



*Wylam Parish Council*

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**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL  
HELD ON 10<sup>th</sup> APRIL 2017 AT 7p.m. IN THE INSTITUTE**

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

**Also present:** County Councillor Paul Kelly; Mrs. D. Carney (Clerk); Mr. S. James (Village Tree Warden); Kathleen Moore (Hexham Courant); 3 members of the public.

**178. APOLOGIES FOR ABSENCE.**

Received from Parish Councillor Mrs. R. Creighton.

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

T. Martin declared an Interest in Items 183i and 193.3b. S. Barlow declared an Interest in Item 190.

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

- a. A question was asked as to when the Falcon Centre would re-open. B. Japes replied that NCC were to repair and secure ceilings throughout the building which would take approximately 6 weeks.
- b. T. Appleby asked whether the Shuttle Bus service could be improved, given that there was no taxi service from Acomb Drive as had originally been proposed and asked that the Parish Council post timetables on village noticeboards to increase awareness of the shuttle bus service. It was **agreed** that notices would be so posted. It was pointed out that the taxi firm involved had withdrawn the contract as it was not profitable, and so Holeyn Hall Road residents would need to walk to Charlie's Corner to access the shuttle bus. It was noted that Bluebell Lane was now closed to traffic. It was **agreed** that the Parish Council would continue to liaise with Northumberland County Council (NCC) and Gentoo regarding the X84 service and the road closure.
- c. A question was asked as to whether the Emergency Services were aware of the road closure. Emergency Services had been consulted on and made aware of this prior to implementation of the closure and would use the official diversion route.

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

Councillor Kelly had submitted his final written report, as he would not be standing for office in 2017. The report expressed Councillor Kelly's considered personal views on the future of Local Government and Public Services in Northumberland and the severe impact that the Government's Austerity agenda and its other policies are having on the NHS, schools, housing and Social Care. Councillor Kelly stated that he was proud to have been part of a County Council that has taken initiatives to protect the services relied upon by residents: the burden of PFI repayments had been lifted from NHS Northumbria Healthcare Trust. NCC has acted as a public bank, loaning money to ARCH projects, thus ensuring financial returns which will compensate to some extent the withdrawal of Government grant. The Core Strategy of the Local Plan, if approved by the Planning Inspectorate, will enable the Council to resist predatory development and encourage growth in appropriate locations. Councillor Kelly said that it had been a privilege to work with the dedicated Parish Councils in Bywell Ward, and thanked Wylam Parish Council for its efforts on behalf of the local community. Members of the Parish Council joined the Chairman in thanking Councillor Kelly for his work and wished him well in the future.

**182. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2017.**

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

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

- a. George Stephenson's Birthplace. Members had met with Andrew Poad, General Manager for the National Trust's Hadrian's Wall and Tyne Valley areas on 15<sup>th</sup> March. The meeting had been constructive and the ideas put forward by the Parish Council had been well-received. Andrew Poad has agreed to speak at the Annual Village Meeting on 26<sup>th</sup> April.
- b. Wylam Village 20mph zone. A copy of the revised plans for this had been reviewed by the Parish Council NCC had confirmed that the scheme would not include a chicane near the Fox & Hounds Inn or additional yellow lining. The Parish Council would monitor traffic and parking in the area adjacent to the new Cooperative Store and notify NCC of any issues arising.
- c. Damaged riverside path at end Stephenson Terrace. No further information had been received. County Councillor Kelly confirmed that T. Fish was still in post.
- d. Highways, pavements and drains survey 2016. This had not yet been sent to NCC. NCC had been asked to consider carrying out work to remove impacted vegetation on the west side of Holeyn Hall Road and to trim the roadside verges during the period of road closure. A reply is expected after Easter.
- e. NCC street lighting renewal programme. It was **agreed** that NCC would be contacted to confirm that the programme's intention is to replace existing streetlights with similar ones.

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- f. Village Litter Pick 2017. Around 30 volunteers had helped with this. The quantity of litter had been significantly less than in previous years, but dog waste bags not placed in bins continue to be a widespread problem. It was **agreed** that a smaller skip would be ordered for 2018.
- g. Review of Parish Council Bank Accounts. See **Item 193.5**.
- h. Cycling on Wylam Bridge. See **Item 188**.
- i. Annual Village Meeting, 26<sup>th</sup> April 2017. Andrew Poad is confirmed as the Guest Speaker. PC Ruth Coll, a Neighbourhood Police Officer from Prudhoe had confirmed that she would attend to give a short report. An advertisement had been booked in the Hexham Courant for Friday 14<sup>th</sup> April and the posters are ready.
- j. Request for Litter bin at Holeyn Hall Road. This had not yet been followed up.
- k. Refurbishment of track near the plantation. T. Martin confirmed that he would bring a proposal to a future meeting of the Parish Council.
- l. Review of Wylam Parish Council's Internal Controls, Risk Assessment and Internal Audit Plan. The documents had been amended as agreed.
- m. Gentoo: Hedley Meadows development – road closure. See **Item 185**.
- n. Draft Debit Card Policy. See **Item 186**.
- o. Quotation for refurbishment of village street furniture. The contractor had been notified that the quotation had been accepted and would begin work as soon as weather conditions are suitable.
- p. Tree Warden – NCC assessment of trees on Holeyn Hall Road. See the Tree Warden's Report at **Item 193d**.
- q. Correspondence from the Reece Foundation. See **Item 190**.

**184. REPORT ON DISCUSSION WITH NCC RELATING TO PLANNING APPLICATION: 17/00248/VARYCO: Land & buildings North of Wylam Hills Farmhouse, Holeyn Hall Road, Wylam.**

The Parish Council had objected to the amendment of the condition attaching to Section 106 funding (provision of play facilities) in respect of the site. Members of the Planning Advisory Group met with Daniel Puttick of NCC on 4<sup>th</sup> April to discuss the issue. A subsequent meeting was held with Stephen Reed of Gentoo Homes at which the Parish Council was offered £40,000.00 of funding towards village recreational facilities at the Jubilee Field and Hagg Bank Play Area. It was **agreed** that the Parish Council would write to Gentoo Homes to accept this offer. A new Section 106 Agreement would then be drawn up for approval and signature by NCC, Wylam Parish Council and Gentoo Homes. The Hedley Meadows development would have a grassed area, but no play equipment at the site. Members thanked S. Barlow for leading the campaign on this issue.

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**185. REPORT ON ISSUES ARISING FROM THE HOLEYN HALL ROAD CLOSURE TO ALLOW SEWER INSTALLATION FOR GENTOO'S HEDLEY MEADOWS DEVELOPMENT.**

B. Japes reported that he had been in regular contact with NCC Highways officers to alert them to problems with signage and traffic. Bluebell Lane was now closed up to the Close House entrance due to safety concerns. See also **Item 180b and c.**

**186. REVIEW OF AMENDED DRAFT DEBIT CARD POLICY.**

A copy of the amended document had been circulated to members prior to the meeting. The amendments were accepted and the Debit Card Policy was **approved**.

**187. REVIEW OF THE HAUGHS LOCAL NATURE RESERVE MANAGEMENT PLAN FOR 2017.**

A copy of the current Management Plan had been circulated to members prior to the meeting. The work carried out in 2016 was reviewed. The following work was proposed for 2017:

- a. Riverbank: it was noted that no Willow coppicing had been done in 2016; Japanese Knotweed areas had been treated by the Tyne Rivers Trust in 2016 with a further treatment due in Autumn 2017.
- b. Grassland, Woodland & Scrub areas: Large areas of Himalayan Balsam had been cut down in 2016. It was **agreed** that a quotation for a repeat cut in this area would be obtained, to keep this as an open area. The wild flower plugs had been successful and were thriving. It was further **agreed** that T. Martin and S. James would inspect a standing dead tree to assess action required.
- c. Old Allotment site: This would continue to be monitored and litter, broken glass and self-seeded trees removed in conjunction with Wylam Allotments Association during 2017.
- d. Paths, Fences & Interpretation Boards: Fencing damaged during Storm Desmond had been renewed in 2016. It was **agreed** that the paths should be strimmed twice during 2017 and that this would include cutting back shrubs on either side of the paths. It was **agreed** that a quotation would be obtained and brought to a future meeting.

**188. REVIEW OF PLAN RECEIVED FROM NCC/SUSTRANS FOR WYLAM BRIDGE CYCLING SIGNAGE.**

The plan received from NCC was reviewed. It was **agreed** that the Parish Council would suggest that NCC liaise with Northern so that the scheme would include additional signage in the Station Car Park. It was **agreed** that the Clerk would check with L. Stobbart of NCC as to whether the signage was to be implemented as part of the village 20mph. scheme. Members thanked B. Japes for his persistence on this issue over several years at meetings of the Community Safety Hub.

**189. REVIEW OF PROCEDURES REGARDING THE PUBLICATION OF THE WYLAM GLOBE.**

A copy of B. Japes' notes on this had been circulated to members prior to the meeting. These were acknowledged to be very useful. It was noted that the new Parish Council to be elected on 4<sup>th</sup> May would form a new Editorial Group. It was **agreed** that for the immediate future, the Gilpin Press would continue to be used, but that this arrangement would be reviewed from time to time. It was **agreed** that B. Japes would begin to compile the June issue of the Globe and liaise with the new Editorial Group. Members thanked B. Japes for his work on the Globe over many years.

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**190. CONFIDENTIAL ITEM: CONSIDERATION OF ISSUES ARISING FROM CORRESPONDENCE RECEIVED FROM THE REECE FOUNDATION.**

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). A Confidential Minute was made.

**191. CORRESPONDENCE (As listed).**

A list of correspondence received since the last meeting (13/03/2017) had been attached for information only. The following items were discussed:

- a. Email from Wylam resident regarding reinstatement of Wylam Wood Road as a single-carriageway. It was noted that this issue had been raised with NCC and it was **agreed** to contact Neil Snowden of NCC.
- b. Consultation on NCC works to Church Burn Bridge, Acomb Drive. It was agreed a reply would be sent to NCC with a request that the works not be carried out during the current road closure.
- c. Proposed closure of Riversdale Surgery, Wylam. This had been brought to the Parish Council's attention by Wylam Pharmacy. It appeared that patients had not been consulted on the proposed sale of the premises and the proposed amalgamation of services in Prudhoe. It was **agreed** that the Parish Council would write to the Practice Manager for further information.
- d. Offers of Insurance quotations. It was agreed that these would be taken up.

**192. PLANNING APPLICATIONS**

**192.1 Planning Applications considered by Parish Council since last meeting (13/03/2017)**

17/00773/VARYCO      Holeyn Cottage, Holeyn Hall Road, Wylam.  
Variation of Condition 2 pursuant to planning permission 16/03530/FUL.

WPC Comment: Support the application.

17/00807/VARYCO      Stanleyburn House Residential Home, Station Road, Wylam.  
Variation of Condition 2 of planning application 16/00503/FUL to amend the approved plans.

WPC Comment: Object to the application. In response to application 16/00503/FUL, the Parish Council commented that parking provision was inadequate and seemed to conflict with national planning guidelines. This application proposes an additional apartment but no review of parking provision has been carried out. The Parish Council would like to see a review of parking provision prior to any approval of this application.

17/00849/FUL      43 Dene Road, Wylam.  
Proposed demolition of existing conservatory & erection of new single-storey extension in its place.

WPC Comment: Support the application.

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192.2 Planning applications approved by NCC since last meeting (13/03/2017).

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

Proposed demolition of existing kitchen and proposed construction of new kitchen along with various amendments.

17/00175/FUL Bonavista, 20 Woodvale Gardens, Wylam.

Single-storey side extension.

17/00055/FUL 42 Dene Road, Wylam.

Change flat roof of garage to pitched roof.

192.3 Planning applications withdrawn since last meeting (13/03/2017).

None.

192.4 Planning applications refused permission by NCC since last meeting (13/03/2017).

None.

**193. FINANCIAL MATTERS.**

193.1 Report on Income Received since last meeting (13/03/2017).

a. Wylam Parish Council

No income had been received. It was **noted** that, as from 5<sup>th</sup> December 2016, interest payments on accounts at Barclays would be 0.00%.

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

| DATE     | SOURCE            | AMOUNT    |
|----------|-------------------|-----------|
| 20/03/17 | SE Loveday – rent | £1,000.00 |

The reports were **accepted**.

193.2 Consideration of schedules of payments to be approved at the meeting (10/04/2017).

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.

Signed: ..... Date: .....  
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a. General Community Account Payments Schedule.

| Inv. Date | Payee                      | Details of supply      | Legal power  | Chq. No. | Voucher | Total                  |
|-----------|----------------------------|------------------------|--|----------|---------|------------------------|
| 14/03/17  | Clavering Stationers       | Paper etc.             | LG(FP) Act 1963  | 103229   | 001     | £71.64                 |
| 16/03/17  | NCC                        | Grass cutting 2016     | Public Health Act 1875 s164 (LGA 1972, Sch. 14, para 27); Public Health Acts Amendment Act 1890 ss9 & 10; Open Spaces Act 1906 ss9 & 10. | 103230   | 002     | £3,644.88 <sup>1</sup> |
| 24/03/17  | O'Brien Waste              | Skip hire              | LGA 1972 s143  | Card     | 003     | £304.00 <sup>2</sup>   |
| 01/04/17  | NCC                        | Falcon Centre rent (1) | LGA 1972 s144  | 103231   | 004     | £300.00                |
| 10/04/17  | Wylam Community Orchard    | Litter pick            | LGA 1972 s143  | 103232   | 005     | £20.00                 |
| 10/04/17  | Wylam Playing Field Assoc. | Litter pick            | LGA 1972 s143  | 103233   | 006     | £10.00                 |
| 10/04/17  | Wylam Institute            | Litter pick            | LGA 1972 s143  | 103234   | 007     | £10.00                 |
| 10/04/17  | Wylam Allotments Assoc.    | Litter pick            | LGA 1972 s143  | 103235   | 008     | £10.00                 |
| 10/04/17  | Wylam Brownies             | Litter Pick            | LGA 1972 s143  | 103236   | 009     | £20.00                 |
| 10/04/17  | Wylam Playgroup            | Litter pick            | LGA 1972 s143  | 103237   | 010     | £15.00                 |
| 10/04/17  | Wylam Cubs/Scouts          | Litter pick            | LGA 1972 s143  | 103238   | 011     | £15.00                 |
| 10/04/17  | Wylam Methodist Church     | Litter pick            | LGA 1972 s143  | 103239   | 012     | £10.00                 |
| 10/04/17  | Wylam Film Club            | Grant                  | LGA 1972 s145  | 103240   | 013     | £2,500.00              |
| 06/04/17  | NCC                        | Payroll recharge       | NALC/SLCC Conditions of Service 1996; LGA 1972 s112.   | 103241   | 014     | £885.33                |
| 01/04/17  | OJBC (1)                   | Maintenance grant      | LGA 1972 s101  | 103242   | 015     | £2,160.00              |
| 10/04/17  | The Northumbrian           | Subscription           | LGA 1972 s137  | 103243   | 016     | £20.00                 |
| 10/04/17  | Wylam Pre-School Playgroup | Grant                  | LGA 1972 s 137   | 103244   | 017     | £1,000.00              |

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

No invoices had been presented.

<sup>1</sup> Includes the cost of 2 early cuts for 2017: £684.00 (as quoted for by NCC).

<sup>2</sup> Paid by Parish Council Debit Card.

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193.3 Consideration of request for financial assistance received since last meeting (13/03/2017).

- a. Wylam Film Club. This application, to cover the cost of new projection equipment, had been received at the last meeting on 13<sup>th</sup> March. After due consideration, it was **agreed** to award the Film Club a grant of £2,500.00.
- b. Wylam Pre-School Playgroup. The completed application form, requesting financial support following the temporary closure of the Falcon Centre facility, had been circulated to members prior to the meeting. After due consideration, it was **agreed** to award a grant of £1,000.00 to support this important village organisation.

193.4 Consideration of quotation received.

- a. NCC: 2017 Season grass cutting. A quotation had been received for £1,807.00 for general grass cutting (10 visits) and for £584.25 for Hagg Bank (16 visits, including hedge trimming and collection of arisings). The quotation reflected an increase of 1.6% on the quotation for the 2016 Season. It was **agreed** to accept the quotation.

193.5 Review of Wylam Parish Council's Bank Accounts.

A copy of the letter prepared for signature had been circulated to members prior to the meeting. The letter was **agreed** and duly **signed**. It was **agreed** that the Clerk would deliver it to Barclays Prudhoe Branch.

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

- a. Museum (B. Japes, T. Martin)  
The Falcon Centre and the Museum remained closed. B. Japes would help to remove central display cases while the ceiling is secured. B. Japes would also provide the Clerk with a list of items in storage.
- b. Wylam Playing Fields Association (A. Francis)  
A Music Quiz is to be held on 20<sup>th</sup> May. A offer of substantial funding had been received from Wylam Freemasons and this would be used to replace old play equipment east of the Pavilion. Planning for the Summer Fair is underway.
- c. Ovingham Joint Burial Committee (S. Barlow, M. Gillis, D. Carney)  
S. Barlow reported that the Committee had met on 14<sup>th</sup> March. The Risk Assessment had been reviewed and updated. New bank signatories had been designated. The tender for the 3-year Grounds Maintenance contract had been awarded to Geoff Sloan Landscaping, by a majority vote. The contractor appointed had met the tender criteria on price, quality, insurance cover, capability and qualifications/accreditations. S. Barlow was confident that correct and professional Tender procurement and decision procedures had been followed by the Committee. The Committee's decision had been strongly criticised at meetings of Ovingham and Horsley Parish Councils. S. Barlow and D. Carney had met with the new contractor on-site.

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The previous contractor is still using one of the South Chapel for storage of personal effects. It was **agreed** that this should be monitored and a decision taken at a later date as to whether to impose a rental charge for this. S. Barlow thanked D. Carney for her professional and efficient Clerkship of the Committee. It was **noted** that issues regarding the Clerk's salary needed to be addressed.

d. Tree Warden (S. James)

S. James reported that he had examined high-risk trees and was waiting for NCC's Tree Officer, John Alderson to examine the trees. He also reported that he had been consulted on a dispute over felling of a Silver Birch tree at the allotment gardens on The Crescent. The owner of the allotment had felled the tree, as there was no TPO in place and the tree was on his own land. S. James expressed regret at this outcome.

e. Wylam Institute Committee (A. Mitcham)

The Committee had not met.

f. East Tynedale Community Forum (T. Martin)

The next meeting would be at Albemarle Barracks on 19<sup>th</sup> April.

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 attended the meeting on 10<sup>th</sup> April. The meeting had heard presentation on Children's Services and The Bridge Project. The Police reported a worrying increase in youth anti-social behaviour in Hexham, Prudhoe and Ponteland. Fire & Rescue Services are liaising regarding the Golf Tournament at Close House in July. The Fire & Rescue Service reported that the Joint Emergency Response with NE Ambulance Service has been extended to November 2017. A scheme from NCC/Sustrans regarding cycling on Wylam Bridge is in hand. (See also **Item 188**). B. Japes had made Police aware of issues relating to the closure of Holeyn Hall Road. There is to be a County-wide Safe Week from 5 – 11 June 2017 about which the Parish Council has now received further details.

j. SITA Crawcrook Quarry Liaison Committee (A. Mitcham).

The Committee would next meet on 6<sup>th</sup> July 2017.

**195. CONSIDERATION OF URGENT ITEMS AND ITEMS FOR A FUTURE AGENDA.**

- a. Top Holeyn Hall Road – impacted vegetation & drainage issues. The owner of land adjoining the site of poor drainage and impacted vegetation had been identified.

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- b. Wylam Allotments Association. T. Martin reported that Mike Boolong had stepped down as Chairman. The Clerk confirmed that she had the Secretary’s address on file.
- c. Letter from Wylam resident regarding Northumberland Day and other issues. It was noted that the Clerk would respond to these.
- d. Land opposite George Stephenson’s Birthplace. A resident had reported increased litter, remains of fires and youths on motorbikes at this location. It was hoped that this was not due to the closure of the Cottage. It was agreed to monitor the situation.

**196. CONFIRMATION OF DATES OF FUTURE MEETINGS.**

To confirm the schedule of meetings as follows:

Wednesday 26<sup>th</sup> April 2017 at 8.00pm. (St. Oswin’s Church Hall) (Annual Village Meeting)  
Monday 8<sup>th</sup> May 2017 at 7pm. (Annual Meeting of the Parish Council)

*The meeting closed at 10.10pm.*

Signed: ..... Date: .....  
Chairman of Meeting