



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 10th OCTOBER 2016 AT 7.00 p.m. IN THE INSTITUTE**

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

Also Present: Mrs. D. Carney (Clerk); 5 members of the public.

78. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs. A. Francis, Mrs. R. Creighton, and from County Councillor Paul Kelly.

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

T. Martin declared a DPI in Item 64g.

80. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were put.

81. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly was not present at the meeting and had presented a written report on the following matters:

- a. Planning. At the Excellence Awards, Northumberland County Council's (NCC) Planning team had been awarded best team performance of 2016 for radical improvement in speed of processing and successful outcomes of applications.
- b. Planning Application for Wylam Cooperative Store. Councillor Kelly had arranged for provision of a full set of papers for local residents. He has informed the NCC Planning department of the concerns of local residents.

82. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th SEPTEMBER 2016.

At Item 61a, "PC Kevin Oates" was changed to "Inspector Kevin Oates". Mr. T. Martin's designation was changed from "Chairman" to "Vice-Chairman." The Minutes were then **agreed** to be a true record of proceedings and signed by the Chairman.

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

- a. Proposed Cooperative Store. A Planning Application was validated on 28th September and a hard copy had been received. It was **agreed** that the application would be considered and commented upon by the whole Parish Council, not just the Planning Advisory Group. It was **agreed** that the Parish Council would meet with representatives of the residents directly affected by the proposed store on Monday 17th October at 7.30pm.
- b. Neighbourhood Plan for Wylam. See **Item 84.**
- c. Traffic in Wylam following re-opening of Ovingham Bridge. There had been no indication from NCC of repair work to reinstate Wylam Wood Road as a single track road with passing places. It was **agreed** that the Parish Council would contact County Councillor Paul Kelly about this.
- d. Request for junction markings at The Crescent. It was **agreed** to contact County Councillor Paul Kelly, as NCC had not responded to the Parish Council.
- e. Maintenance of village benches. No further progress.
- f. Falcon Centre maintenance. The weeds had been cut back and the exterior now looks neater. Exploratory discussions are to take place with NCC about possible future arrangements for managing the facility. No meeting has yet been arranged.
- g. Assets of Community Value. **Item 83f** above may be relevant to this as time progresses.
- h. Damaged riverside path east of Stephenson Terrace. No further report from NCC is available. T. Martin, having declared a DPI in this item, reported that the barriers had been repeatedly forced apart and that use of the path was increasing despite warning notices and the obviously dangerous condition of that section of path. It was noted that NCC had not provided notices giving alternative directions despite having been asked for these by the Parish Council.
- i. Wylam Parish Council website. The Clerk's training had been postponed until 12th October.
- j. Proposed resurfacing of track north of the Plantation. No specification is yet available.
- k. Back lane at Wylam Wood Road. No response had been made to the Parish Council or to the residents concerned.

- l. Terms of Reference for Planning Advisory Group. See **Item 85**.
- m. Review of Hagg Bank Play Area. See **Item 86**.
- n. Works in the River Tyne at Wylam Haughs by Wylam Angling Club. Tristan Drought of the Environment Agency had confirmed that there no permission had been granted for the works. Wylam Angling Club had applied for the wrong permit. The Environment Agency had notified Wylam Angling Club that a form of enforcement action would be carried out against it.
- o. Gentoo: Section 106 funding for the play area at Hedley Meadows. A copy of the letter has been sent to NCC's Planning department. A letter has also been sent to Gentoo confirming the Parish Council's decision not to adopt the play area. NCC's officer dealing with Section 106 funding had confirmed that Gentoo would now be able to claim the £42,240.00 funding for maintenance. It was **agreed** that the Parish Council would contact NCC Planning department regarding the position of the Play Area.
- p. Purchase of RBS Rialtas Accounting software. This had been deferred until after the Half Year Financial report. The cost of "mileage" would be checked as agreed prior to any order.
- q. NCC: additional grass cutting. The Clerk had asked Stephen Wardle to provide a quotation for an additional early cut in the 2017 season.
- r. Museum. The souvenir offering had not yet been reviewed.
- s. Gardening work for 3 – 4 Laburnum Terrace, Wylam. This had not yet been investigated.
- t. Gentoo Hedley Meadows development – tree & hedge damage. Gentoo had been notified as agreed. No reply had been received to date.
- u. Highway & pavement condition survey. The results had not yet been fully collated. It was **agreed** that, in future years, perhaps after the election of a new Parish Council in May 2017, a member of the Parish Council should be responsible for collating members' surveys on a template and then forwarding this to the Clerk.
- v. Street lighting renewal: liaison with NCC. No progress had been made.
- w. Quotation for work to Holeyn Hall Road hedge. No quotation is yet available. It was noted that the accessible area of the hedge was limited by building works. A quotation for this restricted area would be brought to the next meeting of the Parish Council.

- x. Chinese Field/Jackson Road: quotation for gardening work. This would be brought to the next meeting of the Parish Council.

84. REVIEW OF THE RATIONALE FOR A NEIGHBOURHOOD PLAN FOR WYLAM.

The Clerk had met with David English on 3rd October to consult on this matter, on the grounds that the Neighbourhood Plans Roadmap Guide published by Locality states (p.10):

“The decision on whether to produce a Neighbourhood Plan, or to identify the scope and content of the plan, depends to a significant extent on the adequacy of existing local policies contained in the Local Plan (Core Strategy). If existing policy is robust and relevant to the neighbourhood area in question, then there may be no need for a Neighbourhood Plan, or a simpler and more selective plan could be produced. A review of existing policy and discussion with the local planning authority should help to make this clear.”

The Clerk tabled a written report summarising David English’s advice. He had emphasised that there must be a clear rationale for any Neighbourhood Plan (NP) and that NCC matters and responsibilities do not come under its remit.

It was **agreed** that:

- Wylam Parish Council and residents would draw up a “wish list” for Wylam. This would be co-ordinated via a questionnaire in the March issue of the Globe and the website. The wording of the questionnaire had yet to be produced.
- Any NP work would not begin until after Parish Council elections in May 2017. The NCC Local Development Plan Core Strategy would be closer to approval and David English would be better able to supply personnel to support the process.

It was **noted** that David English had emphasised that producing a Neighbourhood Plan was an onerous process in terms of time, organisation and personnel and these factors should be seriously considered before embarking on the exercise.

85. REVIEW OF THE TERMS OF REFERENCE FOR THE PLANNING ADVISORY GROUP.

A revised draft document had been circulated to members prior to the meeting. After discussion and several amendments, the Terms of Reference were **agreed**. The document would be published on the Parish Council’s website.

86. REVIEW OF FACILITIES AND CONDITIONS AT HAGG BANK PLAY AREA FOLLOWING WICKSTEED’S PLAY AREA SAFETY REPORT.

T. Martin had inspected the Play Area and his report and recommendations had been circulated to members prior to the meeting. It was **agreed** that arrangements should be made to cut back brambles early in the summer. It was further **agreed** that the operator sign would need to be replaced in 2017. It was further **agreed** that the Clerk would contact Neil Dawson of NCC to assess progress on the provision of a bench.

87. CORRESPONDENCE RECEIVED SINCE LAST MEETING 12/09/16

A list of correspondence received since the last meeting (12/09/16) 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.

- a. It was **noted** that the Clerk was in correspondence with NCC regarding a TTRO for Remembrance Sunday.
- b. It was also noted that a complaint had been received from a resident of Woodcroft Road regarding parking and access to his gateway. It was **agreed** to advise the resident to contact the Police in case of future difficulties.

88. 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> .**

88.1 Planning Applications considered by Parish Council since last meeting (12/09/16)

16/02997/PRUTPO Fairholme, The Crescent, Wylam.

Application to reduce Lime tree subject to TPO T3.

WPC Comment: The application does not appear to contain a stated reason for the works. The tree appears to be young and healthy. If epicormics growths are present, it suggests that the tree has been damaged in some way. In this case, any surgery is likely to cause more epicormics growths. The tree is very close to buildings, especially garages, which will be well within the zone of root influence. The tree may be stressed, as much of the area is covered in impermeable materials, so some canopy management may be needed. The application is insufficiently detailed.

16/03112/PRUTPO Land to South East of 79 Dene Road, Wylam.

TPO application to reduce the height of 1 no. Sycamore by a maximum of 2 metres and reduce crown spread by a maximum of 1 metre.

WPC Comment: There is no stated reason for the application, but it must relate to the proximity of the Sycamore to houses and garages. It therefore seems reasonable to reduce the canopy in the manner

described. Provided that the work is carried out sympathetically it should not damage the tree or impair its appearance.

16/02871/LBC The School House, Main Road, Wylam.
Listed Building Consent: Construction of drive in Marshalls Conservation Setts (gravel). Erection of timber garden fence between garden and drive.

WPC Comment: Support the application.

88.2 Planning Applications approved by NCC since last meeting (12/09/16)
None.

88.3 Planning Applications withdrawn since last meeting (12/09/16)
None.

88.4 Planning Applications refused permission by NCC since last meeting (12/09/16)

16/01869/OUT Land South of Wylam Station, Station Road, Wylam.
Outline application for four new dwellings and associated access (some matters reserved).

89. FINANCIAL MATTERS

89.1 Report on Income Received since the last meeting (12/09/16)
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
05/09/16	Interest –BPA	£1.21
05/09/16	Interest – Museum a/c	£1.13
05/09/16	Interest – Business Saver a/c	£0.73
05/09/16	Interest – Play Equip a/c	£0.29
12/09/16	NCC – Precept 2	£19,000.00
16/09/16	HMRC VAT refund	£4,411.14

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
12/09/16	SE Loveday – rent	£1,000.00

The report was **accepted**.

89.2 Consideration of Schedule of Payments to be approved at the meeting (10/10/16).

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
21/09/16	BDO LLP	Audit Fee	103178	054	£360.00
29/09/16	NCC	Payroll recharge – Sept	103179	055	£920.65
30/09/16	Spar, Wylam	Courant to Library 04/15 – 04/17	103180	056	£105.30*
01/10/16	NCC	Falcon Centre Rent (2)	103181	057	£300.00

b. Wylam Post Office Payments Schedule.

No invoices received.

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

89.3 Consideration of Requests for Financial Assistance received since last meeting (12/09/16).

a. Wylam Winter Tales Festival. A copy of the Grant Application form had been circulated to members prior to the meeting. The application for £506.00 to cover advertising and publicity was **agreed**.

b. Wylam Road Safety Group (Lynn Clarke). Request for funding for a chaperone for the Ovingham School Bus homeward route to south Wylam. A copy of the Grant Application form had been circulated to members prior to the meeting. The application for £3,600.00 was **refused**. The grounds for refusal were:

- that a chaperone, who would in effect be acting as a school crossing attendant, had no authority to act where a designated crossing point was not in place;
- that it is parents' responsibility to make sure their children are safe after they get off the school bus.

It was **noted**

- that crossing places for both buses were in areas of heavy through traffic and that an initiative by the Parish Council to get the bus stops moved had not been successful.
- That the Police had hosted a hard-hitting road safety event at Ovingham Middle School.
- That parents were now meeting children from the school bus. It was suggested that parents should establish a rota for this.

It was **agreed** that the request should be referred to NCC's school transport and road safety departments.

89.4 To consider quotations received.
None had been received.

89.5 BDO LLP's report on Wylam Parish Council Audit 2015/16.
A copy of the Annual Return had been circulated to members prior to the meeting. Notices of Completion of Audit had been placed on village notice boards and in Wylam Library. BDO LLP had not identified any issues. It was **agreed** that the Clerk be thanked for her work.

89.6 Wylam Parish Council's Half Year Accounts and Financial report.
The documents had been circulated to members prior to the meeting and no issues were raised. Members expressed appreciation of the Clerk's work.

90. REPORTS

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

- a. Museum (B. Japes, T. Martin)
It was **agreed** that the model locomotives would be lubricated. Two noticeboards belonging to the Parish Council had been left out for use by the Library. It was **agreed** that a Management Group would be set up. It was further **agreed** to contact the AIn Valley Railway regarding items on loan with a view to getting the Loan Agreement signed and returned.
- b. Wylam Playing Field Association (A. Francis).
No report.
- c. Ovingham Joint Burial Committee (S. Barlow, R. Creighton)
S. Barlow reported that the Committee had yet to meet.
- d. Tree Warden (S. James).
No report.
- e. Wylam Institute Committee. (A. Mitcham).
The Committee had not met.
- f. East Tynedale Community Forum (T. Martin).
The next meeting would be on 12th October.
- g. NCC Central Area Committee. (T. Martin)
T. Martin tabled a written report of this meeting. Presentations had been made on *Geared Up* (a cycling and walking initiative to promote health and well-being) and the *Dark Skies* project.
- h. NCC West Area CoSH (B. Japes).
The next meeting would be on 7th November.

91. MINOR ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Proposed removal of Wylam's BT Phone Box. It was **agreed** to explore the possibility of keeping the phone box and placing a defibrillator in it. The possibility of placing a defibrillator at the former Post Office would also be explored. A Wylam resident had offered to part-fund a defibrillator. It was **agreed** that this item would appear on the agenda of the next meeting to enable full discussion.
- b. Graffiti on the toilet block on Main Road. This had not been removed, despite NCC being notified and agreeing to do so. It was **agreed** to approach NCC again.
- c. Provision by Wylam Nurseries of a Christmas Tree at Charlie's Corner. This was **agreed**.
- d. Christmas Jolly request for Christmas tree outside the former Post Office. This was **agreed**.
- e. Street lighting renewal programme. It was **agreed** to engage with NCC on this.
- f. Removal of tree on north side of Engine Dene close to Denecroft. As a resident of Denecroft, S. Barlow had agreed this in consultation with NCC's Tree Officer. This work and additional work to the trees near the fence with Denecroft would be carried out in 2017.
- g. Parish Council Budget 2017/18. A preliminary meeting was arranged for Monday 24th October.
- h. Noticeboard headers. T. Martin would attach these.

92. DATES OF FUTURE MEETINGS

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

- Monday 14th November 2016 at 7pm.
- Monday 12th December 2016 at 7pm.
- Monday 9th January 2017 at 7pm.
- Monday 13th February 2017 at 7pm.
- Monday 13th March 2017 at 7pm.
- Monday 10th April 2017 at 7pm.
- Monday 8th May 2017 at 7pm. (Annual Meeting of the Parish Council)

The meeting closed at 9.15pm.

