



Wylam Parish Council

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

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

Also present: Mrs. D. Carney (Clerk); Mr. S. James (Village Tree Warden); 2 members of the public.

161. APOLOGIES FOR ABSENCE.

Received from Parish Councillors Mrs. R. Creighton and Mrs Anne Francis and County Councillor Paul Kelly.

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

S. Barlow declared an interest in **Item 176a.**

163. QUESTIONS FROM MEMBERS OF THE PUBLIC.

No questions were put.

164. REPORT FROM COUNTY COUNCILLOR PAUL KELLY.

Councillor Kelly had submitted a written report which covered the following matters: Coping with the Government's Austerity Agenda. Northumberland County Council has found new ways of working to avoid cutting services. ARCH was formed and NCC loaned money (borrowed at very low rates) to this arms-length company for capital acquisitions. Repayments on the loan carry a higher rate of interest. NCC has also lent £140 million to the Northumbria NHS Trust which assures its future free of crippling PFI payments. Both these schemes ensure revenue income for NCC which compensates in some measure for the loss of government grant aid. There is a similar motive for selling NCC assets such as the County Hall site in Morpeth. NCC will decide on whether deletion of Green Belt land on the Ponteland Leisure Centre/High School site and the development of Dissington Garden Village can be regarded as exceptional circumstances. It is a judgement about whether the benefits of the new developments outweigh the loss of open space.

Signed: Date:
Chairman of Meeting

165. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 13th FEBRUARY 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.

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

- a. Closure of George Stephenson's Birthplace. A meeting with Andrew Poad of the National Trust is scheduled for 15th March at 2pm. A questionnaire survey had been carried out by Northumbria University students. The Clerk would arrange for these to be returned.
- b. Wylam village 20mph zone. Some members met to discuss the plans and met with Neil Snowden of NCC to finalise details of the scheme. At the meeting it was confirmed that:
- There would be no rumble strips on grounds of unacceptable noise.
 - The proposed chicane and parking restrictions near the Fox & Hounds Inn would not go ahead due to concerns about restricted availability of parking in this area, queueing traffic and noise.
 - Repeater signs would be desirable and helpful on the Dene Estate.
 - Cancellation signs would be dual signs, not extra signs.
 - The 30mph limit sign on Ovingham Road would be moved further west in line with the legal requirement.
 - 'Slow' signs would be painted on the road surface near the Fox & Hounds Inn.
- Neil Snowden would send a copy of the revised plans to the Parish Council and the scheme was likely to be implemented in Summer 2017.
- c. Damaged riverside path at end Stephenson Terrace. There had been no further update from NCC, despite the fact that the survey had been carried out in August 2016.
- d. Gentoo development. See **Item 169.**
- e. Highways, pavements and drains survey. This had not yet been sent to NCC.
- f. NCC street lighting renewal programme. NCC had not yet been contacted.
- g. BT Telephone Box. The Parish Council's request to adopt this had been forwarded by BT to the team in charge of progressing adoptions. BT had advised that the team are very busy and that there would be a delay in responding.
- h. Interior refurbishment of public toilet block. There had been no further progress on this.
- i. Gentoo Sewer Closure Agreement. Three copies of the amended Agreement had been received. They were been signed by the Chairman and Clerk, duly witnessed and returned to

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Chairman of Meeting

Caris Robson LLP for signature by Gentoo Homes and Northumbrian Water Ltd. The Parish Council will receive a fully signed copy in due course.

- j. Wylam Entrance sign. This is in safe storage and a decision as to where to place it would be taken at a future meeting of the Parish Council.
- k. Maintenance of village street furniture. See quotation at **Item 174.4**.
- l. Arrangements for village Litter Pick 2017. The Risk Assessment and Health & Safety Advice documents had been amended as agreed. The Clerk would order a skip and contact NCC for litter pickers.
- m. Ovingham Joint Burial Committee Constitution. A revised and final copy is now available for signature. See **Item 168**.
- n. Future plans for 3-4 Laburnum Terrace. S. Loveday had been informed of Parish Council approval for his plans. See also **Item 176a**.
- o. Wylam Parish Council Pension Scheme. NCC had written to the Parish Council's employees (M. Hadden and D. Carney) giving details of the Pension Scheme.
- p. NCC's new guidance on unauthorised obstructions on the highway. B. Japes had reviewed the document, which does not refer to contractors' signs.
- q. Letter regarding erosion on the south bank of the River Tyne at Wylam bridge. The Clerk had informed T. Appleby of the Environment Agency's position on this.
- r. Christmas Lighting. The quotation from Blachere Illumination had been verified and an order placed after consultation with members. The additional lights had now been received. See **Item 174.2a**.
- s. Review of Parish Council bank accounts. The Clerk had opted to defer action on the agreed arrangements until 1 April 2017.
- t. Application for a Parish Council Business Debit Card. The Debit Card had been received and is in safe-keeping. See **Item 170** (Debit Card Policy).
- u. Bank Transfers. The letter was delivered to Barclays Prudhoe Branch and the agreed transfers had been made.

Signed: Date:
Chairman of Meeting

- v. Museum: delivery of model of North Wylam Station. This was gratefully received and installed on 18th February. See also **Item 175a**.
- w. NCC West Area Community Safety Hub – Cycling on Wylam Bridge. B. Japes reported that members had met on-site with a representative of Sustrans, who is seconded to NCC on a part-time basis. He advised that the existing signage was causing confusion and recommended that it be removed and replaced by road markings: arrows on the road at each end of the bridge, repeated with the addition of cycle symbols along the bridge carriageway. He had agreed to send a draft of the scheme to the Parish Council for comment.
- x. Wylam Globe. It was noted that B. Japes had offered to help members of the new Parish Council with editorial work on the June issue of the Globe.
- y. Annual Village Meeting. This is to be held at St. Oswin’s Church Hall at 8pm. On Wednesday 26th April 2017.
- z. Request for litter bin at Holeyn Hall Road. This had not yet been followed up, but the Clerk had replied to the resident concerned.
- aa. Refurbishment of track near the Plantation. T. Martin would bring a proposal for this to a future meeting of the Parish Council.

167. REVIEW OF WYLAM PARISH COUNCIL’S INTERNAL CONTROLS AND RISK ASSESSMENT DOCUMENT AND INTERNAL AUDIT PLAN.

Copies of the documents had been circulated to members prior to the meeting. Several amendments were **agreed** to incorporate use of the Parish Council’s Business Debit Card. The documents were **approved**.

168. SIGNATURE OF THE OVINGHAM JOINT BURIAL COMMITTEE CONSTITUTION.

A copy of the final version had been circulated to members prior to the meeting. The document was **approved** and duly **signed** by the Chairman.

169. REPORT ON MEETING WITH GENTOO AND UPDATE ON PLANNING AND HIGHWAY ISSUES AT THE SITE.

Members of the Parish Council had met with Gentoo representatives on 15th February. Members of the Planning Advisory Group had met with Daniel Puttick of NCC on 2nd March to discuss concerns regarding Gentoo’s planning application 17/00248/VARYCO. S. Barlow reported on the meeting, which had discussed issues relating to the availability of Section 106 funding for play facilities on- and off-site. A copy of the response sent to NCC had been circulated to members prior to the meeting. Gentoo had also announced a 6-week road closure in connection with sewer and drainage works at the site from 3 April to 12 May. Traffic would

Signed: Date:
Chairman of Meeting

be diverted via Ovingham Road and Horsley Road, Ovingham. Heavy vehicles would be diverted via Gateshead as Horsley Road was unsuitable for heavy vehicles. Access would be retained for pedestrians and cyclists. The closure would be sited so that Bluebell Lane could not be used as a "rat-run". Gentoo is to liaise with public and school transport providers. Members deplored the lack of notice given for this closure.

170. REVIEW OF DRAFT PARISH COUNCIL DEBIT CARD POLICY.

A copy of the draft Policy had been circulated to members prior to the meeting. Several amendments were made and it was **agreed** that the Clerk would bring the amended document to the next meeting of the Parish Council for approval.

171. REVIEW OF WYLAM PARISH COUNCIL'S PUBLICATION SCHEME AND DATA PROTECTION POLICY AND INFORMATION SECURITY POLICY.

Copies of these documents had been circulated to members prior to the meeting. The documents were **approved**.

172. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (13/02/2017) had been attached for information only.

173. PLANNING APPLICATIONS

173.1 Planning Applications considered by Parish Council since last meeting (13/02/2017)

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: Object to the application. A copy of the full text of the objection is available from the Clerk to the Parish Council and on the NCC website.

17/00055/FUL 42 Dene Road, Wylam.

Change flat roof of garage to pitched roof.

WPC Comment: Support the application. An improvement to the street scene.

Signed: Date:
Chairman of Meeting

173.2 Planning applications approved by NCC since last meeting (13/02/2017).

16/02870/FUL The School House, Main Road, Wylam.

Retrospective: Construction of drive in Marshalls Conservation Setts (gravel).
Erection of timber garden fence between garden and drive (refer 12/03859)

17/00100/FUL 118 Dene Road, Wylam.

Construction of single-storey extensions to front & rear of dwelling.

173.3 Planning applications withdrawn since last meeting (13/02/2017).

None.

173.4 Planning applications refused permission by NCC since last meeting (13/02/2017).

None.

174. FINANCIAL MATTERS.

174.1 Report on Income Received since last meeting (13/02/2017).

a. Wylam Parish Council

No income had been received.

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

DATE	SOURCE	AMOUNT
14/02/17	SE Loveday – rent	£1,000.00

The reports were **accepted**.

174.2 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
01/03/17	Gilpin Press	Globe (4)	LGA 1972 s142	103224	099	£449.25
13/03/17	St. Oswin's PCC	Hire of hall for AVM	LGA (FP) Act 1963	103225	100	£30.00
08/03/17	Blachere Illumination UK	Xmas lights	LGA 1972 ss144 & 145	103226	101	£1,040.40
13/03/17	Mrs. D Carney (Clerk)	Expenses	LGA(FP) Act 1963	103227	102	£199.06
13/03/17	NCC	Payroll recharge	LGA 1972 s112	103228	103	£802.90

The payments were **approved**.

Signed: Date:

Chairman of Meeting

b. Wylam Post Office Account Payments schedule.

No invoices had been presented.

174.3 Consideration of request for financial assistance received since last meeting (09/01/2017).

Wylam Film Club. An email requesting funding to upgrade projection facilities had been copied to members prior to the meeting. The Grant Application Form had been received on the day of the meeting and copied to members. Members expressed support for the project in principle. It was **agreed** that a decision on the application would be made at the next meeting of the Parish Council when members would have had time to consider the application in detail.

174.4 Consideration of quotation received.

A quotation of £1,187.00 had been received from Wylam Painting & Decorating for refurbishment of street furniture owned by the Parish Council and the railings and gate at Charlie's corner. The quotation was **accepted**.

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

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

NCC had closed the Falcon Centre for an indefinite period to assess and make safe all ceilings following a collapse in the Library area. NCC will keep the Parish Council informed of progress. Limited Library facilities are to be provided in the Methodist Church Foyer and the Polling Station for the May Elections will be in the Methodist Church hall. The model of North Wylam Station, built by a Polish friend of a former Wylam resident, had been received on 18th February. Members agreed that they were very pleased with the model. B Japes had forwarded several photographs of the occasion to the model maker via his friend and some would appear in The Globe.

b. Wylam Playing Fields Association (A. Francis)

No report.

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

S. Barlow reported that the Committee would meet on 14th March. Matters to be considered would include consideration of tenders for the Grounds Maintenance Contract, Bank signatories and the Risk Assessment document.

d. Tree Warden (S. James)

Following receipt of information from NALC regarding Councils' responsibilities for dangerous trees, S. James recommended that two trees on Holeyn Hall Road, one covered with Ivy be looked at. It was **agreed** that S. James would liaise with the NCC Tree Officer for advice and possible action on the trees.

Signed: Date:

Chairman of Meeting

- e. Wylam Institute Committee (A. Mitcham)
The recent Coffee Morning had been very successful. Hire fees now covered 90% of the Institute's running costs. Some areas of the building are to be re-carpeted. A. Mitcham passed the Financial Report to S. Barlow.
- f. East Tynedale Community Forum (T. Martin)
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)
The next meeting would take place on 10th April.
- j. SITA Crawcrook Quarry Liaison Committee (A. Mitcham).
The Committee would next meet on 6th July 2017.

176. CONSIDERATION OF URGENT ITEMS AND ITEMS FOR A FUTURE AGENDA.

- a. **URGENT CONFIDENTIAL ITEM: PRELIMINARY CONSIDERATION OF CORRESPONDENCE RECEIVED FROM THE REECE FOUNDATION.** (Confidential Minute taken – to be circulated to members of the Parish Council only).
This item of correspondence had been received after the publication of the Agenda for the meeting, but its urgency required that it be considered at the present meeting.
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 **agreed** to respond to the Reece Foundation on the basis of the discussion conducted at the meeting.
- b. Wylam Globe. B. Japes advised that the delay in publication had been due to the printer having been on holiday.
- c. Enquiry regarding proposal to set up catering facilities in the Old Station Car Park. It was **agreed** that this enquiry should be referred to NCC.
- d. Dog excrement on the Dene Estate. M. Gillis reported that full dog waste bags had been left on the field side of Dene Road. It was **agreed** that the Parish Council would monitor the situation.
- e. Shrubs on west side of Station Road. It was noted that these had been inexpertly trimmed. It was **agreed** that the Clerk would establish whether these were on Parish Council land.

Signed: Date:
Chairman of Meeting

- f. NCC Grass Cutting contract 2017 Season. It was noted that no quotation had been received from NCC. It was **agreed** that the Clerk would pursue this.
- g. Litter Pick – top of Holeyn Hall Road. It was noted that a 2 residents (members of the Wylam Community Orchard Committee) had collected 11 bags of litter at this location.
- h. Email from Wylam resident. This had been received too late for the matters raised to be included on the Agenda, but it was **agreed** that the Clerk would respond.

177. CONFIRMATION OF DATES OF FUTURE MEETINGS.

To confirm the schedule of meetings as follows:

Monday 10th April 2017 at 7pm.

Wednesday 26th April 2017 at 8.00pm. (St. Oswin's Church Hall) (Annual Village Meeting)

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

The meeting closed at 9.45pm.

Signed: Date:
Chairman of Meeting