



Wylam Parish Council

<p align="center">MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL HELD ON 11th MAY 2015 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), Mr. B. Japes, Mrs. M. Gillis, Mr. A. Mitcham.

Also Present: Mrs. D. Carney (Clerk), County Councillor Paul Kelly, Kathleen Moore (Hexham Courant), 1 member of the public.

1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.

Mrs. Anne Francis was elected as Chairman of the Parish Council, nominated by B. Japes and seconded by R. Creighton.

2. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL.

Mr. T. Martin was elected as Vice-Chairman of the Parish Council, nominated by A. Francis and seconded by S. Barlow.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mr. T. Martin (Vice-Chairman) and Mr. Bill Nicholson.

4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (DPI) AND APPLICATIONS FOR DISPENSATIONS.

No Interests were declared.

5. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following members agreed to represent the Parish Council on the following outside bodies:

- a. Ovingham Joint Burial Committee; M. Gillis and S. Barlow
- b. Wylam Playing Field Association: A. Francis.
- c. Wylam Institute Community Association Committee: A. Mitcham, W. Nicholson.
- d. East Tynedale Parish & Town Councils Forum: T. Martin.
- e. NCC Area Committee West. No representative was appointed, but it was noted that the Parish Council receives Minutes of meetings. It was agreed that members would attend as necessary.
- f. NCC Local Multi-Agency Partnership. B. Japes.
- g. SITA Crawcrook Quarry Liaison Committee: No representative, but the Parish Council continues to receive Minutes of meetings.
- h. SCA Community Consultation Forum: A. Mitcham.

- i. Tyne Valley Rail Users Group: It was noted that the Parish Council receives regular bulletins from the Group. It was **agreed** to write to D. Peel to ask whether he would continue to attend meetings and report to the Parish Council.

6. APPOINTMENT OF MEMBERS OF PARISH COUNCIL COMMITTEES AND GROUPS.

The following people were appointed to Parish Council committees and groups:

- a. Wylam Railway Museum
R. Creighton, B. Japes, T. Martin.
- b. Planning Advisory Group.
S. Barlow, B. Japes, A. Mitcham, W. Nicholson.
- c. Tree Warden.
This voluntary post is vacant at present but it is hoped to fill it later in the year.
- d. The Haughs Local Nature Reserve Management Committee.
R. Creighton, M. Gillis.
- e. Wylam Globe Editorial Group.
R. Creighton, A. Francis, B. Japes, A. Mitcham.
- f. Supervisor of Village Handyman.
M. Gillis.
- g. Web Site Working Group.
S. Barlow, A. Francis, T. Martin, W. Nicholson, D. Carney.
- h. Wylam Post Office Committee.
T. Martin, B. Japes. W. Nicholson, A. Francis, D. Carney.

7. QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present and no questions were put.

8. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly reported on the following matters:

- a. Caravanners at Horsley Water Works. Following considerably increased use of the site by caravanners, a wall is to be erected at the entrance to Water Lane to prevent access.
- b. NCC Local Multi-Agency Partnership. M. Connelly is to retire at the end of May 2015. Members agreed that the meetings had been very useful. LMAP meetings will cover the whole of the former Tynedale area.
- c. Planning. 22 out of 23 of the Deloitte proposals had been accepted by NCC. There would now be one strategic Planning Committee dealing with large applications and two Development Management Committees dealing with domestic applications with a 2 week interval between meetings.
- d. Area Committees. These will now meet bi-monthly rather than each month.
- e. Wylam's 20mph limit. NCC no longer has restrictions on imposing 20mph limits on through routes. Wylam's 20mph limit will become mandatory with more physical traffic calming measures in place. These are necessary to aid enforcement of the limit.

- f. Member Small Schemes fund - update. In the last 12 months, Councillor Kelly had contributed the following sums to projects in Bywell Ward:
£7,500.00 for Wylam First School's kitchen refurbishment;
£5,000.00 to Ovingham Reading Room, the equivalent of 2 years' income;
£3,000.00 towards St. Oswin's Church Hall refurbishment;
£5,000.00 towards window replacement and maintenance at Wylam Institute;
£5,000.00 towards the resurfacing of the footpath from Woodcroft Road to the Jubilee Field in Wylam.
- g. Ovingham Bridge works. These were now around 3 weeks behind schedule.

9. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 13th APRIL 2015.

The Minutes had been circulated to members in advance of the meeting and were **agreed** to be a true record of proceedings. The Minutes were then signed by the Chairman.

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

- a. Road markings in Wylam. No further information had been received from NCC.
- b. Map of Public Amenity land on the Dene Estate. No further information had been received from NCC but this would be pursued.
- c. Proposed resurfacing of path from Woodcroft Road to the Jubilee Field. A quotation had been received from Northumbrian Roads and accepted. See **Item 15.6.**
- d. Wylam Parish Council's Web Site. The website Working Group had not met. S. Barlow would circulate a meeting date.
- e. Parish Council Archiving. This is ongoing.
- f. Wylam Parish Council's Grants Policy. A draft Policy would be presented for discussion at the June meeting of the Parish Council.
- g. "Lest We Forget" exhibition. This is being held in the Falcon Centre during Library opening hours from 25th April to 16th May.
- h. Tyne Rivers Trust - work to Japanese Knotweed patches in Wylam. No further update had been received. The work is due to be done in May. The Clerk would request an update from the Tyne Rivers Trust.
- i. New office equipment. The new desk had arrived.

- j. Tree Warden. An article about the vacancy would appear in the June Globe. The Clerk would forward the Job Description to B. Japes.
- k. Trees at the Plantation. T. Fish had acknowledged receipt of the MWA Arboricultural Report. A footpath diversion had been requested.
- l. Shredding. This would be done as soon as possible.
- m. Date of Annual Village Meeting. John Cooper had confirmed that he and the BT representative would be able to attend on 20th May. St. Oswin's Church Hall had been booked from 7.30pm to 9.30pm. A notice advertising the meeting had appeared in the Hexham Courant on Friday 8th May.
- n. CSN Services - work to Christmas lighting display. The date of 2nd June at 7pm. for a meeting with CSN has been provisionally agreed but CSN had not yet confirmed the date. D. Peel from Wylam Institute would also attend.
- o. Maintenance of village benches. A quotation would be available at the June meeting of the Parish Council.
- p. Clerk's Appraisal. The agreed amendments to the Clerk's Job Description and Terms & Conditions had been made and the documents signed by the Clerk and the Chairman.
- q. Wylam Parish Council's Grievance Procedure. A draft would be available for discussion at a future meeting of the Parish Council.
- r. Wylam Parish Council's Disciplinary Procedure. A draft would be available for discussion at a future meeting of the Parish Council.
- s. Wylam Parish Council's Complaints Procedure. This had been amended as agreed and signed by the Chairman.
- t. Loan Agreement for Museum exhibits with the Aln Valley Railway Trust. The loan agreement had not yet been forwarded to the Trust. This would be done as soon as possible.
- u. Wildflower plugs for The Haughs Local Nature Reserve. The order for the plugs would be confirmed with Wylam Community Orchard. Planting would take place during Autumn 2015.
- v. Wylam Parish Council's list of Assets of Community Value. It is recommended that this matter be considered at the June meeting of the Parish Council.
- w. Response to NCC Planning department on the treatment of small settlements in the Green Belt. No further response would be necessary.

- x. Funding request from Wylam Community Playing Fields Association. A cheque for £5,000.00 had been sent as agreed. On Councillor Paul Kelly's recommendation, the Association had been directed to the NCC Community Chest Fund. The Clerk had taken advice on VAT from Dr. D. Francis at the Northumberland Association of Local Councils. The Parish Council would only be able to reclaim VAT if the payment were for a specific item and the invoice addressed to the Parish Council. This would not apply to a non-specific donation.
- y. Daffodils on Holeyn Hall Road. The Clerk agreed to forward the contact details to B. Japes.
- z. Village Walk 2015. This has been scheduled for June 9th at 7.30pm., beginning at Wylam Institute.
- aa. Closure of The Ship Inn. All rubbish had been removed from the back garden of the Inn and the rat holes filled in.
- bb. Letter regarding dog ban at Charlie's Corner. The Clerk had replied to I. Walton as instructed by the Parish Council.

11. OVINGHAM JOINT BURIAL COMMITTEE: REVIEW OF THE DRAFT TERMS OF REFERENCE.

A copy of the draft Terms of Reference had been circulated to members prior to the meeting. No changes were made to the draft document.

The following Resolution was agreed:

"Wylam Parish Council agrees to adopt the "Terms of Reference" for use by the current and future Joint Burial Committee which is responsible for the day to day management of Ovingham Cemetery grounds and buildings on behalf of Ovingham, Ovington, Wylam and Horsley Parish Councils. Changes to this document in the future have to be with the consent of the four above-mentioned Parish Councils."

12. PROGRESS REPORT ON WYLAM POST OFFICE.
CONFIDENTIAL ITEM: EXCLUSION OF PRESS AND PUBLIC

The Council will be requested to pass a resolution 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. Francis reported on a meeting held with the Sub-Postmaster S. Loveday on 6th May 2015. The report was **accepted**. A response to S. Loveday's request for information was **agreed**. It was further **agreed** to write to the CEO of Post Office Ltd.

13. **CORRESPONDENCE RECEIVED SINCE LAST MEETING 13/04/15.**
A list of correspondence received since the last meeting (13/04/15) was attached for information only.

14. **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.

14.1 Planning Applications considered by Parish Council since last meeting 13/04/15.

15/00956/FUL 2 Railway Cottages, Hagg Bank, Wylam.
1no. proposed dormer window to rear elevation and velux rooflights to front.

Wylam PC Comment: No objections.

15/01103/FUL Rock House, Main Road, Wylam.
Replacement front porch.

WPC Comment Support the application.

14.2 Planning Applications approved by NCC since last meeting 13/04/15.

15/00456/FUL Fairholme, The Crescent, Wylam.
Single-storey extension to side of property.
Erection of small balcony to existing kitchen extension.

15/00035/FUL 114 Dene Road, Wylam.
retrospective application for change of use of land to residential curtilage with a 6ft fence.

14.3 Planning Applications withdrawn since last meeting 13/04/15.

None.

14.4 Planning Applications refused permission by NCC since last meeting 13/04/15.

None.

15. FINANCIAL MATTERS

15.1 Report on Income Received since the last meeting (13/04/15)

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 (£)
14/04/15	NCC Precept (1)	£18,250.00

In addition, on 28th April 2015 £2,820.00 had been transferred from the Museum Account to the General Account to cover the cost of the recently purchased exhibits (the tile map and the platform lamp post). On the same date, £4,999.00 had been transferred from the Post Office Community Account to the General Account as part of the agreed Budget arrangements for 2015/16. Two further transfers would be made at intervals during the year.

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT (£)
16/04/15	S. Loveday -rent	£1,000.00

The report was **accepted**.

15.2 Consideration of Schedule of Payments to be approved at the meeting (11/05/15).

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
13/04/15	WCPFA	Donation	103041	016	£5,000.00
15/04/15	NCC	Grass cutting 2014	103043	017	£2,519.28
23/04/15	Clavering Stationers	Desk	103044	018	£264.00
27/04/15	Broker Network Ltd.	Parish Council Insurance 2015/16	103045	019	£833.97
29/04/15	NCC	Payroll recharge - April 2015	103046	020	£851.62
06/05/15	The Northumbrian	Subscription (12 months)	103047	021	£18.50
05/05/15	Clavering Stationers	Paper etc.	103048	022	£23.93
08/05/15	Hex'm Courant	AVM notice	103049	023	£51.12
11/05/15	NALC	Sub. 2015/16	103050	024	£345.36

b. Wylam Post Office Account Payments Schedule.

No invoices had been presented.

It was **agreed** to defer payment of the NCC invoice for grass cutting for the 2014 season pending clarification of the number of visits during the year. With this exception, the schedule of payments was **approved** and the cheques duly signed.

15.3 Consideration of Requests for Financial Assistance received since last meeting 13/04/15.

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

15.4 Review of the Wylam Parish Council Annual Accounts for the Financial Year Ended 31 March 2015.

Copies of the information had been circulated to members prior to the meeting. The Accounts were **approved** and the Statement of Account signed by the Chairman.

15.5 Examination and confirmation of the Local Councils Annual Return Accounting Statements and Annual Governance Statement for the Financial Year ended 31 March 2015.

Copies of these documents had been circulated to members prior to the meeting.

The Local Councils Annual Return Accounting Statements and the Annual Governance Statement for the Financial Year ended 31 March 2015 were approved by Council and signed by the Chairman, A. Francis and the Responsible Financial Officer, Mrs. D Carney.

It was **agreed** that the Financial Statements and Records would be passed to Mr. W.F. Phillips, the Parish Council's Internal Auditor.

- 15.6 Confirmation of acceptance of Northumbrian Roads quotation for resurfacing of path from Woodcroft Road to the Jubilee Field.
It was **confirmed** that after consultation with all members of the Parish Council, the quotation of £7,474.00 (exclusive of VAT) had been accepted and the work commissioned. It was **noted** that £5,000.00 of this sum would be paid by NCC out of County Councillor Paul Kelly's Member Small Schemes Fund. The rest would be met by Wylam Parish Council. It was **agreed** that A. Mitcham would speak to C. Dancer of Northumbrian Roads regarding drainage concerns.

16. REPORTS

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

- a. Museum (T. Martin, B. Japes)
It was **agreed** that the Museum Committee would meet to discuss how to dispose of unwanted items. It was further **agreed** that M. Gillis would continue to try and locate the historic photographs of Wylam that had been purchased by the Parish Council.
- b. Wylam Playing Field Association (A. Francis)
A. Francis reported that the tennis court fencing was being demolished and temporary fencing erected. The Association would use the opportunity to review the future of the area. Further applications for funding for replacement fencing had been submitted. Vandals had overturned the newly planted flower tubs and some outdoor gym equipment had been damaged. The latter would be costly to repair. The Police had been made aware of both incidents and were regularly patrolling the area. The Summer Fair would be held on 27th June and a Music Quiz night would further boost funds.
- c. Ovingham Joint Burial Committee (M. Gillis, S. Barlow)
S. Barlow is currently Chair of the Committee. The Committee's Annual Meeting would be held on 23rd May 2015.
- d. Wylam Institute Committee (A. Mitcham).
A. Mitcham reported that the Committee's AGM would be held on 18th May 2015.
- e. East Tynedale Parish & Town Councils Forum. (T. Martin).
No report was submitted.
- f. NCC Area West Committee (T. Martin).
No report was submitted.
- g. SCA Community Forum. (A. Mitcham)
A. Mitcham reported that there had been no meeting.

- h. LMAP (B. Japes).
 B. Japes had submitted a written report from the LMAP meeting on 28th April. The meeting had received information on the following topics:
Hate Crime: very low in Tynedale with only 6 relatively minor incidents reported in the last 12 months. All LMAP partners were asked to be vigilant and report even the most minor incidents to the Police.
Fire & Rescue Service: a number of deliberate fires, mainly on scrubland east of Low Prudhoe had been dealt with.
Crime in Tynedale: This had risen by 19% year on year, but this figure represents just 10 more crimes.
Increasing use of Social Media by members of the public: unsubstantiated reports/rumours started on e.g. Facebook have assumed greater significance than warranted.
Anti-social behaviour at Falcon Centre, Wylam: this appears to have ceased since 14 youths were apprehended on 28 March and letters sent to their parents. The Police gave an assurance that they are continuing to mount additional patrols in that area.

17. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Missing road sign. It was noted that the sign from The Dene to Hackworth Gardens was missing. It was **agreed** to contact NCC.
- b. The Globe. It was noted that any councillor would be welcome to suggest items for publication.
- c. Gardening work at the Chinese Field. It was noted that this was now complete.
- d. Horse Chestnut tree on Station Road. S. Brough had advised that this would need more work than originally envisaged and would submit a quotation.
- e. Damaged Sycamore tree on Wylam Wood Road. This had been examined by NCC.
- f. Traffic implications of proposed new housing estate at Prudhoe Hospital site. An email had been received from a Wylam resident pointing out that the development would mean more traffic through Wylam. It was noted that Prudhoe Town Council had objected to the application but not on the grounds of its traffic implications. It was **agreed** to advise the resident concerned to contact NCC with his objections.

18. DATES OF FUTURE MEETINGS

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

- Wednesday 20th May 2015 at 7.30pm (Annual Village Meeting).
- Monday 8th June 2015 at 7.00pm.
- Monday 13th July 2015 at 7.00pm.
- Monday 14th September 2015 at 7.00pm.
- Monday 12th October 2015 at 7.00pm.
- Monday 9th November 2015 at 7.00pm.
- Monday 14th December 2015 at 7pm.
- Monday 11th January 2016 at 7.00pm.
- Monday 8th February 2016 at 7.00pm.
- Monday 7th March 2016 at 7.00pm.
- Monday 11th April 2016 at 7.00pm.
- Monday 9th May 2016 at 7.00pm. (Annual Meeting of the Parish Council)

The meeting closed at 9.10pm.