



Wylam Parish Council

<p align="center">MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 13th APRIL 2015 AT 7.00 p.m. IN THE INSTITUTE</p>

Councillors Present: Mr. S. Barlow, 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); Kathleen Moore (Hexham Courant); 5 members of the public.

178. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Parish Councillor Mrs. R. Creighton and County Councillor Paul Kelly.

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

Mrs A. Francis declared an interest in Item 195.3.
Mr. T. Martin declared an interest in Items 190 and 195.2a.
Mrs. D. Carney declared an interest in Item 184.

180. QUESTIONS FROM MEMBERS OF THE PUBLIC

Mrs. R. Frankel responded to the article about Wylam's 20mph speed limit in the Wylam Globe and correspondence about this from Wylam Parish Council. She pointed out that 80% of Wylam residents had signed the petition supporting the introduction of the speed limit, and that following the successful result of the Wylam Road Safety Group's campaign, Northumberland County Council's (NCC) policy on 20mph limits is to be redrafted and 20mph speed limits will be rolled out in villages and on through roads where appropriate throughout the county. She made the point that scientific evidence had confirmed that chances of survival after accidents at 20mph were far better than at 30mph. The Wylam Road Safety Group were hoping that the present advisory limit would be made mandatory and that in addition NCC would consider installing traffic calming measures. The area at the junction of Falcon Terrace and Main Road by the Fox & Hounds Inn was still of concern to the Group. The Chairman thanked Mrs. Frankel for her statement and said that the Parish Council was still waiting to hear from NCC regarding a mandatory limit.

181. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

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

- a. Planning review. NCC members had voted unanimously to accept Deloitte's recommendations on the reform of NCC's Planning Service with the proviso that the number and remit of the Development Management Committee(s) would be decided by an all-party Working Group.
- b. New Remuneration Panel. This replaces the one that has operated since 2000 and is made up of 3 business people from the region. It is assessing the workload of all councillors and the extent to which additional responsibilities should be rewarded.
- c. NCC Local Development Plan Core Strategy. Following the Planning Inspector's assessment of Durham County Council's Local Plan s being unrealistic and too ambitious, officers are working to make sure that all assumptions in the Full Draft Plan are robust and evidence-based. Any delay in the production of the Local Plan is the result of the additional workload.
- d. Member Small Schemes Fund. Councillor Kelly had donated £3,000.00 towards refurbishment works at St. Oswin's Church Hall.

182. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th MARCH 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.

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

- a. Damaged verges at Stanley Burn/Station Road. The cause of this is unknown. It was **agreed** that T. Martin would level the surface and scatter grass seed.
- b. Road markings in Wylam. The Clerk had emailed Neil Snowden to ask for junction markings at The Crescent and marking of bus stop areas in the village centre. No further information was available.
- c. Review of NCC Planning procedures. A copy of the Director of Planning, Economy and Housing's response to Deloitte had been circulated to members. Further information on the Planning Review and the revised scheme of Delegation had been received from Grant Davey of NCC. It was **agreed** to question County Councillor Paul Kelly at a future meeting.
- d. Public Amenity land on the Dene Estate. NCC had not yet provided a map of these areas, but would be contacted again.
- e. Proposed improvements to path from Woodcroft Road to the Jubilee Field. Quotations have been received from NCC. Northumbrian Roads

had been asked to provide a further quotation which was not available at the meeting.

- f. Wylam Parish Council's new website. A meeting of the Website Working Group was held on 19th March. A considerable amount of content is being added to the website and a report and demonstration would be made to a future meeting of the Parish Council, possibly in May. A further meeting of the Website Working Group would be held during April.
- g. Parish Council Archiving. A receipt had been received and filed for the documents deposited recently at the Northumberland County Archive. Financial information and a full set of The Wylam Globe would be deposited as soon as possible.
- h. Village Litter Pick. This had been very successful, with around 35 volunteers, the largest turn-out for some years. At least 6 cubic metres of litter had been collected by volunteers. Congratulations were particularly due to volunteers who had cleared the areas below Wylam Station and at the top end of Holeyn Hall Road.
- i. NCC review of public conveniences. No further information had been received from NCC and it was **agreed** that unless further information were received, this matter would not be included on future meeting agendas.
- j. Parish Council Grants Policy. Consideration of this was deferred to a future meeting of the Parish Council.
- k. Heritage Lottery Application. A meeting was held with Wylam History Group on 31st March. A. Francis reported that the Group were reviewing their application to the Heritage Lottery Fund, but, even without such funding, would be taking the project forward. A further exhibition would be held on 25th April at the Falcon Centre.
- l. Application for financial assistance from Wylam Preschool Playgroup. To date, no further information supporting the application had been received.
- m. Tyne Rivers Trust: Japanese Knotweed. The contact details for Wylam Community Playing Field Association (WCPFA) and the 4 in 1 Angling Club had been sent to the Tyne Rivers Trust. The 4 in 1 Angling Club and WCPFA have given permission for the work on areas in their ownership to proceed.
- n. New office equipment. The items had arrived. It was **agreed** that a new office desk should be ordered.
- o. Tree Warden. A letter of thanks was signed by the Vice-Chairman at the meeting and would be sent to P. Fisher.

- p. Appointment of Internal Auditor. Mr. F. Phillips had confirmed that he would act in this capacity.
- q. Trees at the Plantation, Wylam riverside. A copy of the report from MWA Arboriculture Ltd., had been forwarded to Tim Fish of NCC with a request for a footpath diversion in the interests of public safety. A copy of the report would also be sent to S. Brough of Wylam Angling Club and a quotation would be requested from Tyne Valley Woodlands Consultancy later in the year.
- r. Shredding. This would be actioned as soon as possible.
- s. Gentoo's new Planning Application for Wylam Hills Farm site. The Parish Council had responded in detail to this new application. See also **Item 194.1.**
- t. Review of date of Annual Village Meeting. It had been noted that 27th May falls in Whit week. John Cooper of iNorthumberland had indicated that he would be able to attend on 27th May. It was **agreed** to ask whether Mr. Cooper could attend on 20th May if the meeting were rescheduled.
- u. Consultation on NCC's proposals for future funding of bus services. B. Japes confirmed that he had responded on behalf of the Parish Council.
- v. NCC Flood Risk Strategy consultation. Members had been asked to read the document at <http://www.northumberland.gov.uk/Default.aspx?page=17422> and respond if appropriate.
- w. Request for financial assistance from St. Oswin's Parochial Church Council. The PCC had been notified of the decision to award £2,250.00 towards improvement work at the Church Hall.
- x. CSN Services: work to Christmas lighting display. It was **agreed** to schedule a meeting with the contractor and a representative of Wylam Institute in May.
- y. Maintenance of village benches. A quotation would be available for consideration at a future meeting of the Parish Council.

184. CONSIDERATION OF ISSUES ARISING FROM THE CLERK'S APPRAISAL.

Amended copies of the Clerk's Job Description, Terms and Conditions of Service and Annual Appraisal had been circulated to members prior to the meeting. It was **agreed** to accept the amendments.

185. REVIEW OF A GRIEVANCE PROCEDURE FOR WYLAM PARISH COUNCIL.

A copy of the SLCC Model Grievance Procedure had been circulated to members prior to the meeting. It was **agreed** that a Grievance Procedure based on this model would be brought to a future meeting for approval.

186. REVIEW OF A DISCIPLINARY PROCEDURE FOR WYLAM PARISH COUNCIL.

A copy of the SLCC Model Disciplinary Procedure had been circulated to members prior to the meeting. It was **agreed** that a Disciplinary Procedure based on this model would be brought to a future meeting for approval.

187. CONSIDERATION OF A COMPLAINTS PROCEDURE FOR WYLAM PARISH COUNCIL.

A copy of the draft Complaints Procedure had been circulated to members prior to the meeting. Some amendments were suggested and it was **agreed** to approve the Complaints Procedure once these amendments had been incorporated into the document.

188. CONSIDERATION OF A VEXATIOUS COMMUNICATIONS POLICY FOR WYLAM PARISH COUNCIL.

A copy of the draft Vexatious Communications Policy had been circulated to members prior to the meeting. It was **agreed** to approve the policy document.

189. REVIEW OF LOAN AGREEMENT FOR MUSEUM EXHIBITS WITH THE ALN VALLEY RAILWAY TRUST.

A copy of the Loan Agreement had been circulated to members prior to the meeting. It was **agreed** to approve the Loan Agreement and it was signed by the Chairman. The Agreement would be sent to the Trust for signature.

190. CONSIDERATION OF QUOTATION FOR WILDFLOWER PLUGS, AND TO REVIEW PLANTING METHODOLOGY FOR REPLACEMENT TREES AT THE HAUGHS LOCAL NATURE RESERVE.

The quotation for wildflower plugs available from Wylam Community Orchard was circulated to members by email prior to the meeting. It was **agreed** to confirm the order with Wylam Community Orchard and to plant the wildflower plugs in Autumn 2015. It was further **agreed** to plant four replacement trees on an open area at the Reserve, pending a review of this decision after the trees on the Plantation had been felled.

191. CONFIRMATION WYLAM PARISH COUNCIL'S LIST OF ASSETS OF COMMUNITY VALUE.

Information from NCC regarding the Community Right to Bid had been reviewed at the last meeting of the Parish Council. It was **agreed** to

review, in depth, NCC's criteria for accepting assets nominated and to confirm the definitive list of Assets of Community Value at a future meeting of the Parish Council.

192. CONSIDERATION OF A RESPONSE TO NCC PLANNING ON TREATMENT OF SMALL SETTLEMENTS IN THE GREEN BELT.

An email received from Charlotte Colver, Planning Officer, requesting a response from the Parish Council had been circulated to members prior to the meeting. It was **agreed** that T. Martin would examine new information received from NCC and make a recommendation to the Parish Council.

193. CORRESPONDENCE RECEIVED SINCE LAST MEETING 09/03/15

A list of correspondence received since the last meeting (09/03/15) was included with the meeting papers for information only.

194. 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> .**

194.1 Planning Applications considered by Parish Council since last meeting 09/03/15

None.

15/00035/FUL

114 Dene Road, Wylam.

Retrospective application for a change of use to land to residential curtilage with a 6-foot fence.

WPC Comment: On principle, the Parish Council strongly objects to individuals enclosing land in public ownership and then acquiring it through a retrospective planning application. However, if the County Council has no objections to this application, then the Parish Council can find no objections on planning grounds.

15/00456/FUL

Fairholme, The Crescent, Wylam.

Single-storey extension to side of property.
Erection of small balcony to existing kitchen extension.

WPC Comment: No objections.

15/00767/FUL

Land & Buildings at Wylam Hills Farm,
Holeyn Hall Road, Wylam.

Resubmission: Demolition of existing farm buildings and cottages and proposed residential development for 37no. dwellings comprising of 24no. new build dwellings, 11no. affordable homes, retention of existing stable block to 1no. new dwelling with associated parking, access and landscaping.

WPC Comment: The Parish Council had raised several objections. The full response is available to view at Wylam Parish Council's office.

15/00768/LBL

Land & Buildings at Wylam Hills Farm,
Holeyn Hall Road, Wylam.

Resubmission: Demolition of existing farm buildings and cottages and proposed residential development for 37no. dwellings comprising of 24no. new build dwellings, 11no. affordable homes, retention of existing stable block to 1no. new dwelling with associated parking, access and landscaping.

WPC Comment: No objection.

194.2 Planning Applications approved by NCC since last meeting 09/03/15
None.

194.3 Planning Applications withdrawn since last meeting 09/03/15
None.

194.4 Planning Applications refused permission by NCC since last meeting 09/03/15
None.

195. FINANCIAL MATTERS

195.1 Report on Income Received since the last meeting (09/03/15)

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
02/03/15	Interest- Museum a/c	£1.39
02/03/15	Interest- Play Equip a/c	£0.22
02/03/15	Interest- Business Prem a/c	£2.99
26/03/15	NCC - Ov'ham Cemetery	£196.40
30/03/15	NCC - Ov'ham Cemetery	£785.61

b. Wylam Post Office Accounts.

DATE	SOURCE	AMOUNT
11/03/15	S. Loveday - Rent	£1,000.00

The report was **accepted**.

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

The following schedules 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.

a. General Community Account Payments Schedule.

Inv.Date	Payee	Details of supply	Chq.No.	Voucher	Total
05/03/15	St. Oswin's PCC	Donation	103026	001	£2,250.00
20/03/15	Ken Thomas	Skip hire	103027	002	£240.00
30/03/15	NCC	Payroll recharge - March 2015	103028	003	£873.48
01/04/15	NCC	Falcon Centre rent (1)	103029	004	£300.00
13/04/15	M. Hadden	Expenses	103030	005	£11.58
13/04/15	Wylam Scouts	Litter Pick donation	103031	006	£30.00
13/04/15	Wylam CPFA	Litter Pick donation	103032	007	£15.00
13/04/15	Wylam Orchard	Litter Pick donation	103033	008	£35.00
13/04/15	Wylam Rockets	Litter Pick donation	103034	009	£30.00
13/04/15	Wylam Cricket Club	Litter Pick donation	103035	010	£10.00
13/04/15	Friends of Wylam	Litter Pick donation	103036	011	£15.00
13/04/15	Wylam Methodist Ch.	Litter Pick donation	103037	012	£10.00
13/04/15	Wylam Institute	Litter Pick donation	103038	013	£15.00
13/04/15	Wylam Tennis Club	Litter Pick donation	103039	014	£5.00
13/04/15	Marston Harbottle	Museum Exhibits	103042	015	£2,820.00

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

Signed.....Date: 11/05/2015

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

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

The following request had been received:

Wylam Community Playing Fields Association (WCPFA). A copy of the request and additional information had been circulated to members prior to the meeting and a presentation by WCPFA was made at the meeting. It was **agreed** to award initial funding of £5,000.00 towards fencing at the Tennis Court. It was further **agreed** that WCPFA would report to a future meeting of the Parish Council on the progress of their fundraising drive. It was also **agreed** that the Clerk would seek professional advice on VAT issues.

196. REPORTS

- a. Museum (B. Japes, T. Martin)
It was noted that historic photos of Wylam were not yet in the Parish Council's possession. This would be pursued.
- b. Wylam Playing Field Association (A. Francis).
The Association had held a successful Rock & Roll evening and a Music Quiz would be held on 15th May. The Summer Fair would take place on 27th June and a further fundraising event was scheduled for October. The Association had provided Wylam Cricket Club with funds for a grass cutter for the wicket area. There had been some litter problems over the Easter weekend, but further litter bins were being ordered.
- c. Ovingham Joint Burial Committee (M. Gillis, S. Barlow)
Repairs were proceeding and a further meeting would be held on 21st April. It was **noted** that the Parish Council had received a payment from NCC in recompense for the double charge which properties in the parish had been subject to (since the advent of a Unitary Authority) as a result of charges levied through both the Parish Precept and the NCC Council Tax charge. A back payment of £982.02 and the 2014/15 annual payment of £196.40 had been received. See **Item 195.1a**.
- d. Wylam Institute Committee. (A. Mitcham)
There had been no Committee meeting, but repairs to the Monroe Hall windows were proceeding.
- e. East Tynedale Parish & Town Councils Forum (T. Martin)
T. Martin reported that the next meeting would be held on 15th April where presentations from Albemarle Barracks and from NALC on the new Transparency Code for smaller Parish Councils would be received
- f. LMAPS (B. Japes)
B. Japes' written report had been circulated to members prior to the meeting. Police matters had been reported on. LMAPS had been

made aware that the Community Speed Watch scheme had been publicised in the Globe and would inform the Parish Council if any volunteers from Wylam came forward. Problems caused by anti-social behaviour by youths at the Falcon Centre and at Wylam Playing Field and the Waggonway had been addressed by the Police Neighbourhood Team and would be monitored in future. LMAPS, rebranded as the Local Multi-Agency Partnership would in future meet bi-monthly beginning on 28th April.

197. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Daffodils on Holeyn Hall Road. Excavations by Northumbrian Water in 2014 had buried some daffodils and it was now obvious that these had disappeared. It was **agreed** that B. Japes would contact Northumbrian Water.
- b. Village Walk for new Parish Councillors. It was **agreed** that this walk to familiarise new members with Parish Council assets in the village would be arranged later in the year.
- c. Closure of The Ship Inn. It was noted that bags of refuse left in the beer garden after closure had led to a rat infestation. It was **agreed** that the Parish Council would contact NCC's Environmental Health department.
- d. Further letter from I. Walton regarding the dog ban at Charlie's Corner. This had been copied to members and its contents were **noted**. It was also **noted** that a petition raised in support of the Parish Council's decision had been received, signed by 107 Wylam residents.
- e. Library periodicals. The Clerk reported that NCC was no longer providing periodicals to Libraries as a result of Budget constraints. It was **agreed** that the Parish Council would provide *The Northumbrian* magazine in addition to the *Hexham Courant*.

198. DATES OF FUTURE MEETINGS

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

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 9.04pm.

