



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 12th JUNE 2017 AT 7p.m. IN THE INSTITUTE**

Councillors present: Mr. T. Appleby; Mrs. A. Francis (Chairman); Mr. J. Joures; Mr. J. Martin; Mr. T. Martin (Vice-Chairman); Mr. W. Nicholson; Mr. C. Percy; Mr. K. Trobe.

Also present: County Councillor Karen Quinn; Mrs. D. Carney (Clerk); Mr. S. James (Village Tree Warden), County Councillor Gordon Stewart.

21. APOLOGIES FOR ABSENCE.

None received.

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

Councillors T. Appleby and T. Martin declared an interest in Item 27. Councillor Joures declared an interest in Item 30.

23. QUESTIONS FROM MEMBERS OF THE PUBLIC.

No members of the public were present.

24. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- a. Actions taken by the new Conservative-led Northumberland County Council (NCC). The proposed move of County Hall to Ashington had been halted. The Morpeth premises would be refurbished and replacement trees planted. Daljit Lally has replaced Stephen Mason as Acting NCC Chief Executive. Several ARCH schemes have been suspended pending a thorough investigation of ARCH's activities and business model. Active Northumberland is undergoing an audit.
- b. New Area Councils have been set up and the Tynedale Area Council will meet for the first time on 20th June. The Area Councils will deal with Planning matters from 4pm to 6pm and other issues from 6 – 8pm. A further update was given by County Councillor for Prudhoe South, Gordon Stewart, Chair of the Tynedale Area Council. Meetings would be bi-monthly. Dealing with Planning matters at these meetings would mean that Councillors could bring their local knowledge to bear. There would be a Planning only meeting in the month between meetings, so as not to delay consideration of planning applications. Planning applications of strategic

Signed: Date:
Chairman of Meeting

interest would still be dealt with at County level. The first meeting would be at Wentworth Leisure Centre with further meetings at other locations in Tynedale. It was expected that the Area Councils would have devolved budgets for some services. All Area Councils would meet together monthly. A review of channels of communication between NCC and local councils was underway, led by County Councillor Nick Oliver.

- c. Gentoo site: parking. Residents living near to the site had raised this issue with Councillor Quinn who had spoken to the Site Manager. J. Martin advised that he had followed up several complaints on behalf of residents, as had the Parish Council Clerk. All parking issues should be referred to the Police for action.
- d. Proposed Multi-Academy Tynedale Community Learning Trust. Councillor Quinn would seek information from all Head Teachers.
- e. Blocked gullies at Holeyn Hall Road. Councillor Quinn had contacted Chris Westoby of NCC.
- f. Walk around Wylam village with members of the Parish Council. This would be arranged in the near future.

25. CONFIRMATION OF THE MINUTES OF THE ANNUAL MEETING HELD ON 15th MAY 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.

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

- a. Falcon Centre. Information received from NCC Librarians suggested that the building should be fully open by mid-July.
- b. Meeting with County Councillor Karen Quinn. This would be arranged as soon as possible. (See **Item 24f**).
- c. Damaged riverside path at end Stephenson Terrace. (See **Confidential Item 27**).
- d. Holeyn Hall Road: impacted vegetation/blocked drainage channels. The Clerk has not yet contacted Stephen Wardle of NCC. County Councillor Karen Quinn had contacted Chris Westoby of NCC.
- d. Refurbishment of track near the Plantation. The Nature Reserve Management Group would make a site visit as soon as possible.
- e. Grassland management at The Haughs Nature Reserve. A quotation had not yet been requested. The Nature Reserve Management Group would assess the work required and report to a future meeting of the Parish Council.
- f. Management of paths at The Haughs Nature Reserve. A quotation had been requested.

Signed: Date:
Chairman of Meeting

- g. The Wylam Globe. Councillors were allocated delivery routes. Routes may be rationalised in future.
- h. Reinstatement of Wylam Wood Road. The Clerk had not yet contacted NCC.
- i. Proposed works to Church Burn (Oakwood Burn) bridge at Acomb Drive. The Clerk had replied, recommending that the works be delayed until after the Gentoo development is completed.
- j. Proposed closure of Riversdale Surgery. No further update until NHS purdah period expires after the General Election. T. Martin would arrange a meeting with the Practice Manager as soon as possible.
- k. Review of Wylam Parish Council's Bank Accounts. The Clerk confirmed that two redundant accounts (the Barclays Business Saver and Business Premium Accounts) had been closed and the monies transferred to the Museum Account and the Current Account respectively.
- l. Localism Act 2011: General Power of Competence. The Clerk confirmed that the Parish Council's eligibility for this should be reviewed at each Annual Meeting of the Parish Council.
- m. National Trust: George Stephenson's Birthplace. See **Item 31**.
- n. Confidential Item: Issues arising from Correspondence with the Reece Foundation. The Clerk had replied to Anne Reece's email. A detailed letter had not yet been sent.
- o. Review of requests for additional litter bins. The Clerk had not reviewed these requests. The review was delegated to T. Martin and other members of the Parish Council who will bring recommendations to the next meeting.
- p. Wylam Parish Council and Ovingham Joint Burial Committee Accounts. See **Items 36.5, 36.6, 36.7 and 36.8**.
- q. SLCC Regional Training Seminar. The Clerk had booked a place.
- r. Bank signatories. The appointment of J. Joures and K. Trobe as signatories is progressing.
- s. Gentoo: Parish Council hedge at Holeyn Hall Road. T. Martin's planting advice had been relayed to Gentoo and acknowledged. It was noted that the section of hedge had been replaced with smaller Hawthorn specimens which seemed to be dying due to lack of watering. It was **agreed** that a meeting with the Gentoo Communications team and the Site Manager would be arranged as a matter of urgency to discuss this and parking issues.

Signed: Date:
 Chairman of Meeting

- t. Village entrance sign. A meeting had not yet been arranged with the owner of Fallen Tree Farm. The Clerk would pass contact details on to T. Martin, who would arrange a meeting.
- u. Councillors' walk around Wylam. This took place on 31st May. T. Martin would host a further walk on Friday 16th June.
- v. Councillor Profiles for the Parish Council's website. J. Joures and J. Martin had submitted photos and profiles. T. Appleby, C. Percy and K. Trobe agreed to do so as soon as possible. It was **agreed** to include a photograph of the new Parish Council in the next issue of the Globe.

27. CONFIDENTIAL ITEM: REPORT ON MEETING WITH NCC OFFICERS REGARDING THE DAMAGED RIVERSIDE PATH AT END STEPHENSON TERRACE.

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 meeting had been held with Tim Fish and Mike Jeffrey of NCC Countryside Services on 12th June. A report of the meeting was circulated and discussed. A Confidential Minute was made.

28. REVIEW OF ADMINISTRATION REQUIRED FOR TRANSFER OF OWNERSHIP OF TELEPHONE BOX AT CHAPEL LANE FROM BT TO WYLAM PARISH COUNCIL.

A copy of the documents "*Agreement for the Sale and Purchase of Telephone Kiosk(s) to a Local Authority in England or Wales*" received from BT had been circulated to members prior to the meeting. The Parish Council intends to use the box to house a defibrillator. The Agreement was signed by the Clerk. It was **agreed** that the Clerk would notify the Parish Council's Insurers of the acquisition of this asset. It was **agreed** that T. Appleby would research financing of the defibrillator and report to the next meeting of the Parish Council.

29. CONSIDERATION OF PROPOSAL FOR ENHANCEMENT OF WYLAM PARISH COUNCIL'S WEBSITE.

A copy of the documentation from S. Gibbon Web Designs had been circulated to members prior to the meeting. It was **noted** that new hosting arrangements had already been agreed in consultation with members. It was **agreed** to take up S. Gibbon's offer of a demonstration of the proposed new Councillors area of the website. It was **agreed** that the Communications & Publicity Advisory Group would meet to review the website and other matters, and report to a future meeting of the Parish Council.

30. CONSIDERATION OF PROPOSAL BY WYLAM RESIDENT FOR DOG TRAINING CLASSES AT CHARLIE'S CORNER.

A copy of the email received had been circulated to members prior to the meeting. At present dogs are not permitted at Charlie's Corner following a decision by Wylam Parish Council. The Chairman outlined the background to the decision to ban dogs from this area in early 2015, as a result of complaints by nearby residents. Concerns were expressed that dog training classes

Signed: Date:
Chairman of Meeting

might be seen by the public as meaning that the dog ban was no longer in force. After some discussion, it was **agreed** that, as a pilot project, the resident concerned (a Dog Trainer) would be allowed to hold 4 sessions in July and August on a fortnightly basis under the strict conditions she had proposed. The Chairman, Anne Francis' opposition to this decision was **noted** at her request. Public reaction would be monitored by the Parish Council. It was **agreed** that the Parish Council would review all aspects of the trial in autumn 2017 and would then decide, as landowner, whether to allow future sessions. It was **agreed** that J. Joures would liaise with the resident concerned on behalf of the Parish Council.

31. REVIEW OF INFORMATION RECEIVED FROM THE NATIONAL TRUST REGARDING PLANS FOR GEORGE STEPHENSON'S BIRTHPLACE.

A copy of the email received from Andrew Poad, National Trust (NT) Area Manager for Hadrian's Wall and the Tyne Valley, had been circulated to members prior to the meeting. Members expressed disappointment with the NT response, which had not involved local consultation. No mention had been made of Wylam Railway Museum or of suggestions received from Wylam Parish Council. It was **agreed** that A. Poad would be invited to meet with members of the Parish Council.

32. REVIEW OF PROPOSAL FOR VILLAGE FLORAL DISPLAYS.

T. Martin outlined the proposal to replace the wooden barrels at the entrance to Woodvale Gardens with 1-metre square flower beds. It was **agreed** that T. Martin and Liz Bray would draw up a specification for consideration at a future meeting of the Parish Council. It was **noted** that, as this was Highway land, NCC would need to be consulted.

33. REVIEW OF PROPOSAL FOR WYLAM FIRST SCHOOL TO BE INCLUDED IN A MULTI-ACADEMY TRUST, THE TYNEDALE COMMUNITY LEARNING TRUST.

It was noted that the report in the Hexham Courant had indicated that local community groups would be involved in the consultation process. K. Trobe advised that the proposal was a major change to the way in which Wylam First School was run and that domination of the Trust by Prudhoe Community High School could cause problems. The composition of the Trust's Governing Body would mean reduced representation from and accountability to the local community. It was **agreed** that the Parish Council would write to Wylam First School asking to be included in the consultation process.

34. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (15/05/2017) had been attached for information only.

Signed: Date:
Chairman of Meeting

35. PLANNING APPLICATIONS

35.1 Planning Applications considered by Parish Council since last meeting (15/05/2017)

17/01426/VARYCO Southlands, Wylam Wood Road, Wylam.

Variation of conditions 2 (plans) and 3 (materials) of approved planning application 14/0431/FUL.

WPC Comment: No objection. The changes proposed will give the dwelling a more modern look and should not affect the amenity of neighbouring properties.

17/01548/FUL 6 Dene Road, Wylam.

Extend & Remodel existing house – single storey extension to rear; two-storey extension to front around & above existing single-storey projection – to provide improved living & bedroom accommodation with new en-suite.

WPC Comment: No objection. The proposed extension to the front of the property would set a precedent for this part of the Dene Estate. The Parish Council has no objection provided that owners of neighbouring properties have been consulted.

17/01725/FUL Land NW of Hague Cottage, Wylam Wood Road, Wylam.

Amendment to existing proposed garage (ref. T/20000052) to reduce number of openings on west elevation from four to three.

WPC Comment: No objection.

35.2 Planning applications approved by NCC since last meeting (15/05/2017).

17/00997/FUL 11 Parson Road, Wylam.

Construction of single-storey rear garden room, utility room & shower room extension & raised timber deck area.

17/01125/FUL Burn Cottage, Holeyn Hall Road, Wylam.

Construction of bedroom extension to existing annexe.

17/01426/VARYCO Southlands, Wylam Wood Road, Wylam.

Variations of Conditions 2 (plans) & 3 (materials) of approved planning application 14/04031/FUL (as amended 22/05/17).

35.3 Planning applications withdrawn since last meeting (15/05/2017).

None.

35.4 Planning applications refused permission by NCC since last meeting (15/05/2017).

None.

Signed: Date:
Chairman of Meeting

36. FINANCIAL MATTERS.**36.1 Report on Income Received since last meeting (15/05/2017).****a. Wylam Parish Council**

No income had been received.

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

DATE	SOURCE	AMOUNT
18/05/17	SE Loveday – rent	£1,000.00

The reports were **accepted**.

36.2 Consideration of schedules of payments to be approved at the meeting (12/06/2017).

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
12/06/17	NCC	Payroll recharge 3	LGA 1972 s112	103254	028	£1,294.53
18/05/17	Clavering Stationers	Toner	LG (FP) Act 1963	103255	029	£77.12
01/06/17	Gilpin Press	Globe 1	LGA 1972 s142	103256	030	£449.25
12/06/17	Clerk	Expenses	LG(FP) Act 1963	103257	031	£180.84
12/06/17	M. Hadden	Expenses	LG(FP) Act 1963	103258	032	£16.95

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

Inv.Date	Payee	Details of supply	Legal power	Chq.No.	Voucher	Total
17/05/17	Acton Plumbing & Heating	New toilet		100044	PO-01	£235.00
26/05/17	Todd & Cue Insurance	Property owner's Liability insurance		100045	PO-02	£535.87

36.3 Consideration of requests for financial assistance received since last meeting (15/05/2017).

None received.

36.4 Consideration of quotations received.

None received.

Signed: Date:
Chairman of Meeting

36.5 Consideration of the report of the Internal Auditor.

A copy of the report from Mr. W.F. Phillips had been circulated to members prior to the meeting. The report was **noted**.

36.6 Examination, completion and approval of Section 1 of the Annual Return: Annual Governance Statement 2016/17 for the year ended 31 March 2017 for Wylam Parish Council, in accordance with the Accounts and Audit Regulations 2015.

A copy of the Annual Governance Statement had been circulated to members prior to the meeting. The Annual Governance Statement was **completed, approved and signed** by the Chairman and Responsible Financial Officer (RFO).

36.7 Examination, confirmation and approval of Section 2 of the Annual Return: Statement of Accounts 2016/17 for the year ended 31 March 2017 for Wylam Parish Council.

A copy of the Statement of Accounts had been circulated to members prior to the meeting. The Statement of Accounts 2016/17 was **confirmed, approved and signed** by the Chairman and RFO. The Annual Return and Accounting information would be sent to the Council's External Auditor, BDO LLP by the due date of 30th June 2017.

36.8 Review and approval of the Statement of Accounts for Ovingham Joint Burial Committee for the year ended 31 March 2017.

A copy of the Statement of Accounts approved by the Ovingham Joint Burial Committee (OJBC) at its meeting on 6th June 2017 had been circulated to members prior to the meeting. The Statement of Account was **noted**. The information would be appended to the Wylam Parish Council Annual Return and sent to BDO LLP.

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

a. Museum (C. Percy, T. Appleby)

C. Percy reported that he and T. Appleby would meet and that a handover meeting would be arranged with former parish councillors and others who had expressed an interest in the Museum.

b. Wylam Playing Fields Association (A. Francis)

A. Francis reported that plans for the Summer Fair were well in hand and that there would be an invitation-only barbecue and social evening on the evening of Friday 23rd June. The recent Music Quiz had raised nearly £1,500. There was the prospect of a substantial donation in July from the Freemasons.

c. Ovingham Joint Burial Committee (T. Martin, K. Trobe, D. Carney)

T. Martin reported that the Annual Meeting of the Committee had been held on 6th June. T. Martin had been elected Chair and Mike Senior of Horsley Parish Council had agreed to serve a

Signed: Date:
Chairman of Meeting

further term as Vice-Chair. The Committee had conducted an inspection of the Cemetery and its buildings. Both Chapels were in need of external pointing. Quotations would be sought for this work.

d. Tree Warden (S. James)

The annual tree survey had been completed. Trees on land at The Orchard were of some concern. These Ash and Elm trees had come into leaf late and some may be dead. S. James recommended that the situation be reviewed in a month's time. The land had been waterlogged in the past due to a blocked sewer and this may have had an impact on the trees. Along the damaged section of footpath east of Wylam Bridge, some trees are obstructing the path. S. James advised that many trees could be lost if the area is not stabilised.

e. Wylam Institute Committee (J. Joures, B. Nicholson)

J. Joures had attended the last Committee meeting. The Institute is to have new carpets laid in July and some new chairs have been purchased.

f. NCC West Area Community Safety Hub (J. Martin)

The next meeting would be on 24th June at Hexham Police Station.

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

a. Section 106 funding from Gentoo Development. T. Martin noted that some of this money could be spent on the Hagg Bank Play Area and asked that residents of the hamlet be consulted on any proposed spending on new equipment. The Clerk confirmed that no funds had yet been received.

b. Nature Reserve – grassland area management. The Management Advisory Group would meet on site to decide a course of action.

c. Parish Council survey of highways and footpaths in Wylam village. The form that this would take would be discussed at a future meeting.

d. NCC grass cutting. T. Martin recommended that a meeting be arranged with NCC on this.

e. Great Exhibition of the North. T. Martin was investigating the possibility of a village event as part of this. He would convene a meeting of interested parties in September.

f. Publicity & Communications Advisory Group (PCAG). The Group would meet on Monday 19th June at 4 Dene Road at 7pm. and report to the next meeting of the Parish Council.

Signed: Date:
Chairman of Meeting

- g. Meeting of Old Post Office premises Advisory Group. The Group would meet on Monday 19th June, at 4 Dene Road, following the PCAG meeting, and would report to the next meeting of the Parish Council
- h. Signage at Hedley Road. T. Appleby would report this to NCC.
- i. Clerk's Appraisal. This had been arranged for Tuesday 20th June at the Institute office at 2pm. The Clerk would send the appropriate forms to A. Francis, J. Joures and T. Martin.
- j. Fox & Hounds Inn. It was noted that this was closed pending appointment of a new tenant.
- k. Planning Advisory Group. The group would meet prior to the next meeting of the Parish Council and report to the next meeting of the Parish Council.

39. CONFIRMATION OF DATES OF FUTURE MEETINGS.

To confirm the schedule of meetings as follows:

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 10.10pm.

Signed: Date:
 Chairman of Meeting