plaque had been installed. It was **agreed** that the Clerk would contact the Reece Foundation to arrange a photo opportunity.
- l. Trees on riverside path below the Plantation. See **Item 117.5**.
- m. Land enclosures on the Dene Estate. See **Item 111**.
- n. Request from Legacare for financial assistance. See **Item 117.3**.
- o. Wylam Parish Council's Draft Budget 2015/16. See **Item 117.4**.
- p. Quotation for village notice boards. The work had been commissioned. A header plate would be incorporated into the design and would mean an extra cost of around £150.00.
- q. Felling & removal of Sycamore at Wylam riverside. The work had been commissioned.
- r. Quotation for work to Wylam Allotments access track. See **Item 117.6**.
- s. Christmas Lights. These were installed on 27/11/14. There had been problems with the installation which had been resolved by fitting a timer to the lights and the contractor had recommended servicing the installation in the new year.
- t. Parish Council computer requirements. The Clerk reported that a quotation would be available for the January meeting of the Parish Council.
- u. Ovingham Joint Burial Committee - Draft Constitution. See **Item 113**.
- v. Wylam Globe Archive copies. These are in the Institute office. None had been deposited at Woodhorn to date.
- w. Fault in footpath from Bluebell Close to Engine Dene. This had been reported to NCC.
- x. BT raised manhole cover. A BT worker had examined the cover, which would be attended to in due course.



y. Remembrance Sunday. Letters of thanks had been sent as agreed.

111. REVIEW OF INFORMATION RECEIVED FROM NCC REGARDING LAND AT THE DENE ESTATE.

The email from Victoria Crofton, NCC Planning Compliance Officer, had been forwarded to members. It was **noted** that any resident wishing to enclose public amenity land would be required to apply for Planning Permission.

112. CONSIDERATION OF A REPORT OF MEETING HELD AT THE CRESCENT TO DISCUSS TRAFFIC ISSUES.

This matter was considered at **Item108a**.

113. REVIEW OF NEW DRAFT CONSTITUTION RECEIVED FROM OVINGHAM JOINT BURIAL COMMITTEE.

A copy of the draft of the new Constitution had been circulated to members prior to the meeting. Some amendments to the document were suggested by members and it was **agreed** that M. Gillis would take these back to the next meeting of the Committee on 14th January. It was further **agreed** that she would report back to the Parish Council when a formal document was available for approval. It was further **agreed** that the Clerk would notify the Clerk to the Burial Committee that the draft Constitution had been discussed and that M. Gillis would be reporting to the Committee at its next meeting.

114. REVIEW OF INFORMATION RECEIVED REGARDING HERITAGE LOTTERY FUNDING BID FOR "LEST WE FORGET" PROJECT.

The Wylam History Group have asked the Parish Council to be the lead organisation on this funding application. Information compiled for the application form had been provided by Aubrey Smith and a copy had been circulated to members prior to the meeting. It was **agreed** that the Parish Council would support the funding application and act as lead organisation. It was further **agreed** that the Parish Council would seek to meet with Aubrey Smith to examine the application form and advise on its content.

115. CORRESPONDENCE RECEIVED SINCE LAST MEETING 10/11/14

A list of correspondence received since the last meeting (10/11/14) was included with the meeting papers 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.



Signed

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116. 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> .**

116.1 Planning Applications considered by Parish Council since last meeting 10/11/14

14/03387/FUL

8 Bluebell Close, Wylam.

Retrospective: Erection of 1.9m high timber screen fence, garden summerhouse & raised timber decking area.

WPC Comment: No objections. The fence is rather dark in colour and seems out of character with the existing dwelling and the summerhouse seems large for the small garden.

14/03349/FUL

12 Woodvale Gardens, Wylam.

Construction of 2 new single-storey extensions & conversion of attached garage to a disabled ground floor bedroom & en suite for purpose of ambulant disabled & fully disabled use to ground floor.

WPC Comment: Support the application.

14/03253/FUL

Land & buildings north of Wylam Hills
Farmhouse, Holeyn Hall Road, Wylam.

Demolition of existing farm buildings & cottages & proposed residential development for 37no. new dwellings comprising 25no. new build dwellings, 11no. affordable homes, retention of existing farmhouse & conversion of existing stable block to 1no. new dwelling with associated parking, access & landscaping.

WPC Comment: Wylam Parish Council welcomes this scheme in principle but is unhappy about several aspects: density of housing, garage and parking space, location of access road to main site, safety of pedestrians crossing Holeyn Hall Road from the main site, Section 106 contribution (play space/financial contribution to local facilities),

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compensatory tree planting, flood risk at the affordable housing site and sewerage capacity. **A copy of the Parish Council's full response can be obtained from the Clerk on request and is available on the NCC website.**

14/03608/FUL 41 Woodcroft Road, Wylam.
Proposed ground floor single-storey extension to rear and loft conversion.

WPC Comment: No objections. The design and materials for the proposed scheme are appropriate and the impact on adjacent properties is likely to be minimal.

116.2 Planning Applications approved by NCC since last meeting 10/11/14

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

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 (as amended 13/10/14).

116.3 Planning Applications withdrawn since last meeting 10/11/14

None.

116.4 Planning Applications refused permission by NCC since last meeting 10/11/14

None.

117. FINANCIAL MATTERS

117.1 Report on Income Received since the last meeting (10/11/14)

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.
No income had been received.
- b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
11/11/14	S. Loveday - rent	£1,000.00

The report was **accepted**.



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117.2 Consideration of Schedule of Payments to be approved at the meeting (08/12/14).

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
05/11/14	ICO	Data protection fee	102985	056	£35.00
12/11/14	Ecclesiastical Insurance	Museum exhibits insurance	102986	057	£1,105.25
14/11/14	Wylam Nurseries	Plants for village	102987	058	£164.82
17/11/14	Blachere UK	Xmas lights	102988	059	£1,741.20
24/11/14	Northumberland Theatre Co.	Donation	102989	060	£25.00
28/11/14	NCC	Payroll recharge Nov	102990	061	£733.57
28/11/14	SLCC	Membership fee	102991	062	£118.00
28/11/14	Tynedale Hospice	Donation	102992	063	£50.00
08/12/14	Wylam Insitute	Grant	102993	064	£2,250.00
08/12/14	Wylam Institute	Use of office	102994	065	£800.00
28/11/14	CSN Services	Xmas lights installation	102995	066	£609.48
03/12/14	M. Hadden	Expenses	102996	067	£8.99
01/12/14	Gilpin Press	Globes	102997	068	£438.61
08/12/14	Legacare	Donation	102998	069	£100.00

b. Wylam Post Office Payments Schedule.

No invoices had been presented.

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

117.3 Consideration of requests for Financial Assistance received since last meeting (10/11/14).

Further information had been received from Legacare since its request for funding, including a copy of the organisation's Accounts and this had been forwarded to members prior to the meeting. It was **agreed** to award Legacare a grant of £100.00. (See **Item 117.2a**).

Ann Francis

117.4 Review of Wylam Parish Council's Draft Budget for 2015/16: pay and conditions for the Village Handyman - Confidential Item.

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).

A new rate of pay for the Village Handyman at the Living Wage rate from 1 April 2015 onwards was **agreed**.

117.5 Consideration of quotation for professional advice regarding trees at The Plantation, Wylam.

The quotation from MWA Arboriculture Ltd. of £400.00 plus VAT was **accepted**.

117.6 Review of quotation for work to Wylam Allotments access track.

No signed, itemised quotation was available for consideration and approval at the meeting.

118. **REPORTS**

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

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

There was no activity to report on.

b. Wylam Playing Field Association (A. Francis)

A. Francis reported that the Committee was awaiting quotations for new play equipment and was considering how best to renovate the tennis court area, which was becoming dilapidated. Quotations were also awaited for repair work to the perimeter fencing and the Main Road gate. There was no issue with litter at present, but this would be addressed in the spring.

c. Joint Burial Committee (S. Barlow; M. Gillis)

See Item 113.

d. Tree Warden (P. Fisher)

Peter Fisher had submitted a written report on the following matters:

(i) Tree risk survey at Jackson Road. At present 3 trees, 2 Birches and a Sycamore are to be monitored in the coming year.

(ii) Dene Road/Tynedale Close. P. Fisher had met with two residents keen to protect trees on the public amenity land between these streets.

(iii) Engine Dene Tree planting. P. Fisher had contacted Trees Please and was awaiting a reply.

e. Wylam Institute Committee (A. Mitcham).

A. Mitcham reported that the Committee had not met, but that the Institute would need repairs to the roof in the new year.



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- f. East Tynedale Parish & Town Councils Forum (T. Martin).
T. Martin reported that the next meeting of the Forum would be at Wylam Institute on 6th January 2015 when there would be a consultation presentation on the Northumberland Local Plan Core Strategy.
- g. NCC West Area Committee (T. Martin).
T. Martin reported that he had been unable to attend the last meeting.
- h. LMAPS. (B. Japes).
B. Japes reported that the new Police Inspector for Prudhoe had been present at the meeting.

119. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. The Wylam Globe. B. Japes asked that members deliver the Globe by 19th December.

120. DATES OF FUTURE MEETINGS

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

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 9.30pm.

Alan Francis

Signed

Date: 12/01/2015