



## *Wylam Parish Council*

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| <p><b>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL<br/>HELD ON 9th MARCH 2015 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; 5 members of the public.

**153. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Parish Councillor Mrs. A. Francis.

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

B. Japes declared an interest in Item 173.2.

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

- a. M. Hadden reported that the verges between Stanley Burn Care Centre and Station Road has been damaged by vehicles. It was **agreed** that T. Martin would look into this.
- b. M. Hadden asked whether the Parish Council would ask Northumberland County Council (NCC) would mark bus stop areas in the village centre, as cars were frequently parked over the areas. It was **agreed** to contact NCC about this.
- c. Mr. I. Walton and others questioned the Parish Council about its decision to ban dogs from Charlie's Corner and asked if the decision could be reconsidered. (An audio recording of this section of the meeting was made by Mr. Walton and by the Parish Council). The Chairman replied that the decision would not be reconsidered. Mr. Walton also reiterated questions which he felt had not been answered in correspondence received from the Parish Council. These questions were answered. The Chairman thanked Mr. Walton for his contribution and asked that the decision of the Parish Council to impose a dog ban on Charlie's Corner be respected.

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

Councillor Kelly had submitted a written report which included the following topics:

- a. Review of NCC planning procedures. A report summarising the responses of Town and Parish Councils to the recommendations of POSE (Planning Officer Service Executive) and Deloitte. Councillor Kelly submitted a copy of the Director of Planning, Economy and Housing's response to the main issues raised by local councils. It was **agreed** that the Clerk would forward a copy to all members of the Parish Council.
- b. Capital investment. Three major schemes had been approved for the centre of Berwick, Blyth Quayside and Prudhoe Community High School rebuild.
- c. Member Small Schemes Allowance. Councillor Kelly's Allowance for 2014/15 had paid for enhanced kitchen facilities at Wylam First School, replacement windows at Wylam Institute and a contribution has been set aside to help fund the resurfacing of the footpath from Woodcroft Road to the Jubilee Field, when the Parish Council obtains a definitive quotation.
- d. Public conveniences. In answer to a question, Councillor Kelly advised that no more information had been received on NCC's review of this service.

**157. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th FEBRUARY 2015.**

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.

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

- a. Public amenity land on the Dene Estate. The Clerk had written a letter supporting residents' concerns to NCC's Planning Enforcement department and asked for a map of public amenity land on the Dene Estate. Richard Laughton has replied saying that a TPO would not be granted for the two trees adjacent to 33 Tynedale Close but that he would ask Planning Enforcement to provide a map of public amenity land on the Dene Estate.
- b. Dog ban at Charlie's Corner. A reply, approved by the Parish Council, had been sent to the resident's latest letter. A further letter had been received on 3rd March from the same complainant who had indicated that he would attend the Parish Council meeting and record the discussion pertaining to the dog ban. (See also **Item 155c.**)
- c. Proposed path from Woodcroft Road to the Jubilee Field. The Clerk had contacted Tim Fish of NCC asking for the NCC Quantity Surveyor to provide costings for the above. The damaged fencing at the entrance to the footpath below Wylam Nurseries had been reported. Councillor Paul Kelly indicated that the Countryside Service would be

sending a quotation to the Parish Council and that a contribution from his Member Small Schemes Allowance would be available. (See also **Item 157c**).

- d. Wylam Parish Council's website. A meeting of the Website Working Group was arranged for 19th March 2015.
- e. Parish Council Archiving. The Clerk had deposited Minutes from 1984 to 2005 at the Northumberland Archive at Woodhorn. One copy of each issue of the Wylam Globe would be taken to the Archive as soon as possible. The Archivist suggested that a copy of each future issue should be sent automatically to Woodhorn and this was **agreed**. Some financial records will also be deposited at the Archive. Most of the financial information stored in the Parish Council cupboard is not required by the Archive and a secure method of disposal should be found for this.  
(See **Item 166**)
- f. Wylam Village Litter Pick 2015. An article appealing for volunteers had been published in The Globe. (See also **Item 160**).
- g. Guest Speaker for Annual Village Meeting 2015. John Cooper, Digital Engagement Officer with iNorthumberland had agreed to attend. He will be accompanied by a representative of BT.
- h. Clerk's Appraisal. Matters raised would be considered at the April meeting of the Parish Council.
- i. Public Conveniences in Wylam. No further information had been received from NCC.
- j. Criteria for Allocation of Reece Foundation funds. A Grants policy would be considered at the April meeting of the Parish Council. The Reece Foundation had contacted the Parish Council to ask for members of the Reece family to be photographed next to the plaque at the Post Office.
- k. Heritage Lottery Application: "Lest We Forget". Work on this is proceeding. The Clerk would contact the Working Group when a draft is available to discuss.
- l. Application for financial assistance from Wylam Preschool Playgroup. The Clerk had written to ask for further information on the planned project but no further information had been received to date.
- m. Application for financial assistance from Wylam Institute. The Parish Council's offer of £2,500.00 had been gratefully accepted and the Institute Committee were pursuing other suggested sources of funding.

- n. Tyne Rivers Trust (TRT): Quotation for eradication of Japanese Knotweed. Payment would be made in 3 annually invoiced instalments. The Clerk would forward contact details for other landowners to TRT as requested.
- o. New computers. Payment for these was made by direct bank transfer on 13th February (See Item 173.2a).
- p. Tree Warden's Report. P. Fisher resigned his voluntary post as Village Tree Warden on 24th February 2015 after 4 years service. Members agreed with the Chairman when he expressed his appreciation of P. Fisher's conscientious work to a very high standard. It was agreed that a letter of thanks would be sent to P. Fisher.

**159. REVIEW OF WYLAM PARISH COUNCIL'S RISK ASSESSMENT AND INTERNAL CONTROLS DOCUMENT.**

A copy of the current document had been circulated to members prior to the meeting. It was agreed that no changes were required and the document was approved.

**160. REVIEW OF THE RISK ASSESSMENT DOCUMENT FOR WYLAM VILLAGE LITTER PICK 2015.**

A copy of the 2014 document had been circulated to members prior to the meeting. After deletion of the requirement for the presence of a qualified First Aider at the event, the document was approved.

**161. APPOINTMENT OF AN INTERNAL AUDITOR FOR WYLAM PARISH COUNCIL FOR THE 2014/15 AUDIT.**

Subject to his consent, it was agreed to appoint Mr. F. Phillips as the Parish Council's Internal Auditor for the 2014/15 Audit.

**162. REPORT OF THE HAUGHS LOCAL NATURE RESERVE WORKING GROUP.**

A copy of the report of the Working Group had been circulated to members prior to the meeting. All the proposals for the riverbank, grassland and shrub area and the old allotment site were agreed. Additionally, it was agreed to include monitoring of the riverside benches in the annual inspection of Parish Council assets. It was noted that the Parish Council was responsible for monitoring the condition of trees at the Reserve, and it was agreed that this would be the responsibility of members until a new Village Tree Warden could be appointed. T. Martin would type up the notes from the Management Group for inclusion in the existing Management Plan.

**163. CONSIDERATION OF MWA ARBORICULTURE REPORT ON TREES AT RIVERSIDE.**

A copy of the report had been circulated to members prior to the meeting. The recommendations of the report, which required some trees to be felled for the safety of the public on a public footpath, were approved. It was agreed that it was important to inform members of

the public of the action planned and the rationale for it and this would be done through an article in the autumn issue of the Wylam Globe. It was also **agreed** to inform Wylam Angling Club and Tim Fish (NCC) of the recommendations of the report. It was **agreed** that an estimate for the work would be sought and presented to a future meeting of the Parish Council. It was also **agreed** to ask T. Fish whether a footpath diversion order could be put in place in the meantime for the safety of the public.

**164. REVIEW OF INFORMATION FROM NCC ON REGISTERING ASSETS OF COMMUNITY VALUE.**

A copy of information from NCC regarding the Community Right to Bid had been circulated to members prior to the meeting. The information was **noted**. It was **agreed** that, in the light of the information received, members would bring suggestions for assets of community value to be registered to the next meeting of the Parish Council.

**165. REPORT FROM NCC'S PARISH LIAISON WORKING GROUP (PLWG) ON REVIEW OF NCC PLANNING PROCEDURES.**

A copy of the report had been enclosed for information. The information was **noted**.

**166. CONSIDERATION OF QUOTATIONS RECEIVED FOR SHREDDING OF SENSITIVE PARISH COUNCIL RECORDS.**

The Clerk advised that the Parish Council holds a considerable amount of sensitive financial material (e.g. cheque stubs, bank statements) which NCC's Woodhorn Archive does not accept. A considerable number of planning applications are also held which contain personal information. It was **agreed** to accept the quotation for shredding of this material from PHS Datashred (£65.00).

**167. REVIEW OF REASONS FOR REFUSAL OF PLANNING PERMISSION FOR GENTOO'S PROPOSED SCHEME AT WYLAM HILLS FARM, HOLEYN HALL ROAD.**

A copy of the reasons for refusal had been circulated to members prior to the meeting. It was **noted** that the reasons given for refusal mirrored the objections submitted by Wylam Parish Council and several local residents.

**168. REVIEW OF DATE OF ANNUAL VILLAGE MEETING 2015.**

The date of 17th June 2015 previously agreed falls outside the statutory period for Annual Parish Meetings (01/03 - 01/06). It was **agreed** to hold the meeting on Wednesday 27th May 2015. The Clerk would notify the guest speaker of the new date.

**169. RECEIPT OF NCC's CONSULTATION PROPOSALS FOR FUTURE FUNDING OF BUS SERVICES.**

The documents had been forwarded to members by email prior to the meeting. The Parish Council had not been notified of this consultation which would close on 29th March 2015. The consultation document

includes a list of all subsidised bus routes in the County. A Wylam resident had pointed out to NCC a number of inaccuracies in the information concerning bus services through Wylam. It was **agreed** that B. Japes would draft a response to Kirsten Francis of NCC.

**170. RECEIPT OF FLOOD RISK STRATEGY CONSULTATION DOCUMENTS.**

These had been forwarded to members by email prior to the meeting. The consultation closes on 24th April 2015. It was **agreed** that members would forward any comments to the Clerk.

**171. CORRESPONDENCE RECEIVED SINCE LAST MEETING 09/02/15**

A list of correspondence received since the last meeting (09/02/15) 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.

The following item was noted:

Traffic issues at The Crescent. It was **agreed** that the Clerk would forward the request for white-lining at the junctions to the NCC Highways department.

**173. 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> .**

**173.1 Planning Applications considered by Parish Council since last meeting 09/02/15**

None.

**173.2 Planning Applications approved by NCC since last meeting 09/02/15**

None.

**173.3 Planning Applications withdrawn since last meeting 09/02/15**

None.

173.4 Planning Applications refused permission by NCC since last meeting 09/02/15

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.

**174. FINANCIAL MATTERS**

174.1 Report on Income Received since the last meeting (09/02/15)

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  |
|----------|----------------------------|---------|
| 30/01/15 | National Trust - postcards | £200.00 |
| 16/02/15 | Allotments rent            | £400.00 |

b. Wylam Post Office Accounts.

| DATE     | SOURCE            | AMOUNT    |
|----------|-------------------|-----------|
| 05/02/15 | S. Loveday - rent | £1,000.00 |

The report was **accepted**.

174.2 Consideration of Schedule of Payments to be approved at the meeting (09/03/15).

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                  |
|----------|---|----------------------------------|---------|---------|------------------------|
| 13/02/15 | Wylam Institute                           | Donation                         | 103014  | 085     | £2,500.00              |
| 17/02/15 | MWA Arboriculture                         | Tree survey                      | 103015  | 086     | £300.00                |
| 19/02/15 | Clavering Stationers                      | Paper/toner                      | 103016  | 087     | £86.32                 |
| 20/02/15 | PC World                                  | Computers                        |         | 088     | £2,209.20 <sup>1</sup> |
| 24/02/15 | Gilpin Press                              | Globe (4)                        | 103017  | 089     | £438.61                |
| 26/02/15 | NCC                                       | Payroll recharge<br>-Feb<br>2015 | 103018  | 090     | £793.35                |
| 09/03/15 | NCC                                       | Library period'cs                | 103025  | 091     | £150.00                |
| 09/03/15 | Age UK Northumberland                     | Donation                         | 103020  | 092     | £50.00                 |
| 09/03/15 | Prudhoe Community Band                    | Donation                         | 103021  | 093     | £50.00                 |
| 09/03/15 | Wylam Community Playing Field Association | Balance of grant                 | 103022  | 094     | £225.44                |
| 09/03/15 | CAN                                       | Donation                         | 103023  | 095     | £75.00                 |
| 09/03/15 | Northumberland Wildlife Trust             | Donation                         | 103024  | 096     | £50.00                 |

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

b. Wylam Post Office Payments Schedule.  
No invoices had been presented.

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

174.3 Consideration of requests for Financial Assistance received since last meeting (09/02/15).

The following request had been received:

St. Oswin's Church Parochial Church Council, Wylam.

The PCC requested a contribution from the Parish Council towards refurbishment of the Church Hall. A copy of the letter and estimates had been circulated to members prior to the meeting. It was **agreed** to make a grant of £2,250.00 towards the works and to ask to be kept informed as to the progress of fund-raising.

174.4 Consideration of quotations received.

a. Northumberland County Council: Grass cutting 2015 Season.

Copies of the quotations for Hagg Bank and general grass cutting for the 2015 season had been circulated to members prior to the meeting. It was **agreed** to accept the quotations: £558.15 for Hagg Bank and £1,726.70 for general grass cutting. Both quotations are exclusive of VAT.

b. CSN Services: for works to the Christmas lighting installation. A copy of the quotation had been circulated to members prior to the meeting. It was **agreed** to discuss the proposed work in more detail with the

<sup>1</sup> Paid by direct bank transfer.

Institute Committee and with the contractor. It was **agreed** to arrange a site meeting to review the work proposed, with a view to implementing it during the autumn season.

**175. REPORTS**

- a. Museum (B. Japes, T. Martin)  
B. Japes reported that he had received further donations of exhibits for the Museum. The Clerk reported that a new Loan Agreement to be sent to the Aln Valley Railway Trust. This would be ready for signature by the Chairman of the Parish Council at the next meeting.
- b. Wylam Playing Field Association (A. Francis).  
In the absence of A. Francis, no report was submitted.
- c. Ovingham Joint Burial Committee (M. Gillis, S. Barlow)  
M. Gillis reported that the next meeting would be on 21st April. No feedback on the draft Constitution had been received from Horsley Parish Council.
- d. Tree Warden.  
T. Martin indicated that he would ask Tyne Valley Woodlands Consultancy to provide an estimate for work to a Horse Chestnut tree on Station Road, mentioned in P. Fisher's last report to the Parish Council.
- e. Wylam Institute Committee. (A. Mitcham)  
A. Mitcham reported that work would soon begin to repair the stained glass windows facing on to Church Road. Lino in the Swindale and Blakett Rooms is to be replaced.
- f. East Tynedale Parish & Town Councils Forum (T. Martin) A copy of the report on NCC's Review of Planning Procedures had been circulated to members prior to the meeting. T. Martin reported that the Forum would receive a presentation from personnel at Albemarle Barracks at its next meeting in April.
- g. NCC West Area Committee. (T. Martin)  
T. Martin has been unable to attend the last meeting.
- h. LMAPS (B. Japes)  
B. Japes had submitted a written report of the LMAPS meetings of 20th January and 17th February 2015 which had been circulated to members prior to the meeting. It was noted that the Police presence in the village with speed detection equipment was a direct result of pressure from Wylam Parish Council at LMAPS meetings. A current priority of the Police is to resource a network of fixed Automatic Number Plate Recognition cameras on strategic routes around the district beginning with the A695. Each unit costs around £4,500 and it has been suggested that County Councillors or local communities might help to fund these. From April LMAPS (Local Multi-Agency

Problem Solving) will become LMAP (Local Multi-Agency Partnership), to include East and West Tynedale and will meet every 8 weeks.

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

- a. Wylam Parish Council's draft Grant awards policy. A. Mitcham had prepared a note on this. This would be circulated by email and included on the Agenda for the next meeting.
- b. "Keep Clear" signage outside Stobo's shop. R. Stobo had thanked the Parish Council for its support in securing the signage.
- c. Maintenance of village benches. It was **agreed** that quotations for any necessary refurbishment work would be obtained for consideration at the next meeting.
- d. Wylam Parish Council Complaints Procedure/ Vexatious Correspondence Policy. It was **agreed** that these documents, currently in draft form, would be circulated for comments and amendments so that they could be approved at the next meeting.

**177. DATES OF FUTURE MEETINGS**

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

Monday 13th April 2015 at 7.00pm.

Monday 11th May 2015 at 7.00pm.

(Annual Meeting of the Parish Council)

Wednesday 27th May 2015 at 7.30pm. (Annual Village Meeting)

The meeting closed at 9.30pm.