



Wylam Parish Council

MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL HELD ON 15th MAY 2017 AT 7p.m. IN WYLAM METHODIST CHURCH FOYER

Prior to the beginning of the meeting, all Councillors signed their Declaration of Acceptance of Office form, duly witnessed by the Proper Officer of the Council, Mrs. D. Carney. Mr. C. Percy had signed his before the meeting. The Clerk distributed Register of Interests forms to all Councillors.

Councillors present: Mr. Tom Appleby; Mrs. Anne Francis (Chairman); Mr. Jos Joures; Mr. Jim Martin, Mr. Tom Martin (Vice-Chairman); Mr. Bill Nicholson; Mr. Keith Trobe.

Also present: County Councillor Karen Quinn; Mrs. D. Carney (Clerk); 1 member of the public.

1. Election of Chairman of the Parish Council.

Anne Francis was elected Chairman (proposer: T. Martin; seconder: B. Nicholson). The Chairman then signed her Declaration of Acceptance of Office of Chairman form.

2. Election of Vice-Chairman of Wylam Parish Council.

Tom Martin was elected Vice-Chairman (proposer: T. Appleby, seconder: J. Martin).

3. Apologies for absence.

Received from Councillor Colin Percy, Mr. Sam James.

4. Declarations of Interest from members on Items on the Agenda.

T. Martin and T. Appleby declared an interest in Item 183c regarding the damaged riverside footpath at end Stephenson Terrace.

5. Appointment of Parish Council representatives to outside bodies.

- a. Ovingham Joint Burial Committee.
T. Martin; K. Trobe.
- b. Wylam Community Playing Field Association.
A. Francis.
- c. Wylam Institute Community Association.
J. Joures; B. Nicholson.

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- d. East Tynedale Parish & Town Councils Forum: T. Martin, who emphasised that meetings of the Forum were open to any member or Clerk who wished to attend.
- e. NCC Central Area Committee: No appointment was made, as further details of proposed Area Councils were awaited.
- f. NCC Community Safety Hub (CoSH).
Jim Martin.
- g. SITA Crawcrook Quarry Liaison Committee.
No representative appointed. The Parish Council would continue to receive Minutes of the Committee's meetings. A member would attend these on an *ad hoc* basis if necessary.
- h. SCA Community Consultation Forum.
A member would attend as necessary.
- i. Tyne Valley Community Rail Partnership.
Tom Appleby; Colin Percy.
- j. NCC County Committee.
K. Trobe.

6. Appointment of members to Parish Council Committees and Groups.

- a. Wylam Railway Museum Management Advisory Group.
T. Appleby; C. Percy.
- b. Planning Advisory Group.
J. Joures; B. Nicholson; C. Percy; K. Trobe.
- c. Village Tree Warden.
S. James.
- d. The Haughs Nature Reserve Management Advisory Group.
T. Appleby; J. Joures; J. Martin; T. Martin. It was noted that Liz Bray had expressed an interest in joining the group.
- e. Communications & Publicity Advisory Group.
This group will advise on all matters regarding communications, including *The Wylam Globe* and the Parish Council's website: T. Appleby; A. Francis; J. Joures; J. Martin; K. Trobe.
- f. Personnel & Employment Advisory Group.
Supervision of the Village Handyman will be included in the remit of this Group.
A. Francis; J. Joures; T. Martin.
- g. Property (3-4 Laburnum Terrace) Advisory Group.
D. Carney; A. Francis; J. Joures; J. Martin.

7. To receive Questions from Members of the Public.

No questions were put.

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8. To receive a Report from County Councillor Karen Quinn.

The Chairman welcomed Councillor Quinn to the meeting. Councillor Quinn said that she looked forward to working with the Parish Council on local issues. She reported that the NCC move from Morpeth to Ashington had been put on hold by the new Conservative Council and that Statutory Public Notices would now be published in the Hexham Courant again. T. Martin emphasised that it was important that NCC communicated effectively with local councils. It was **agreed** that County Councillor Quinn would meet with members of Wylam Parish Council to discuss issues of continuing concern and that the Clerk would seek to arrange this meeting in due course.

9. Confirmation of Minutes of Meeting held on 10th April 2017 and Confidential Minute 2016/109 and their signature by the Chairman.

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

10. Clerk's Report.

- a. Falcon Centre. The Falcon Centre had been closed since 8th March. Work had not yet begun to secure the ceilings. It was **agreed** that the Clerk would contact NCC for a progress report.
- b. Shuttle Bus service. Initial difficulties had been resolved. Notices displaying the timetable had been placed on village noticeboards and were available from the Institute, the Spar shop and Wylam Library at the Methodist Church. (See also **Item 10j.**)
- c. Wylam village 20mph zone. Following consultation with the Parish Council, this would be implemented in summer 2017. It had been agreed with NCC that local conditions meant that granite setts, speed humps and chicanes would not be installed, but signage would be painted on the road surface. The Parish Council would continue to monitor traffic and parking in the area near the proposed Co-operative store.
- d. Damaged riverside path at end Stephenson Terrace. (Interest declared by T. Appleby and T. Martin). A message had been received from Tim Fish via former County Councillor Paul Kelly that, following the geotechnical survey in August 2016, it had been established that repairs to the path were likely to involve hard engineering and great expense. The Clerk had asked Tim Fish for a direct and detailed response to the Parish Council but there had been no response to date. It was **agreed** that the Clerk would contact T. Fish again. It was **agreed** that riverbank erosion in general would be included on the Agenda for a future meeting of the Parish Council.
- e. Highways, pavements and drains survey 2016. It was noted that the grass verge on Holeyn Hall Road had been cut back to a certain extent. Neighbourhood Services had not replied regarding the proposal to clear impacted vegetation and blocked drainage channels on Holeyn Hall Road during the current closure. It was **agreed** that the Clerk would contact Stephen Wardle (NCC

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Neighbourhood Services Acting Central Area Manager) for a progress report on this important issue.

- f. NCC street lighting renewal programme. It was **noted** that this was now underway in Wylam.
- g. Request for Litter bin at Holeyn Hall Road. **See Item 14**.
- h. Refurbishment of track near the Plantation.
It was **agreed** that the Nature Reserve Management Advisory Group would make a site visit.
- i. Planning Application 17/00248/VARYCO: Land & buildings north of Wylam Hills Farmhouse, Holeyn Hall Road. A. Francis outlined the history of this for new members of the Parish Council. The Clerk had written to Gentoo to accept its offer of £40,000 towards village recreational facilities at the Jubilee Field and Hagg Bank Play Area. The money had not yet been received, but it was **agreed** that its allocation to projects would be discussed at a future meeting of the Parish Council.
- j. Issued arising from Holeyn Hall Road/Bluebell Lane closures. It was **noted** that the road had now re-opened. Further work on Church Road would not entail a road closure. One lane would be open and traffic flows would be traffic light-controlled.
- k. Review of the Haughs Nature Reserve Management Plan for 2017 – grassland, woodland & scrub areas. A quotation for the grassland area management had not yet been requested. T. Martin and S. James had not yet inspected the standing dead tree.
- l. Review of the Haughs Nature Reserve Management Plan for 2017 – paths. A quotation had not yet been sought but this would be done as soon as possible.
- m. NCC/Sustrans Plan for cyclists on Wylam Bridge. Louise Stobbart (Partnership Officer, Strategic Community Safety, NCC) had been made aware of the Parish Council's views on the scheme and would liaise with Northern to arrange for signage to be placed in Wylam Station car park. The scheme will be implemented as part of the village 20mph scheme.
- n. Publication of the Wylam Globe. Brian Japes had begun to compile the June issue of The Globe. It was **agreed** that the Clerk would provide B. Japes with contact details for the new Communications & Publicity Group so that a meeting could be arranged.
- o. Reinstatement of Wylam Wood Road as a single track road with passing places. The Clerk had yet to contact NCC.

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- p. Proposed works to Church Burn Bridge, Acomb Drive, Wylam. The Clerk had not yet replied to NCC but would do so as soon as possible. Work had not yet begun.
- q. Proposed closure of Riversdale Surgery, Wylam. B. Japes had been due to meet with the Practice Manager, but such NHS matters fall into the Purdah period prior to the General Election and could not be discussed or publicised until after June 8th. It was **agreed** that T. Martin would take this forward in due course.
- r. Offers of Insurance quotations. These had not been taken up due to the Clerk's workload. A renewal notice had been received from the Parish Council's current insurers, Came & Company offering a three-year deal at a very competitive price. Came & Company are insurers who specialise in the Local Council sector. **See Item 17.2a.**
- s. Grant to Wylam Film Club. A cheque had been sent.
- t. Grant to Wylam Pre-School Playgroup. A cheque had been sent.
- u. NCC quotation for grasscutting for the 2017 season. The quotation had been accepted.
- v. Review of Wylam Parish Council's Bank Accounts at Barclays. The letter had been signed and would be delivered to Barclays.
- w. Museum. B. Japes had yet to provide a list of stored exhibits.
- x. Tree Warden's Report. S. James would report to the June meeting.
- y. Northumberland Day – enquiry from resident. The Parish Council has no plans for this occasion. The Clerk would respond to the resident.

11. The Localism Act 2011: The General Power of Competence: consideration as to whether Wylam Parish Council qualifies as an 'eligible parish council' in England by meeting the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012.

A copy of the SLCC Advice Note on the General Power of Competence ('the Power') had been circulated to members prior to the meeting. It was confirmed that, at present, the Parish Council does not meet the prescribed conditions as the Clerk does not have the CiLCA (Certificate in Local Council Administration) qualification. It was **agreed** that, workload permitting, the Clerk would seek to gain this qualification and that the Clerk would check whether it would be possible for the Parish Council to qualify at a Parish Council meeting other than the Annual Meeting.

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12. Review of matters raised at the Annual Village Meeting held on 26th April 2017.

a. National Trust (NT) presentation.

A copy of the Minutes of the meeting had been circulated to members prior to the meeting. It was **agreed** that the NT seemed to have made little progress on revitalising George Stephenson's Birthplace and the George Stephenson story. It was **agreed** that the Clerk would contact Andrew Poad to thank him for his presentation and to arrange a meeting with the Parish Council to discuss progress.

13. 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 copy of the Confidential Minute from the meeting on 10th April 2017 together with notes of the meeting with representatives of the Reece Foundation on 27th April 2017 and background information had been circulated to members prior to the meeting. The issues arising were discussed and a **Confidential Minute** made.

14. Review of residents' requests for additional litter bins in Wylam village.

Several requests had been received for additional litter bins. The Parish Council has the power to provide litter bins. The Clerk reported that the requests had been for bins outside the Spar Shop, at the top of Holeyn Hall Road and at Woodcroft Road at the junction where the track joins from the Jubilee Field. It was agreed that the proposed sites would be reviewed and the matter considered further at a future meeting of the Parish Council.

15. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (10/04/2017) had been attached for information only. The following items were noted:

- a. Proposal for food stall at the Old Station Car Park. It was noted that the Parish Council had been approached for its views on similar proposals on several occasions. The Parish Council was not in favour of the proposal because of its likely effects on littering, noise and other village catering businesses.
- b. Submission for Neighbourhood Plan wish-list. T. Martin explained the background to this. Only two submissions had been received following the request in an article in the *Globe*.

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16. **PLANNING APPLICATIONS**

16.1 Planning Applications considered by Parish Council since last meeting (10/04/2017)

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: The Parish Council objects to the application as the issue previously raised regarding residents' parking provision has not been addressed in this latest application. The Parish Council would like to see this matter resolved before the application is approved. The Parish Council has no objection to the deletion of the attic apartment at the western end of the building.

17/01179/ADE Wylam Garage, Main Road, Wylam.

Advertisement Consent for 3x internally illuminated logos; 2x non-illuminated wall-mounted aluminium panels; 4x non-illuminated post-mounted acrylic panels; 1x internally illuminated totem; 1x non-illuminated acrylic letters.

WPC Comment: Object to the application. The totem is intrusive and inappropriate in a residential area and is potentially distracting to motorists. The remaining signage is acceptable.

16.2 Planning applications approved by NCC since last meeting (10/04/2017).

17/00773/VARYCO Holeyn Cottage, Holeyn Hall Road, Wylam.

Variation of Condition 2 pursuant to planning permission 16/03531/FUL – amendment to raise part of the boundary wall adjacent to rear extension.

17/00849/FUL 43 Dene Road, Wylam.

Demolition of existing conservatory & replacement with single-storey extension.

16.3 Planning applications withdrawn since last meeting (10/04/2017).

None.

16.4 Planning applications refused permission by NCC since last meeting (10/04/2017).

None.

17. **FINANCIAL MATTERS.**

17.1 Report on Income Received since last meeting (10/04/2017).

a. Wylam Parish Council

DATE	SOURCE	AMOUNT (£)
13/04/17	NCC – Precept 1	£19,500.00

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

DATE	SOURCE	AMOUNT
04/17 ¹	SE Loveday – rent	£1,000.00

The reports were accepted.

17.2 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.

a. General Community Account Payments Schedule.

Inv. Date	Payee	Details of supply	Legal Power	Chq.No.	Voucher	Total
22/02/17	JRB Enterprise Ltd	Poop scoop bags	Litter Act 1983	103245	018	£192.12
10/04/17	Tyne Tees Business Machines	Stationery	LG(Financial Provisions)Act 1963	Debit Card	019	£59.70
11/04/17	CPRE	Subscription	LGA 1972 s143	103246	020	£36.00
30/04/17	TVCRP	Subscription	LGA 1972 s144	103247	021	£10.00
19/04/17	Hexham Courant	APM Advert	LG (FP.) Act 1963	103248	022	£78.24
25/04/17	Northumberland ALC	Subscription	LGA 1972 s143	103249	023	£366.67
02/05/17	Came & Company	PC Insurance 2017/18	LG(FP) Act 1063	103250	024	£889.99
09/05/17	Wylam Methodist Church	Room hire	LG(FP)Act 1963	103251	025	£25.50
09/05/17	Clavering Stationers	Paper	LG(FP)Act 1963	103252	026	£17.94
10/05/17	NCC	Payroll recharge 2	LGA 1972 s112; NALC/SLCC Conditions of Service 1996.	103253	027	£914.32

The payments were approved.

b. Wylam Post Office Account Payments schedule.

No invoices had been presented.

17.3 Consideration of request for financial assistance received since last meeting (10/04/2017).

None received.

¹ Bank statement does not show exact date of receipt.

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17.4 Review of Wylam Parish Council's Accounts for the year ended 31 March 2017.

A copy of the Parish Council's Accounts, Annual Governance Statement and Annual Accounting Statement for 2016/17 had been circulated to members prior to the meeting. The Accounts for Ovingham Joint Burial Committee (OJBC) are submitted as part of Wylam Parish Council's Accounts and cannot be approved until the Deposit Account is updated. It is hoped that this can be done before the next meeting of the Parish Council. It was **agreed** that the OJBC Accounts would be reviewed at the Parish Council's meeting on 12th June 2017 followed by signature of Sections 1 and 2 of Wylam Parish Council's Annual Return.

17.5 To consider Clerk's request to attend SLCC's Regional Training Seminar. Information on this had been circulated to members prior to the meeting. The Clerk's request was **approved**.

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

a. Museum (T. Martin)

No report.

b. Wylam Playing Fields Association (A. Francis)

A very successful Music Quiz had been held on 13th May. Planning for the Summer Fair is underway.

c. Ovingham Joint Burial Committee (D. Carney)

D. Carney reported that new banking facilities were still being arranged and not likely to be available before the end of June. A new Grounds Maintenance contractor had been appointed and had begun work at the Cemetery.

d. Tree Warden (S. James)

No report.

e. Wylam Institute Committee

It was noted that the Committee's AGM was taking place on 15th May, concurrent with the Parish Council meeting.

f. East Tynedale Community Forum (T. Martin)

T. Martin reported that the meeting at Albemarle Barracks had been a great success. The Forum would be submitting a proposal for funding its future to member parish councils.

g. NCC West Area Community Safety Hub (CoSH)

B. Japes had advised that the next meeting of the CoSH was on 12th June from 10am to 12 noon at Hexham Police Station. J. Martin is the new representative for the Parish Council and would attend if possible.

Signed: Date:

Chairman of Meeting

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

- a. Bank signatories. J. Joures and K. Trobe offered to be Authorised Signatories for the Parish Council's bank accounts. This was **agreed**.
- b. Wylam Parish Council's Facebook Page. The Clerk confirmed that this was linked to the website and was used for outgoing material only.
- c. Encouraging awareness of Wylam Parish Council among younger Wylam residents. It was **agreed** that this would be part of the remit of the new Communications & Publicity Group to engage more effectively with all sections of Wylam residents.
- d. Request to provide Dog Training Classes at Charlie's Corner. It was **agreed** that this would be on the Agenda for the next meeting.
- e. Gentoo: removal of a section of the Parish Council's hedge at Holeyn Hall Road. It was **noted** that advice given by T. Martin would be communicated to Gentoo.
- f. Village Entrance sign (Holeyn Hall Road). Members were encourage to think about where this could be re-sited. The Clerk would arrange a meeting with the owner of Fallen Tree Farm to discuss this.
- g. Councillors' walk around Wylam. T. Martin invited all members to participate in this walk, meeting at Wylam Institute on Wednesday 31st May at 7pm.
- h. BT telephone box at Laburnum Terrace. It was **agreed** that the proposal to adopt the box and install a defibrillator would be discussed at the next meeting.
- i. Councillors' consent to use of email communication for Parish Council business. All members signed a consent form.
- j. Councillor Profiles on the Parish Council's website. The Clerk invited all new members to submit a short personal statement, photograph and telephone number for this section of the website. New names had already been uploaded.

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20. CONFIRMATION OF DATES OF FUTURE MEETINGS.

To confirm the schedule of meetings as follows:

Unless otherwise specified, all meetings will take place at 7pm at Wylam Institute.

Monday 12th June 2017

Monday 10th July 2017

Monday 11th September 2017

Monday 9th October 2017

Monday 13th November 2017

Monday 11th December 2017

Monday 8th January 2018

Monday 12th February 2018

Monday 12th March 2018

Monday 9th April 2018

Monday 14th May 2018 (Annual Meeting)

The meeting closed at 10pm.

Signed: Date:
Chairman of Meeting