



Wylam Parish Council

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

Councillors Present: Mr. S. Barlow, Mrs. R. Creighton, Mrs. M. Gillis, Mr. B. Japes, Mr. T. Martin (Chairman of meeting).

Also Present: Mrs. D. Carney (Clerk); 1 member of the public.

36. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs. A. Francis, Mr. A. Mitcham and Mr. W. Nicholson and from County Councillor Paul Kelly.

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

T. Martin declared an Interest in **Item 50.2a.**

38. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were put.

39. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly had submitted a written report on the following matters:

- a. Ovingham Cemetery drive. Councillor Kelly would contribute £6,240.00 towards improvement work to the drive.
- b. Woodvale Gardens hedge. Paul Jones, head of Neighbourhood Services has noted the need to investigate evidence from the Land Registry and elsewhere on the boundaries of Woodvale Gardens' properties. It was **noted** that after part of the wall collapsed some years ago, Northumberland County Council (NCC) had repaired it and acknowledged ownership of the wall.
- c. Resurfacing work at access track from Woodcroft Road. Councillor Kelly had viewed the finished scheme and thought it good value for money. The Parish Council had received many favourable comments on the work.
- d. Car parking charges at Wylam Station. Paul Jones had been notified of concerns about cars parking on Elm Bank Road as a result of charges at the station car park.

- e. Education. The plan to completely rebuild Alnwick High School has triggered a consultation on the case for converting feeder First schools to primary schools.

40. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 8th JUNE 2015.

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

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

- a. Love Northumberland Awards 2015. A Wylam resident had been nominated.
- b. Road markings in Wylam village. It was noted that road markings had been renewed at various locations in the village but that no junction markings had appeared at The Crescent. It was **agreed** that the Clerk would contact NCC to pursue this.
- c. Public amenity land on the Dene Estate. Members of the Parish Council met with David Hunt of Northumberland County Council's (NCC) Local Services on 19th June. (See Item 47). The resident had been advised to contact NCC regarding proposed fencing of land adjacent to his property on Dene Road.
- d. Wylam Parish Council's website. The Working Group met on 17th June. It was noted that the requirements of the National Association of Local Council's Local Council Award Scheme have implications for the content of the website. (See Item 46). It was **agreed** to ask Gilpin Press for an electronic copy of The Globe.
- e. Tyne Rivers Trust – treatment of Japanese Knotweed. No further update had been received.
- f. Maintenance of village benches. No quotation had yet been sought.
- g. Loan Agreement with the Aln Valley Railway Trust. The Loan Agreement had been sent to the organisation's address.
- h. Assets of Community Value. The NCC requirements had not yet been studied in depth.
- i. Daffodils on Holeyn Hall Road. B. Japes confirmed that he had spoken to the appropriate person at Northumbrian Water Ltd. and had sent photographs of the daffodil display and that the matter was being dealt with.
- j. Wylam Post Office. A reply had been received from Paula Vennels, CEO of Post Office Ltd. but did not contain any new information.

- k. Resurfacing of access road from Woodcroft Road to the Jubilee Field. This scheme is now almost complete, with the western footpath remaining to be resurfaced. Many positive comments had been received by members of the Parish Council.
- l. Missing road sign at The Dene. This had been replaced.
- m. Work to Horse Chestnut tree at Station Road. A quotation had not yet been received. A reminder would be sent to the contractor.
- n. Work to Christmas lighting display. The proposed work had not yet been discussed with Wylam Institute. CSN Services had been asked to provide an estimate of the number of new lights needed, but no reply had been received to date. This would be followed up by the Clerk.
- o. Cycling on Wylam Bridge. See LMAP report at **Item 51g.**
- p. Dog fouling near Tyne View. The resident had been advised to report the problem to NCC via its website. The Clerk had provided some NCC signs to be placed in the area.
- q. Car parking charges at Wylam Station. The Clerk had written to Northern Rail and the reply received had been copied to members.
- r. Tree Warden's Job Specification. See **Item 44.**
- s. National Association of Local Councils' Local Council Award Scheme. See **Item 46.**

42. REVIEW OF WYLAM PARISH COUNCIL'S GRIEVANCE PROCEDURE.

A copy of the draft document had been circulated to members prior to the meeting. Several amendments were **agreed** and the document was then **approved**.

43. REVIEW OF WYLAM PARISH COUNCIL'S DISCIPLINARY PROCEDURE.

A copy of the draft document had been circulated to members prior to the meeting. Several amendments were **agreed** and the document was then **approved**.

44. TO REVIEW THE JOB DESCRIPTION FOR THE VILLAGE TREE WARDEN.

Several amendments were **agreed** and the document was **approved**.

45. CONFIRMATION OF THE NCC SCHEME MONITORING REPORT FOR WORK TO ACCESS PATH TO JUBILEE FIELD FROM WOODCROFT ROAD.

A copy of the draft response had been circulated to members prior to the meeting. Several amendments were **agreed** and the Scheme Monitoring Report was **approved**.

46. CONSIDERATION OF INFORMATION ON THE NATIONAL ASSOCIATION OF LOCAL COUNCILS' LOCAL COUNCIL AWARDS SCHEME.

A copy of information on the scheme and the requirements for a Foundation Award had been circulated to members prior to the meeting. The information was noted and it was **agreed** to review it again once the Parish Council's new website was live.

47. CONSIDERATION OF REPORT OF MEETING WITH NCC LOCAL SERVICES.

A meeting was held with David Hunt of NCC Local Services on 19th June. A copy of the meeting report had been circulated to members. It was noted that the meeting had highlighted several issues that were in the remit of NCC Highways. It was **agreed** that these would be followed up. It was **agreed** that B. Japes would forward information on obscured street lighting to NCC Local Services. The encroachment of vegetation onto the footpath on Holeyn Hall Road would be reported. It was noted that an area of public amenity land behind Dene Road had been cleared of weeds as a direct result of the meeting. David Hunt had agreed to deal with other priority areas on the Dene Estate. It was **agreed** that a letter of thanks would be sent to David Hunt and that a further meeting would be sought in early Autumn. It was also **agreed** to arrange a meeting with Martin King of NCC Highways in October, following completion of the survey and submission of priorities for the 2016/17 Local Transport Plan.

48. CORRESPONDENCE RECEIVED SINCE LAST MEETING 08/06/15

A list of correspondence received since the last meeting (08/06/15) is attached for information only.

The following items were noted:

- a. NCC Town & Parish Councils Conference. This would be held in September. Last year's event had proved very useful.
- b. Parish Liaison Working Group. Minutes of meeting. T, Martin attends on behalf of the East Tynedale Parish & Town Councils Forum.
- c. Letter regarding cycling on Wylam Bridge. It was noted that this contained several inaccuracies. It was **agreed** that a reply would be sent to the resident concerned.
- d. Complaint from Hagg Bank resident following the Wylam Summer Fair. See report from Wylam Playing Fields Association (**Item 51b**).

49. 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> .**

49.1 Planning Applications considered by Parish Council since last meeting 08/06/15

15/01791/FUL 2 Railway Cottages, Hagg Bank.
Removal and replacement of roof structure to increase height, perimeter external wall and roof ridge.

WPC Comment: No objections.

15/01648/FUL Land east of Wylam Institute, Church Road, Wylam.
Construction of new 2-storey detached dwelling with duo pitched roof.

WPC Comment: The Parish Council would like to see a full appraisal of access to the site prior to a decision on this application. The site is accessed through a narrow lane and the car park of the neighbouring Ship Inn, which is owned by Newcastle Brewery. The site is also overlooked by Wylam Institute and there may be noise issues during the summer months as the fire escape doors facing the site of the proposed scheme are often opened for ventilation during events.

49.2 Planning Applications approved by NCC since last meeting 08/06/15
None.

49.3 Planning Applications withdrawn since last meeting 08/06/15
None.

49.4 Planning Applications refused permission by NCC since last meeting 08/06/15
None.

50. **FINANCIAL MATTERS**

50.1 Report on Income Received since the last meeting (08/06/15)

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
08/06/15	Interest- Museum A/c	£1.46
08/06/15	Interest – Bus. Premium A/C	£2.31
08/06/15	Interest – Play Equip. A/C	£0.26

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
18/06/15	S. Loveday - rent	£1,000.00

The report was **accepted**.

50.2 Consideration of Schedule of Payments to be approved at the meeting (13/07/15).

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
03/06/15	JRB Enterprise	12,000 poop scoop bags	103056	030	£191.52
05/06/15	Wylam Nurseries	Plants/baskets	103057	031	£445.20
08/06/15	Wylam Cricket Club	Donation	103058	032	£250.00
09/06/15	Northumbrian Roads Ltd.	Access track resurfacing	103059	033	£11,759.71
29/06/15	NCC	Payroll – June 15	103060	034	£931.74
30/06/15	Bespoke Design	Computer set up & hard drive destruction	103061	035	£120.00
13/07/15	Mrs. D. Carney	Clerical expenses 06/01-16/06/15	103062	036	£178.01
13/07/15	Ovingham Joint Burial C'ttee	Precept 1	103063	037	£2,295.00
01/07/15	NCC	Falcon Centre rent (1)	103064	038	£300.00
01/07/15	CAN	Donation	103065	039	£75.00
06/07/15	Tyne Valley Woodlands	Tree & vegetation removal – access track	103066	040	£240.00
10/07/15	Clavering Stationers	Toner	103067	041	£47.98
11/07/15	St. Oswin's Church PCC	Hire of hall for Annual Village Meeting	103068	042	£24.00

b. Wylam Post Office Payments Schedule.

Signed.....Date...14/09/2015..... 6
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No invoices had been presented.
The schedules of payments were **approved** and the cheques duly signed.

50.3 Consideration of Requests for Financial Assistance received since last meeting 08/06/15.

No requests had been received.

50.4 Consideration of quotation for purchase of office furniture. A quotation of £228.00 (a discount of 20% on catalogue prices) had been received from Clavering Stationers for a drawer stack and a printer table. The quotation was **accepted**.

51. **REPORTS**

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

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

B. Japes reminded members of the Parish Council's intention to form a Museum Management Group, an intention which had so far not been implemented. This was **noted**. B. Japes also reminded members of the need to dispose of objects stored at the Museum. It was **agreed** that a plan for this would be developed. Overgrown vegetation outside the Falcon Centre was noted and it was **agreed** that M. Gillis would ask M. Hadden to clear weed growth in the yard.

b. Wylam Playing Field Association (A. Francis)

A. Francis had submitted a written report which was read to the meeting. The Summer Fair had been well-attended and a profit of around £14,000 was expected. Some anti-social behaviour incidents related to consumption of alcohol brought onto the field had occurred. A very productive meeting had been held between WCPFA Committee members and Inspector Julie Cole on 9th July to discuss these incidents and wider issues of youths gathering on the field on Friday and Saturday evenings. WCPFA intends to install signs indicating that no unauthorised alcohol is permitted on the field. This will enable Police called to any incident involving alcohol to issue a dispersal notice. Inspector Cole promised that as staffing permitted, she would try and arrange for a higher Police presence to visit the field on weekend evenings. One quotation for refurbishment of the tennis court area had been received and the Committee plan to obtain a further 2 quotations before making a final decision. The favoured plan is to install a low-fenced football/basketball area at one end of the court, leaving the other end as a free play area. This may have to be a phased project depending on cost.

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

The Committee had met on 23rd June 2015. M. Gillis had stepped down as Chair and S. Barlow had been elected as Chair, with an Ovingham Councillor as Vice-Chair. County Councillor Paul Kelly was

thanked for his contribution towards work on the cemetery drive. (See also **Item 39a**). T. Martin thanked M. Gillis for her many years of service as Chair of the Committee.

- e. Wylam Institute Committee (A. Mitcham).
No report was tabled.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).
The Forum had met on 14th June 2015 and the next meeting would be on 14th July. Membership of the Forum now straddles both the Central and West Areas of Northumberland.
- g. NCC Area Central Committee (T. Martin).
No report was tabled.
- h. Local Multi-Agency Partnership (LMAP). (B. Japes).
B. Japes had submitted a written report on the meeting of 30th June. Ian Bilham, NCC Strategic & Community Safety and Licensing Manager had indicated that LMAP meetings would now focus on strategic matters, with many local issues being passed to specific specialist committees to be dealt with. There was a presentation on Domestic Abuse/Sexual Violence by Allan Brown of NCC. The Fire & Rescue Service reported that the number of deliberately started fires had increased since 1 April 2015 with most occurring in the Prudhoe and Hexham areas. A Police report emphasised that crime levels throughout Tynedale are very low. Among the Wylam issues discussed were the following:
 - no further incidents reported at the Falcon Centre;
 - continued vandalism at Wylam Playing Field, local vigilance and reporting was advised;
 - Wylam Summer Fair – anti-social behaviour. (See **Item 51b**).
 - Cycling on Wylam Bridge. B. Japes raised this at the meeting. There was little discussion and it was resolved to refer the issue to the NCC Road Safety Committee. This had been done a few years ago with no result. B. Japes agreed to continue to try to keep the issue in the spotlight.

52. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Village Walk for members. This had taken place on 9th June.
- b. Himalayan Balsam, Giant Hogweed and Japanese Knotweed survey. T. Martin and D. Carney had visited sites of invasive plants with D. Peel. D. Peel would forward GPS locations for Japanese Knotweed and this information would be forwarded to Mike Jeffrey of NCC Countryside Services. B. Japes agreed to pull out Ragwort plants in the Nature Reserve.
- c. Charlie's Corner. T. Martin would reinstate the 'No Dogs' sign which had been knocked over during recent vegetation strimming.

- d. Notice Boards in the Nature Reserve. It was noted that T. Martin had repainted the frames.
- e. Damaged Crack Willow in the Nature Reserve. As this could threaten users of the lower path, T. Martin agreed to seek a quotation for pollarding of the tree from Tyne Valley Woodlands Consultancy (TVWC). The Clerk would remind TVWC that quotations for felling the Plantation riverbank trees and for work to the Horse Chestnut on Station Road had been requested.
- f. NCC Local Transport Plan 2016/17. It was noted that notice of this had been received, with a deadline for submission of priorities of 25th September 2015. B. Japes agreed to survey village highways.
- g. Refurbishment of village benches. The Clerk would seek a quotation to present to the next meeting of the Parish Council.
- h. Hagg Bank Play Area hedge. Following a complaint from a resident that overgrowth of the hedge was endangering young children using the area, the Clerk had asked David Hunt to arrange for the hedge to be trimmed as soon as possible in accordance with the annual contract. So far no action had been taken.
- i. NCC Planning Training. B. Japes had attended a training session which had been very useful. He would forward the handouts to members and to the Clerk. The Planning Officers present had emphasised their willingness to answer queries from local councils. It was the intention to hold 2 or 3 training sessions for local councils per year.
- j. Copy of Wylam Globe for Heddon resident. It was **agreed** to post a copy to the resident.

53. DATES OF FUTURE MEETINGS

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

- 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 14th 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 9.05pm.

