



## *Wylam Parish Council*

<p><b>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 12<sup>th</sup> DECEMBER 2016 AT 7.00 p.m. IN THE INSTITUTE</b></p>
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**Councillors Present:** Mr. S. Barlow, Mrs. A. Francis (arrived 8pm); Mrs. M. Gillis, Mr. B. Japes (Chairman of Meeting), Mr. A. Mitcham.

**Also Present:** Mrs. D. Carney (Clerk); County Councillor Paul Kelly; Mr. Sam James (Village Tree Warden).

**107. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs. R. Creighton, Mrs. A. Francis (for late arrival), Mr. T. Martin and Mr. W. Nicholson.

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

None declared.

**109. QUESTIONS FROM MEMBERS OF THE PUBLIC**

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

**110. REPORT FROM COUNTY COUNCILLOR PAUL KELLY**

Councillor Kelly reported on the following matters and answered members' questions:

- a. Strategic Planning. The Committee is currently very busy with applications for large housing developments. 3,037 dwellings have been consented. The proposed development of the Dissington Estate could provide a further 2,000 dwellings. Northumberland County Council's (NCC) policy is in line with that of central government, to create more sustainable communities to rebalance the ageing population profile outside SE Northumberland and thus promote economic growth in the county.
- b. Cabinet discussions have included the full reorganisation of Ponteland schools and the leisure centre with £57 million of funding from NCC; the reorganisation of Children's Services to save £300,000 and a review of NCC's Council Tax Base and rent-setting policy. The Social Rent will be applied to all properties in NCC ownership.
- c. County Hall. The sale price achieved for the Morpeth site is greater than first estimated which will boost NCC spending power in other areas of the County. Plans for the site are yet to be confirmed, but are

likely to include housing, a primary school, with a convenience store, filling station and hotel on the Fire Station site.

- d. Local Transport Plan 2017/18. Priorities have now been decided. Improvements to Ovingham Road, Wylam are in 12<sup>th</sup> place and improvements to Main Road, Wylam are in 28<sup>th</sup> place. All Wylam highway improvements requested by the Parish Council and residents are being considered as a whole at NCC's design office. In view of the approval given for the Coop Store, a redesigned crossing point at the Fox & Hounds Inn will be brought forward to the 2016/17 financial year.
- e. Coop Alcohol Sales Licence. This has been approved as per the planning application as the licensing hours for the Wood Oven and the former Wylam Wine Lodge are/were until 11pm.
- f. Councillor's Small Schemes Fund. Councillor Kelly reported that he still had £15,000 available as a result of improvements to Horsley Road, Ovingham being turned down by Ovingham Parish Council. An application for re-setting cobbles at the rear of Wylam Wood Road is a potential contender for this funding.

**111. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2016.**

The Minutes had been distributed to members prior to the meeting and were **agreed** to be a true record of proceedings and signed by the Chairman of the meeting.

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

- a. Reinstatement of Wylam Wood Road. See **Item 110d** above.
- b. Junction markings at The Crescent. See **Item 110d** above.
- c. Damaged riverside path at End Stephenson Terrace. T. Fish had been asked for an update, but no reply had been received.
- d. Gentoo development: position of proposed play area. There had been no response to the email sent to NCC Planning department.
- e. Rialtas Alpha accounting software. Training had been completed. Uploading of historical accounting and banking data for 2016/17 had not yet been completed.
- f. Gardening work at 3-4 Laburnum Terrace. Examination of the terms of the Lease had confirmed that maintenance of the garden areas is the Tenant's responsibility. It was **agreed** to continue to pay for work to trim the ivy on the front and sides of the building each year.
- g. Highway and pavement condition survey 2016. All areas have now been reported on. The Clerk will collate the information and forward it to Stephen Wardle of NCC Local Services.

- h. NCC street lighting renewal programme. NCC had not yet been contacted.
- i. Neighbourhood Planning, Wylam. The wording for a call for residents to submit their 'wish list' for Wylam had not yet been finalised.
- j. Terms of Reference for Planning Advisory Group. The amended document had been posted on the website.
- k. Hagg Bank Play Area. The new bench had been installed and the old bench removed.
- l. Graffiti on public toilet block. NCC had been notified again. Local Services had added it to their work schedule.
- m. Ovingham Joint Burial Committee. See **Item 113**.
- n. Tree on Engine Dene. The Clerk had written to the resident detailing the Parish Council's decision. There is uncertainty as to whether this is on Parish Council or NCC land. It was **agreed** that the Clerk would verify this.
- o. BT Phone Box. NCC had been contacted to confirm the correct address of the box. NCC reports that it is liaising with BT to establish this.
- p. Gentoo: Sewer Closure Agreement. The Agreement is being examined by Caris Robson LLP Solicitors. Gentoo had confirmed to Caris Robson that it would pay the Parish Council's legal costs. B. Japes reported that the problem of large amounts of mud on Holeyn Hall Road near the site had improved. Gentoo is currently laying stone on the road layout at the site which should help.
- q. Museum: model of North Wylam Station. See **Item 115**.
- r. Clara Vale banner at Charlie's Corner. This was removed and is now in the Institute office. A Mitcham agreed to contact Clara Vale residents to enable it to be returned.
- s. Wylam entrance sign, Holeyn Hall Road. B. Japes confirmed that the metal sign is missing. The Clerk would send a letter to the owners of the land. It was **agreed** that further consideration would be given to replacing the sign at a later date.
- t. Listing of Wylam War Memorial. The Clerk had attended a Civic Voice workshop session on War Memorial Condition Surveys on 23<sup>rd</sup> November. The North East War Memorials group is currently undertaking work to list all War Memorials in North East England and so there is no need for Wylam Parish Council to duplicate this work.

- u. Wylam Parish Council's Budget for 2017/18. See **Item 115**.
- v. Wylam Parish Council's Half Year Internal Audit. A copy of the Internal Auditor's report is enclosed.

**113. CONFIDENTIAL ITEM: PROGRESS REPORT ON ARRANGMENTS FOR MANAGEMENT OF OVINGHAM JOINT BURIAL COMMITTEE.**  
 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 (sensitive information).

It was **noted** that the Clerk to the Ovingham Joint Burial Committee (OJBC) had resigned with effect from 1<sup>st</sup> November 2016 but had not yet handed over the financial documentation and records to Wylam Parish Council which is now the host Council for the Burial Committee. It was **agreed** that this was an urgent matter which S. Barlow and Diana Carney, the new Committee Clerk, would pursue. The next meeting of the Committee had been arranged for 10<sup>th</sup> January 2017.

**114. REVIEW AND APPROVAL OF WYLAM PARISH COUNCIL'S BUDGET FOR 2017/18.**

It was **agreed** that the Budget would be reviewed at a special meeting for Parish Council members at 6.30pm on Monday 9<sup>th</sup> January 2017, and would then be approved at the meeting of the Parish Council on the same evening.

**115. ARRANGEMENTS FOR DELIVERY AND INSTALLATION OF MODEL OF NORTH WYLAM STATION AT WYLAM RAILWAY MUSEUM.**

The model would be brought to Wylam on the weekend of Saturday 18<sup>th</sup> February 2017. B. Japes confirmed that a place had been identified for the model. It was **agreed** that detailed arrangements would be confirmed nearer the date of delivery.

**116. REPORT OF MEETING WITH NCC LOCAL SERVICES.**

The Clerk, T. Martin and A. Francis had attended this meeting on behalf of Wylam Parish Council. The Clerk had circulated written report to members. Greg Gavin of NCC Local Services had confirmed that there would be no cuts in frontline services in the 2017/18 financial year. However, between 2018 and 2020, cuts of £20 million a year would be required and NCC would be exploring ways of working jointly with local councils to maintain levels of service delivery. Local Councils were advised to make provision for extra costs in their precepts, but firm information from NCC was necessary if the Council Tax implications of this were to be justified to local electors. The Clerk had also attended the AGM of the Northumberland Branch of the Society of Local Council Clerks, where it had been agreed that close consultation with residents would be essential to find out which aspects of service delivery were most important to them.

**117. CORRESPONDENCE RECEIVED SINCE LAST MEETING 14/11/16**

A list of correspondence received since the last meeting (10/10/16) was attached for information only.

**118. 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> .**

**118.1 Planning Applications considered by Parish Council since last meeting (14/11/16)**

16/03643/FUL      Land adjacent to Coachman's Cottage, Wylam.  
Change of use of land to residential land & construction of a domestic garage.

WPC Comment: No objection.

16/02521/LBC      Brewery House, Ovingham Road, Wylam.  
Erection of railings on dwarf wall around garden & erection of Sky dish.

WPC Comment: No objection. The design of the railings meets requirements and the location of the satellite dish is consistent with meeting the requirements of achieving adequate reception whilst being relatively unobtrusive.

**118.2 Planning Applications approved by NCC since last meeting (14/11/16)**

16/00748/FUL      Falcon Centre, Falcon Terrace, Wylam.  
Partial change of use of Falcon Centre from storage and produce sales to operational bakery (amended description 07/11/2016).

**118.3 Planning Applications withdrawn since last meeting (14/11/16)**

None.

**118.4 Planning Applications refused permission by NCC since last meeting (14/11/16)**

None.

## 119. FINANCIAL MATTERS

### 119.1 Report on Income Received since the last meeting (14/11/16)

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
04/11/16	National Trust – postcards	£200.00

#### b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT
10/11/16	SE Loveday – rent	£1,000.00

The report was **accepted**.

### 119.2 Consideration of Schedule of Payments to be approved at the meeting (12/12/16).

The following schedule of payments is to be considered for approval at the meeting.

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	Legal power	Chq.No.	Voucher	Total
17/11/16	Rialtas Business Solutions Ltd.	Alpha accounting software package, set-up & training	LGA 1972 <sup>1</sup> s111	103195	071	£879.60
22/11/16	National Association of Local Councils	Local Councils Explained	LGA 1972 s111	103196	072	£64.99
24/11/16	Clavering Stationers	Stationery, toner	LGA 1972 s111	103197	073	£121.75
29/11/16	NCC	Payroll recharge	LGA 1972 s112	103198	074	£885.33
30/11/16	CSN Services	Xmas lights	LGA 1972 s144 & 145	103199	075	£3,368.40
03/12/16	Gilpin Press	Wylam Globe	LGA 1972 s142	103200	076	£449.25
12/12/16	Wylam Community	Maintenance Grant	LG (MP)Act	103201	077	£3,000.00

<sup>1</sup> LGA 1972 s 111: Local Government Act 1972, Section 111.

	Playing Fields Association		1976 s19 <sup>2</sup>			
12/12/16	Wylam Institute	Maintenance Grant	LG(MP)Act 1976 s19	103202	078	£3,000.00
12/12/16	Wylam Institute	Use of office payment	LGA 1972 s111	103203	079	£900.00
12/12/16	Prudhoe Community Band	Donation	LGA 1972 s145	103204	080	£50.00
12/12/16	M. Hadden	Expenses	LGA 1972s111	103205	081	£12.95
16/11/16	SLCC	Membership fee	LGA 1972 s 143	103206	082	£108.00

b. Wylam Post Office Payments Schedule.

Inv.Date	Payee	Details of supply	Legal power	Chq. No.	Voucher	Total
14/11/16	British Gas Services (Commercial) Ltd.	Careplan for 3-4 Laburnum Tce	LGA 1972 s111	100043	PO-05-16	£398.65

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

119.3 Consideration of Requests for Financial Assistance received since last meeting (14/11/16).

- a. Northumberland Theatre Company. Request for continued financial support. £50.00 has been allocated in the 2016/17 Budget. It was **agreed** that the allocation for 2017/18 will be confirmed when the 2017/18 Budget is approved at the next meeting of the Parish Council.

119.4 Consideration of quotations received.

- a. Tyne Valley Woodlands Consultancy: for tree work at Holeyn Hall Road hedge, Engine Dene and the Chinese Field.  
The quotation had been circulated to members prior to the meeting. It was **agreed** to accept the quotation of £200.00 plus VAT for work at Holeyn Hall Road hedge and the quotation of £520.00 plus VAT for the work at Engine Dene and the Chinese Field.

119.5 Report of the Internal Auditor on Wylam Parish Council's Accounts for the Half Year to 30th September 2016.

<sup>2</sup> LG(MP) Act 1976 s19: Local Government (Miscellaneous Provisions) Act 1976, Section 19.

A copy of the Internal Auditor's report had been circulated to members prior to the meeting. The report was **accepted** and the Clerk was thanked for her work in preparing the accounts.

**120. REPORTS**

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

- a. Museum (B. Japes, T. Martin)  
B. Japes reported he and T. Martin had disposed of non-essential items from the museum store which had made further storage space available here and, with the Library staff's permission, in a lockable cupboard outside the store. It was noted that the North Wylam Station Master's hand bell had been donated to the Museum and was in safe storage. B. Japes agreed to speak to P. Brooks about transfer of items currently held by him to the new storage space. It was noted that the labelling on exhibits needs refreshing.
  
- b. Wylam Playing Field Association (A. Francis).  
It was noted that A. Francis had resigned from the Committee, but would still report to the Parish Council on Playing Field matters. Anne was thanked for her work on the Committee during the past 8 years. Dates for the annual Jumble Sale and Burns Night Supper had been set.
  
- c. Ovingham Joint Burial Committee (S. Barlow, R. Creighton)  
See **Item 114**.
  
- d. Tree Warden (S. James).  
S. James reported that he and Simon Brough of Tyne Valley Woodlands Consultancy had examined the Ash tree at Engine Dene, bearing in mind the request of a resident to have it trimmed. Mr. Brough had advised that the tree was healthy and that surgery would not make it any safer. He had noticed some signs of Ash Die-back disease near Stocksfield Station, and any surgery to the tree would increase the risk of it becoming infected. It was **noted** that the resident had asked for permission to trim branches overhanging their garden, but it was also **noted** that the position of the garden border meant that only the tips of branches could be trimmed. It was **agreed** that surgery to the tree was unnecessary and that the resident would be so advised. It was **agreed** that the Clerk would confirm whether the tree was on land owned by the Parish Council.  
S. James also reported that the smaller replacement trees planted on Engine Dene were struggling to establish themselves, probably due to the rubbly nature of the ground, but that the larger ones were doing better.
  
- e. Wylam Institute Committee. (A. Mitcham).  
The Committee had not met.



- f. East Tynedale Community Forum (T. Martin).  
There had been no meeting.
- g. NCC Central Area Committee. (T. Martin)  
T. Martin was not present at the meeting and had not submitted a report.
- h. NCC West Area CoSH (B. Japes).  
CoSH would next meet in January on a date to be confirmed.
- i. SCA Community Forum. (A. Mitcham).  
A. Mitcham reported that the re-scheduled meeting had been postponed due to lack of support. SCA had been disappointed, as personnel had tried hard to engage with local councils and communities.

**121. MINOR ITEMS AND ITEMS FOR FUTURE AGENDA**

- a. Review of Standing Orders for Wylam Parish Council. The Clerk distributed a draft document to members present and agreed to send copies to those not present. The draft document would be considered at the next meeting of the Parish Council.
- b. Review of Financial Regulations for Wylam Parish Council. The Clerk distributed a draft document to members present and agreed to send copies to those not present. The draft document would be considered at the next meeting of the Parish Council.

**122. DATES OF FUTURE MEETINGS**

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

- Monday 9th January 2017 at 7pm.
- Monday 13<sup>th</sup> February 2017 at 7pm.
- Monday 13<sup>th</sup> March 2017 at 7pm.
- Monday 10<sup>th</sup> April 2017 at 7pm.
- Monday 8<sup>th</sup> May 2017 at 7pm. (Annual Meeting of the Parish Council).

The meeting closed at 8.55pm.