



Wylam Parish Council

MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 13th FEBRUARY 2017 AT 7p.m. IN THE INSTITUTE

Councillors present: Mr. S. Barlow; Mrs. A. Francis (Chairman); Mr. B. Japes;
Mr. W. Nicholson (arrived 7.25pm); Mr. T. Martin (Vice-Chairman); Mr. A. Mitcham.

Also present: Mrs. D. Carney (Clerk); County Councillor Paul Kelly; Kathleen Moore (Hexham Courant);
Mr. S. James (Village Tree Warden); 5 members of the public.

141. APOLOGIES FOR ABSENCE.

Received from Councillors Mrs. R. Creighton and Mrs. M. Gillis.

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

T. Martin declared a DPI in Item 146/a.

143. QUESTIONS FROM MEMBERS OF THE PUBLIC.

- a. Closure of George Stephenson's Birthplace (GSB) by the National Trust (NT). Members of the public and former volunteers from GSB expressed their dismay and shock at this unwise and hasty decision by the NT. Their opinion was that if the NT had consulted the public, volunteers and the Parish Council, a way forward could have been found. The NT had justified the closure as being the result of declining visitor numbers. It was mooted that this could have been due to the recent lengthy closure of Ovingham Bridge. Volunteers had requested adequate signage for GSB but calls for the installation of a brown sign (cost £1,500) had been rejected. Volunteers considered that the new signage installed several years ago was inadequate and this view had been communicated to NT headquarters, with no result. The NT is consulting Northumbria University with a view to improving the exhibition within GSB. Members of the Parish Council and County Councillor Paul Kelly were in agreement with the views expressed and had publicised their dismay at the NT's decision through local news media. It was noted that the NT had now asked for a meeting with the Parish Council. Members agreed that the Parish Council would work towards a positive outcome, urging the NT to reopen GSB as soon as possible, to improve its marketing and tea room offering. GSB could be marketed as part of a railway history trail featuring Wylam Railway Museum and Points Bridge at Hagg Bank. It was **agreed** to keep all interested parties informed of any developments following the meeting with the NT.

144. REPORT FROM COUNTY COUNCILLOR PAUL KELLY.

- a. Wylam Village 20mph Zone. Implementation of the mandatory scheme had been brought forward to the 2016/17 Local Transport Plan in view of the planning consent given for the former Wylam Garage's conversion to Coop Store. Councillor Kelly gave the draft drawings from Northumberland County

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Council's (NCC) Highways department to the Parish Council. It was **agreed** that the Parish Council would review these and make recommendations to NCC. The comments made by members of the Wylam Road Safety Group present were noted. It was **agreed** that residents in the vicinity of Ingham Terrace would also be consulted.

- b. Northumberland Local Development Plan Core Strategy. This and its supplementary documents were to be endorsed by NCC's Cabinet and the County Council in February and submitted to the Secretary of State in March 2017. The strategy stipulates that an Objectively Assessed Number of at least 24,320 houses are to be built, with a further 2,000 at Dissington Garden Village. The aim of increasing housing provision is to make Northumberland's communities more balanced and to increase working-age population.
- c. Education in Northumberland. Schools in west Northumberland have faced major challenges due to declining numbers and an ageing population. Smaller class sizes have led to underfunding and understaffing resulting in many failing OFSTED inspections. Some First Schools have become Primaries to boost numbers of students. Removing schools from NCC control has not helped: North Pennine Trust schools Haydon Bridge High, Allendale Middle and Bellingham Middle have failed OFSTED inspections. Haydon Bridge High School is now an Academy sponsored by Bright Tribe, whose input was delayed for 2 years in a dispute over the Ridley Hall boarding wing, but NCC offered support during this time and significant progress has been made.
- d. National Formula Funding for schools. A pay award for teachers, support staff, increase in pension contributions and the Apprenticeship Levy will wipe out any gains from the 1.2% overall increase in funding. Inflation has not been allowed for. Prudhoe High School will lose £28,000, Ovingham Middle School £7,000, Ponteland High School £64,000 and Corbridge Middle School £22,000.

145. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th JANUARY 2017.

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

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

- a. Damaged riverside path at end Stephenson Terrace. No further update had been received from NCC despite frequent emails.
- b. Gentoo development. No confirmation of the position of the play area had been received but further details are contained in Planning Application No. 17/00248/VARYCO regarding this (See **Item 156.1**). A meeting would take place with Gentoo's Communications Manager and other personnel on 15th February. A. Francis, T. Martin, B. Japes, A. Mitcham and S. Barlow would attend.
- c. Highway, pavement and drains survey 2016. This had not been forwarded to NCC to date.
- d. NCC Street lighting renewal programme. NCC had not yet been contacted.
- e. Neighbourhood planning in Wylam. The Clerk had drafted an article for the next issue of the Globe.
- f. BT Telephone box. NCC had forwarded the Parish Council's request for information on how to proceed to BT. A reply is awaited. Ovington PC has a defibrillator in their BT phone box, and the Parish Clerk

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would be contacted for further information. B. Japes agreed to further pursue information on defibrillators.

- g. Graffiti and maintenance at public toilet block. The graffiti had been removed, but the interior had not yet been redecorated.
- h. Review of information received from Caris Robson LLP regarding Gentoo Sewer Closure Agreement. The Clerk had met with Cameron Caris to clarify the issues raised at the last meeting of the Parish Council. The email from Mr. Caris had been circulated to members for information. The amended copy of the Agreement had not been received to date.
- i. Missing Wylam entrance sign – Holeyn Hall Road. This had now been returned and is in store at Wylam Nurseries. T. Martin reported that the sign needed painting.
- j. Wylam Parish Council's Budget and Precept Demand 2017/18. A Precept Demand of £39,000.00 had been sent to NCC.
- k. Wylam Parish Council's Standing Orders. The agreed amendments had been made and the document posted on the Parish Council's website.
- l. Wylam Parish Council's Financial Regulations. See **Item 148.**
- m. Wylam Parish Council's Employer Duties in respect of Pensions Auto-enrolment. See **Item 153.**
- n. The Old Post Office – meeting with SE Loveday. See **Item 152.**
- o. Christmas Lighting. CSN had now installed remaining trunking in the Institute. There had been problems with part of the display due to high winds damaging a section of cable. This had been repaired. T. Martin had levelled the ground near the support pole and would re-seed as necessary in the Spring. See also **Item 158.4a.**
- p. Maintenance of village street furniture. The Clerk had drafted a schedule of works and would request a quotation from Wylam Painting and Decorating for refurbishment of notice boards, benches ,the bus shelter, and the wrought iron railings and gate at Charlie's Corner. This quotation should be available time for the next meeting of the Parish Council.
- q. Royal Garden Party 2017. The Clerk had provided T. Martin with the necessary information.

147. CONFIRMATION OF DATE OF VILLAGE LITTER PICK 2017 AND TO REVIEW THE LITTER PICK RISK ASSESSMENT AND HEALTH & SAFETY ADVICE.

The date was confirmed as Saturday 25th March 2017. The Risk Assessment and Health & Safety Advice were reviewed and some amendments were **agreed**. It was **agreed** that the Clerk would amend the documents.

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148. REVIEW OF WYLAM PARISH COUNCIL'S FINANCIAL REGULATIONS.

A copy of the revised Financial Regulations had been circulated to members prior to the meeting. Several amendments were agreed. It was further agreed that the Clerk would amend the document and post it on the Parish Council's website.

149. REPORT ON THE PROCESS OF ANNUAL STAFF APPRAISALS.

It was agreed to defer the Clerk's Appraisal for two months to enable an evaluation of the extra responsibilities and workload generated in respect of Ovingham Joint Burial Committee to be made.

150. SIGNATURE OF THE "CONSTITUTION" FOR OVINGHAM JOINT BURIAL COMMITTEE.

It was noted that the wording of the document was still not up-to-date and it was agreed to defer signature until the wording had been amended.

151. CONFIRMATION OF THE APPOINTMENT OF MRS. D. CARNEY AS CLERK TO THE OVINGHAM JOINT BURIAL COMMITTEE.

This was agreed at the meeting of Wylam Parish Council on 12th December 2016. The appointment was confirmed. It was noted that the Clerk's Terms and Conditions had yet to be finalised, pending a decision on arrangements for collecting rent from the Lodge tenant. The appointment of a Letting Agent in respect of the Cemetery Lodge was agreed in principle.

152. CONFIDENTIAL ITEM: REPORT OF A MEETING WITH S.E. LOVEDAY REGARDING FUTURE PLANS FOR THE BUSINESS AT 3-4 LABURNUM TERRACE, WYLAM.

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/personal information).

A meeting had taken place between members of the Parish Council and proprietor of Steve's Emporium, S E Loveday on 23rd January 2017. Mr. Loveday's plans for his business were reviewed and approved. It was agreed to inform Mr. Loveday of this as soon as possible.

153. REPORT ON THE PARISH COUNCIL'S PENSION SCHEME AS PER GOVERNMENT LEGISLATION.

After consultation with NCC, the Clerk reported that she had registered a NEST (National Employment Savings Trust) Pension Scheme for Wylam Parish Council. This is required, even though neither of the Parish Council's current employees are eligible for pension contributions from the Parish Council, as a requirement for a pension may arise in future. NCC would handle the administration of the scheme on behalf of the Parish Council as part of the Payroll function.

154. REPORT ON THE NATIONAL TRUST'S TEMPORARY CLOSURE OF GEORGE STEPHENSON'S BIRTHPLACE.

The Parish Council had been contacted by Andrew Poad, General Manager for the National Trust (Hadrian's Wall and Tynedale) asking for a meeting. A report would be made to the next meeting of the Parish Council. (See also **Item 143a**).

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155. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (09/01/2017) had been attached for information only. The following items were noted:

- a. NCC's New Guidance on managing unauthorised obstructions on the highway. This was passed to B. Japes for review.
- b. Letter from T. Appleby regarding erosion on south bank of the Tyne near Wylam Bridge. It was noted that B. Japes had contacted the Environment Agency (EA) about this and had been informed that the EA was fully aware of the situation, but as it posed no immediate danger no action would be taken.

156. PLANNING APPLICATIONS**156.1 Planning Applications considered by Parish Council since last meeting (09/01/2017)**

16/04401/FUL 27 Falcon Terrace, Wylam

Construction of rear single-storey kitchen extension.

WPC Comment: Support the application.

16/04403/FUL 18 Woodvale Gardens, Wylam.

Construction of two-storey rear and single-storey side extension.

WPC Comment: Support the application.

16/04409/VARYCO Southlands, Wylam Wood Road, Wylam.

Variation of condition 2 (Approved Plans) pursuant to planning permission 14/0431/FUL to allow a two storey extension to side elevation.

WPC Comment: Support the application.

16/04649/FUL Elm Bank Cottage, Elm Bank Road, Wylam.

Demolition of existing kitchen and construction of new kitchen along with various internal amendments.

WPC Comment: Support the application. The materials are in keeping with the existing building and the proposal is likely to have only a minimal impact on the amenity of neighbouring Elm Bank House.

17/00100/FUL 118 Dene Road, Wylam.

Conversion of existing garage and single-storey extension to front and rear of dwelling.

WPC Comment: Support the application. The proposed extension is similar to many others in the vicinity, materials match the existing dwelling and the impact on the amenity of neighbouring properties should be minimal.

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17/00248/VARYCO Land & buildings North of Wylam Hills Farmhouse, Holeyn Hall Road, Wylam.
Variation of condition 2 (Plans) and removal of condition 11 (Play Area) relating to planning permission 15/00767/FUL to allow amendment to the barn elevations and for a Management Company to be employed to maintain all public open spaces (Section 106 Agreement to be amended accordingly).

WPC Comment: Not available to date. The Planning Advisory Group is to meet with NCC to discuss aspects of the application.

156.2 Planning applications approved by NCC since last meeting (09/01/2017).

16/04409/VARYCO Southlands, Wylam Wood Road, Wylam.
Variation of condition 2 (Approved Plans) pursuant to planning permission 14/0431/FUL to allow a two storey extension to side elevation.

16/02274/FUL Fourwinds, Holeyn Hall Road, Wylam.
Replacement dwelling.

16/04401/FUL 27 Falcon Terrace, Wylam.
Construction of rear single-storey kitchen extension.

16/04403/FUL 18 Woodvale Gardens, Wylam.
Construction of two-storey rear and single-storey side extension.

16/03017/FUL Wylam Garage, Main Road, Wylam.
Change of use from Sui Generis to Class A1 (Retail) to allow the occupation as a convenience food store, including alterations to the building, installation of plant equipment and associated car parking.

156.3 Planning applications withdrawn since last meeting (09/01/2017).

None.

156.4 Planning applications refused permission by NCC since last meeting (09/01/2017).

None.

157. FINANCIAL MATTERS.

157.1 Report on Income Received since last meeting (09/01/2017).

a. Wylam Parish Council

DATE	SOURCE	AMOUNT
05/12/16	Interest – Bpa/c	£3.25
05/12/16	Interest – Play Equip a/c	£0.29
05/12/16	Interest – Museum a/c	£1.13
05/01/17	N Powergrid – Wayleaves	£143.57

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b. Wylam Parish Council Old Post Office Community Account & Active Saver Account.

DATE	SOURCE	AMOUNT
30/12/16	Interest – Active Saver a/c	£152.44
11/01/17	S E Loveday – rent	£1,000.00

The reports were **accepted**.

157.2 Consideration of schedules of payments to be approved at the meeting (13/02/2017).

The following schedules 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
06/12/16	Northumberland CVA	Donation	LGA 1972 s.133	103214	089	£50.00
19/01/17	Tyne Valley Woodlands	Tree work	Open Spaces Act 1906 ss9 &10	103215	090	£864.00
25/01/17	A Mitcham – expenses	Library cupboard lock	LGA 1972 s111	103216	091	£8.28
26/01/17	NCC	Hagg Bank play area bench	LG (Misc. Provisions) Act 1976 s19	103217	092	£400.00
30/01/17	NCC	Payroll recharge	LGA 1972 s 112	103218	093	£1,246.43
13/02/17	CAB	Donation	LGA 1972 s 142	103219	094	£50.00
13/02/17	Northumberland Theatre Company	Donation	LGA 1972 s 145	103220	095	£50.00
13/02/17	Sport Tynedale	Donation	LG (MP)A 1976 s19	103221	096	£25.00
13/02/17	Northumberland Wildlife Trust	Donation	Natural Environment & Rural Communities Act 20016	103222	097	£100.00
13/02/17	Wylam Tennis Club	Donation	LG(MP)A 1976 s19	103223	098	£1,000.00

b. Wylam Post Office Account Payments schedule.

No invoices had been presented.

157.3 Consideration of request for financial assistance received since last meeting (09/01/2017).Wylam Tennis Club.

A copy of the application for funding had been circulated to members prior to the meeting. It was **agreed** to make an award of £1,000.00. It was **agreed** that a further award might be made subject to evidence of further fundraising by the Tennis Club through social events and through other organisations.

157.4 Consideration of quotation received.

Christmas lighting. Details of a post-Christmas offer of discounted lights from Blachere Illumination UK had been circulated to members prior to the meeting. It was **agreed** that the Clerk would confirm the price with Blachere prior to ordering a further 12 boxes of lights.

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157.5 Confidential Item: Review of Parish Council Bank Accounts.

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).

The Clerk's proposal was **agreed**. (Confidential Minute).

157.6 Confidential Item: Review of application for a Parish Council Debit Card.

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 resolved that:

- 1. It was in the Council's interest to apply for the Business Debit Card service.**
- 2. The Council agrees to be bound by the Business Debit Card Terms and Conditions.**
- 3. Notwithstanding that the existing Appointment of Bankers provides for more than one person to give instructions to the Bank, the Council agrees, for the provision of Business Debit Cards only, to allow Barclays to accept and act on instructions from any one nominated cardholder (The Clerk, Mrs. Diana M. Carney).**
- 4. Authorised persons identified in section 3 of the Appointment of Bankers are authorised to apply for, nominate cardholders, and to accept the Business Debit Card Terms and Conditions on behalf of the Council.**

The application forms were completed and signed by the Parish Council's Authorised Signatories. It was **agreed** that the Clerk would send the forms to Barclays. It was further **agreed** that the Clerk would draw up a draft Policy for the use and safe-keeping of the Debit Card for discussion at the next meeting of the Parish Council.

157.7 Signature of letter to Barclays Bank requesting transfers of funds between the Parish Council's accounts.

The letter was signed by A. Francis and T. Martin as the Parish Council's Authorised Signatories. It was **agreed** that the Clerk would deliver the letter to Barclays Prudhoe Branch.

158. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON THE FOLLOWING COMMITTEES AND GROUPS.

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

It was noted that the model of North Wylam Station would be arriving on Saturday 18th February. T. Martin, B. Japes, A. Mitcham and D. Carney would attend.

b. Wylam Playing Fields Association (A. Francis)

There had been a very successful Burns Night Ceilidh which had raised around £700.00. All outdoor gym equipment had now been removed from the Playing Field and the money refunded.

c. Ovingham Joint Burial Committee (S. Barlow, M. Gillis, D. Carney)

S. Barlow reported that the Committee had met on 10th January. Possible future expenditure on the Cemetery Chapels might have an impact on Parish Council budgets. The Grounds Maintenance Contract was being put out to tender. The next meeting of the Committee would take place on 28th February.

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- d. Tree Warden (S. James)
Wylam Playing Fields Association had proposed cutting back trees shading the southern area of the field as they felt this was contributing to boggy ground in this area. S. James had examined the trees (Hawthorns, Sycamores and Beeches) and the ground nearby. It was **agreed** that cutting back the trees would have only a marginal effect on the area's drainage and that the tree roots helped to drain the area. It was **agreed** that A. Francis would communicate this view to the Wylam Playing Fields Committee and suggest that they discuss the matter further with S. James. It was **agreed** that S. James would complete the recently received National Association of Local Councils' tree questionnaire.
- e. Wylam Institute Committee (A. Mitcham)
The Committee had not met.
- f. East Tynedale Community Forum (T. Martin)
The Forum had met on 11th January and heard a presentation from CPRE North East. The Forum has funds to run for another 6 – 9 months and may ask for a contribution from local Parish Councils towards its annual budget of £600.00. The next meeting would take place at Albemarle Barracks on 19th April 2017.
- g. NCC Central Area Committee (T. Martin)
T. Martin had not attended the last meeting.
- h. NCC West Area Community Safety Hub (B. Japes)
B. Japes had submitted a written report. The Police had reported on the spate of burglaries in the Wylam area and had carried out overt and covert operations. 5 arrests had been made in relation to 7 offences. NCC Trading Standards is to provide a limited number of "No Cold Callers" stickers to the Parish Council to deter aggressive door to door salesmen. The Fire & Rescue Service reported that the co-response trial with the North East Ambulance Service would end later in February. The scheme had been perceived as being successful.
Cycling on Wylam Bridge. This topic had been referred to NCC's County Road Safety Committee in October 2016. The matter has been passed to Sustrans. He was advised by supportive County Councillors to raise this with the appropriate officer at NCC. It is not clear who the appropriate officer is. Councillor Cath Homer has been in touch with Simon Packham, NCC's Road Safety Officer and he will contact the Parish Council.
Streetlights overgrown by vegetation. This is an operational matter for Highways and had been passed to Margaret Robinson.
- i. SCA Community Forum (A. Mitcham)
At the last meeting in February, SCA outlined its business development plan and highlighted its Community Fund for local organisations.
- j. SITA Crawcrook Quarry Liaison Committee (A. Mitcham).
A. Mitcham had not attended the meeting on 9th February, as there were no developments being planned at the quarry. The Committee will meet again in 6 months' time.

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159. CONSIDERATION OF MINOR ITEMS AND ITEMS FOR A FUTURE AGENDA.

- a. The Wylam Globe. B. Japes pointed out that several members of the editorial group, including himself, would be leaving the Parish Council in May. He offered to help with editorial work in an advisory capacity after the May election.
- b. Annual Village Meeting 2017. It was **agreed** that this should be held on 26th April at 7.30pm. The Clerk agreed to check availability of venues in Wylam. Guest speakers would be approached.
- c. Resident's request for litter bin at Holeyn Hall Road. It was **agreed** to look at this possibility and report back to the next meeting. It was **agreed** that the Clerk would so inform the resident. The same resident's request for granite setts to slow traffic on Holeyn Hall Road was noted, but it was felt that these create unacceptable noise in a residential area and a similar scheme at Horsley had led to vehicles swerving across the carriageway to avoid the setts.
- d. Refurbishment of track near the Plantation. T. Martin offered to study this project further and report to a future meeting of the Parish Council.
- e. Planting a Christmas tree at Charlie's Corner. T. Martin indicated that Wylam Nurseries would fund this. His request was **approved**.

160. CONFIRMATION OF DATES OF FUTURE MEETINGS.

To confirm the schedule of meetings as follows:

Monday 13th March 2017 at 7pm.

Monday 10th April 2017 at 7pm.

Wednesday 26th April 2017 at 7.30pm. (Annual Village Meeting)

Monday 8th May 2017 at 7pm. (Annual Meeting of the Parish Council)

The meeting closed at 10.05pm.

Signed: Date:
Chairman of Meeting