



Wylam Parish Council

MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 8th JUNE 2015 AT 7.00 p.m. IN THE INSTITUTE

Councillors Present: Mr. S. Barlow, Mrs A. Francis (Chairman), Mrs. M. Gillis, Mr. B. Japes, Mr. T. Martin (Vice-Chairman), Mr. A. Mitcham.

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

19. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs. R. Creighton and Mr. W. Nicholson.

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

B. Japes declared an Interest in **Item 32.3.**

21. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were put.

22. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly reported on the following matters:

- a. Public Amenity land on the Dene Estate. Northumberland County Council's (NCC) Planning Compliance department was seriously understaffed. Councillor Kelly had supplied contact details for Steve Evans, currently the Planning Compliance Officer.
- b. Relocation of County Hall. No decision on relocation to Ashington had been taken. Car parking provision was proving an obstacle.
- c. Homes for Northumberland (HfN). The Cabinet would be asked to approve taking HfN back under NCC management at a saving of £900,000 per annum. The money saved would be spent on further housing in Northumberland.
- d. Ovingham Bridge. This would not reopen until November 2015.
- e. Strategic Planning Committee. This Committee would consider applications for a number of major housing developments in Northumberland. While in line with the promotion of economic growth in the county, some were not proving popular with local residents.

- f. Allendale Neighbourhood Plan. This is the first Neighbourhood Plan to be approved in North East England and gives local people some say in the planning process in their area.
- g. Love Northumberland Awards 2015. Councillor Kelly invited the Parish Council to nominate individuals and organisations for this environmental award.

23. CONFIRMATION OF THE MINUTES OF THE ANNUAL MEETING HELD ON 11th MAY 2015.

The Minutes were **agreed** to be a true record of proceedings and signed by the Chairman.

24. CONFIRMATION OF THE MINUTES OF THE ANNUAL VILLAGE MEETING HELD ON 20TH MAY 2015.

The Minutes were **agreed** to be a true record of proceedings and signed by the Chairman.

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

- a. Tyne Valley Rail Users Group. D. Peel had confirmed that he will continue to attend meetings and report to the Parish Council. The Parish Council also receives regular updates from the Group and invitations to all meetings.
- b. Road markings in Wylam village. It was **agreed** to follow up requests to NCC for new junction markings at The Crescent and the renewal of road markings throughout the village.
- c. Map of public amenity land on the Dene Estate. No further information had been received. M. Gillis offered to look at records at Woodhorn Archive where a map might be available. A proposal by a resident of the Dene Estate to fence in public amenity land adjacent to his property was tabled. It was **agreed** to advise the resident to contact the NCC Planning Department. It was **agreed** that Parish Council policy was to oppose enclosures of public amenity land and thus maintain the layout of the Dene Estate. It was **agreed** that the Parish Council would contact NCC's Local Services department and ask for urgent and regular maintenance of these areas during grass cutting visits.
- d. Wylam Parish Council's web site. The Group agreed to meet on 17th June.
- e. Wylam Parish Council Grants Policy. This was discussed at **Item 27**.
- f. Tyne Rivers Trust - work to Japanese Knotweed. The Trust has applied to the Environment Agency for a Licence to use Glyphosphate and will commence work as soon as this is granted.

- g. Trees at The Plantation. A copy of the MWA Report and a request for a quotation for the work had been sent to Tyne Valley Woodlands Consultancy.
- h. CSN Services - work to Christmas Lighting display. See **Item 28**.
- i. Maintenance of village benches. A quotation for this work had not yet been obtained.
- j. Wylam Parish Council's Grievance Procedure. This was currently being drafted and would be available for discussion at a future meeting.
- k. Wylam Parish Council's Disciplinary Procedure. This was currently being drafted and would be available for discussion at a future meeting.
- l. Loan Agreement with Aln Valley Railway Trust. A general address had been found for the Trust and an email sent asking for a specific contact person. As no reply had been received, it was **agreed** to send the Loan Agreement to this address.
- m. Wildflower plugs for Nature Reserve. An order for 50 plugs had been placed with Wylam Community Orchard for planting in October 2015.
- n. Assets of Community Value. NCC requirements had not yet been studied in depth.
- o. Daffodils on Holeyn Hall Road. Northumbrian Water contact details are still being sought.
- p. Ovingham Joint Burial Committee - Terms of Reference. The Committee Clerk had been notified of the Resolution passed to approve the Terms of Reference.
- q. Wylam Post Office. Information had been sent to S. Loveday as requested. A letter had been sent to Paula Vennels, CEO of Post Office Ltd.
- r. NCC Invoice for grass cutting for the 2014 Season. This had been paid following clarification of the number of visits made. 10 visits have been agreed as a minimum for the 2015 Season. NCC Local Services agreed that this number would appear on future quotations. It was **agreed** that T. Martin would keep a record of the number of visits during the 2015 season.
- s. Wylam Parish Council Accounts 2014/15. The financial records were passed to Mr. W. F. Phillips, the Parish Council's Internal Auditor. See **Item 32.4**.
- t. Resurfacing of path from Woodcroft Road to Jubilee Field. A. Mitcham had spoken to C. Dancer (MD of Northumbrian Roads Ltd.) regarding

drainage concerns. The Clerk had been contacted by owners of properties adjacent to the proposed scheme who had expressed serious concerns regarding drainage and parking. The scheme had been completed. It was **agreed** to ask Tyne Valley Woodlands Consultancy for a quotation to remove the trees on the west side of the access road. It was **agreed** that the parking situation and use of the road would be monitored and if necessary signage would be erected. It was **agreed** that the Parish Council would be responsible for future maintenance of the road in accordance with the power granted to it under the Highways Act 1980 sections 43 and 50.

- u. Missing road sign at the entrance to The Dene. This would be reported to NCC as soon as possible.
- v. Horse Chestnut tree at Station Road. A quotation had not yet been received.

26. CONSIDERATION OF MATTERS ARISING FROM THE ANNUAL VILLAGE MEETING HELD ON 20th JUNE 2015.

There were no matters arising from the Minutes. It was noted, with disappointment, that very few residents had attended the meeting, despite the topical and very useful presentation on Superfast Fibre Optic Broadband from iNorthumberland.

27. REVIEW OF WYLAM PARISH COUNCIL'S DRAFT GRANTS POLICY.

After some amendments were made, the draft document was **approved**.

28. REPORT OF SITE MEETING WITH CSN SERVICES REGARDING PROPOSED WORK TO CHRISTMAS LIGHTING DISPLAY

A site meeting was held with CSN Services on 2nd June. Inspection of the trees showed that some wiring was digging into the bark and work would be done to rectify this. The cost of an outdoor socket would be too high and it was **agreed** to run the lights on the same system as last year. It was **agreed** to ask CSN to install a pole to carry the connecting cable to a higher position as soon as possible after discussion of this with Wylam Institute. It was **agreed** that the Clerk would let CSN know how many strings of lights were already available so that CSN could advise on how many lights strings to purchase in order to replace outdated lighting on the trees nearest the Institute.

29. CONFIDENTIAL ITEM: TO REVIEW M. HADDEN'S (VILLAGE HANDYMAN) APPRAISAL.

The Council passed 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).

M. Hadden's Appraisal was **noted** and **approved**.

30. CORRESPONDENCE RECEIVED SINCE LAST MEETING 11/05/15

A list of correspondence received since the last meeting (11/05/15) 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.

31. 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> .**

31.1 Planning Applications considered by Parish Council since last meeting 11/05/15

None.

31.2 Planning Applications approved by NCC since last meeting 11/05/15

15/01085/FUL 19 Hackworth Gardens, Wylam.
Two-storey side extension and single storey sun room extension.

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

31.3 Planning Applications withdrawn since last meeting 11/05/15

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

31.4 Planning Applications refused permission by NCC since last meeting 11/05/15

None.

32. FINANCIAL MATTERS

32.1 Report on Income Received since the last meeting (11/05/15)

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

DATE	SOURCE	AMOUNT
18/05/15	S. Loveday - rent	£1,000.00

The report was **accepted**.

32.2 Consideration of Schedule of Payments to be approved at the meeting (08/06/15).

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
12/05/15	Tyne Valley Woodlands	Tree & landscaping at The Dene	103051	025	£540.00
19/05/15	CPRE	Sub. 2015/16	103052	026	£36.00
21/05/15	Clavering Stationers	Toner	103053	027	£59.99
28/05/15	Gilpin Press	Globe (1)	103054	028	£438.61
28/05/15	NCC	Payroll May 2015	103055	029	£914.14

b. Wylam Post Office Payments Schedule.

Inv. Date	Payee	Details of supply	Chq.No.	Voucher	Total
29/05/15	Todd & Cue Insurance	PO insurance	100031	PO-001-15	£505.06

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

32.3 Consideration of Requests for Financial Assistance received since last meeting 11/05/15.

A request had been received from Wylam Cricket Club for a donation towards purchase of a grass cutter for the wicket square. It was **agreed** to award the Cricket Club £250.00.

- 32.4 Consideration of the Report of the Internal Auditor on Wylam Parish Council's Accounts for the Financial Year Ended 31 March 2015.
Mr. F. Phillips reported that the Parish Council's Accounts and financial information for the Financial Year ended 31 March 2015 were in order. His report was **accepted**.

33. REPORTS

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

- a. Museum (B. Japes; T. Martin)
It was **agreed** to send the Loan Agreement to the Aln Valley Railway Trust to the organisation's address.
- b. Wylam Playing Field Association (A. Francis)
A. Francis reported that planning for the Summer Fair was well advanced. The fencing round the tennis court area had been removed and a decision would soon be made on the design of replacement fencing. £1,000 towards the work had been received from NCC's Community Chest Fund and other sources of funding were being pursued. Vandals had upended flower tubs at the field. Wylam's adult football team was to be discontinued.
- c. Joint Burial Committee (S. Barlow; M. Gillis)
The next Committee meeting would be on 23rd June 2015.
- e. Wylam Institute Committee (A. Mitcham).
The Committee was currently ordering new chairs. Hand dryers were to be installed in the cloakrooms. The floor of the Munro Hall had been sanded. The building was to be valued for insurance purposes.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).
The next meeting would be on 14th June 2015.
- g. NCC Area West Committee (T. Martin).
This Committee would now meet bi-monthly.
- h. Local Multi-Agency Partnership (LMAP). (B. Japes).
The next meeting would be on 13th June.

34. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Cycling on Wylam Bridge. An email had been received from a Wylam resident complaining of harassment and abuse by cyclists on the bridge. It was **agreed** that B. Japes would raise the issue at the next meeting of NCC's LMAP.
- b. Dog fouling near Tyne View. In response to an email received from a resident of Tyne View, it was **agreed** to advise the resident to contact NCC's Environmental Health department.

- c. Car parking charges at Wylam Station Car Park. It was **agreed** that the Parish Council would write to Northern Rail about the issues involved. Evidence suggested that the car park was now under-used as the surrounding streets and the free car park at Tyne Riverside Country Park were now used instead.
- d. Local Services. It was **agreed** that the Parish Council would request a meeting with NCC's Local Services to discuss grass cutting and other issues in Wylam Parish.
- e. NCC's grass cutting service. It was **noted** that the grass on Holeyn Hall Road had not been cut as far as the Parish Council's hedge. It was **agreed** that this would be reported to NCC. The perennial problem of grass in all areas not being cut short enough and the cuttings left lying was also noted.
- f. Review of Tree Warden's Job Specification. It was **agreed** that the Clerk would circulate this for review by members.
- g. Northumberland Association of Local Councils - Training offers. It was **noted** that training sessions were being offered for Councillors, Chairman and Clerk.
- h. National Association of Local Councils - Local Councils Award Scheme. This replaces the Quality Parish Council award scheme. It was **agreed** that the Clerk would investigate the scheme further.
- i. PGA Golf Tournament at Close House, Heddon on the Wall. It was **noted** that communication between Close House and Wylam Parish Council could be improved. Information about the closure of Bluebell Lane had been received via County Councillor Paul Kelly.

35. DATES OF FUTURE MEETINGS

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

- 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.

