



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 10th JULY 2017 AT 7p.m. IN WYLAM INSTITUTE**

Councillors present: Mr. J. Joures; Mr. T. Martin (Chairman); Mr. C. Percy; Mr. K. Trobe.

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

40. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors Mr. T. Appleby, Mrs. A. Francis, Mr. J. Martin and Mr. W. Nicholson.

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

Councillor T. Martin declared an interest in **item 45(xvii)** (Damaged riverside path) and **item 58.3** (Request for financial assistance from East Tynedale Parish & Town Councils Forum. Mrs. D. Carney declared an interest in **item 52** (Clerk's Appraisal).

42. QUESTIONS FROM MEMBERS OF THE PUBLIC.

- (i) Proposed closure of Riversdale Surgery GP Practice. Mrs. J. Wappatt asked for the support of the Parish Council in the consultation with the Practice on the proposed closure of the Wylam facility and the transfer of services to Oaklands Health Centre in Prudhoe. Mrs. Wappatt spoke on behalf of many Wylam residents, especially the elderly and ill, of their concerns about accessing the Oaklands site, as public transport would not be suitable for their needs. She also expressed concern about the future of Wylam Pharmacy should the surgery close. Mr. P. Brooks also emphasised that transport to the Oaklands site would be a major issue. The Concerns expressed were endorsed by the Parish Council (See **Item 46**).
- (ii) Vegetation overhanging roads and pavements. In response to a request from two members of the public present, the Parish Council agreed to place a note in the September Globe reminding residents to trim any hedges and trees obstructing pavements and roads. Where the location of the obstruction was known, the Parish Council would write to the householder concerned.
- (iii) Wylam Station House, former staff Mess room. Mary Bythell reported that the organisers of the Wylam Winter Tales (WWT) festival had met with Fiona Forsythe of the Tyne Valley Community Rail Partnership (TVCRP), Northern and Network Rail in June to discuss use of the space as a WWT hub in 2018. Network Rail had expressed an interest in making the space

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available to the local community. This would require approval from Network Rail who would pay for refurbishment of the space. Mary Bythell agreed to keep the Parish Council informed of progress, which might be slow. It was **agreed** that the December Globe could include information on this, encouraging residents to submit ideas for use of the space. Money was also available through TVCRP's 'Adopt a Station' scheme, which aims to make stations a gateway to the local community. C. Percy indicated that he would get in touch with Fiona Forsythe of TVCRP to discuss linking the station with other railway heritage sites in Wylam such as Stephenson's Cottage and the Railway Museum. It was **noted** that there were a range of maintenance issues that Network Rail needed to address at the Station House (principally trees growing from the buildings) and the Listed signal box, which was in need to painting.

43. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- (i) Developments at Northumberland County Council (NCC).
The Local Development Plan Core Strategy had been withdrawn. The Plan's estimate that 26,000 houses would be needed in the County over a 30-year period had been based on out-of-date figures and forecasting did not support this figure. The new administration had taken legal advice and it was estimated that examination and recalibration of the Plan would take between 6 and 12 months. Money had been received from central Government for Highway repairs and refurbishment and local councils had been invited to nominate roads for consideration, with 3 being chosen in each County Councillor's Ward. The Parish Council suggested Chapel Lane. Post-16 School Transport costs could not be dispensed with in the current year, but it is hoped to abolish them from the start of the next academic year. For this academic year, a payment by instalments plan would be put in place to help parents and carers spread the cost. ARCH and Active Northumberland were being reviewed as were NCC finances.
- (ii) Proposed Tynedale Community Learning Trust. Councillor Quinn would meet with the Head Teacher of Wylam First School. The Parish Council would forward Councillor Quinn a copy of the letter it had sent in response to the proposal.
- (iii) Proposed closure of Riversdale Surgery. Councillor Quinn had written to inform the Practice that concerns about access/transport to the Oaklands site at Prudhoe and the effects of the closure on local dispensing facilities had been expressed by residents in all Tyne Valley villages affected by the proposal.
- (iv) Visit and tour of Wylam with Parish Councillors. Councillor Quinn would follow up matters identified in the course of the tour.
- (v) Tynedale Local Area Council. This would meet on 11th July.
- (vi) Wylam resident's request for a Disabled Parking space. Councillor Quinn had received a copy of the letter and would follow this up with appropriate NCC officers.

44. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th JUNE 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.

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

- (i) New Local Area Councils. J. Martin and C. Percy had attended the first meeting of the Tynedale Local Area Council (TLAC) on 20th June at Wentworth Leisure Centre, Hexham. The Agenda, including Terms of Reference for the TLAC and for the determination of planning applications, plus the Work Programme for 2017/18 is available in the Parish Council office and is also available on the Northumberland County Council (NCC) website, as are the Minutes of meetings will be in due course. The TLAC had also considered a petition from residents of Warden for a speed limit reduction in the village.
- (ii) Councillor Quinn's walk around Wylam with Parish Council members. This took place on 6th July. A brief report was received. (See also **Item 43d**).
- (iii) Falcon Centre. The building had re-opened on 4th July.
- (iv) Holeyn Hall Road: impacted vegetation/ blocked drainage channels. The Clerk had not yet pursued this with NCC. This historic issue had been repeatedly reported to and noted by NCC.
- (v) Refurbishment of track near the Plantation. See report at **Item 47**.
- (vi) Management of grassland area at the Nature Reserve. See report at **item 47**.
- (vii) Management of paths at the Haughs Nature Reserve. A quotation for £240.00 (ex. VAT) was received from Tyne Valley Woodlands. In line with the Parish Council's Financial Regulations, this had been approved and the work commissioned. A further quotation for tree work at the Nature Reserve had been received. See **item 58.4**.
- (viii) Wylam Globe. See report **item 48**.
- (ix) Reinstatement of Wylam Wood Road as a single track road. The Clerk had not pursued this with NCC. This historic issue had been reported to and noted by NCC. It was noted that residents of Wylam Wood Road were still very concerned about speeding traffic and road safety. It was **agreed** that the Parish Council would seek a meeting with NCC officers, Richard McKenzie and Neil Snowden.
- (x) Proposed closure of Riversdale Surgery GP Practice. See **item 46**.
- (xi) Confidential Item: Issues arising from correspondence with the Reece Foundation. This was further discussed at **Confidential Item 49**.
- (xii) Requests for litter bins. See **item 50**.

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- (xiii) Bank signatories. The Clerk reported that further information was required by Barclays Bank to effect the Mandate Change. This would be available in September.
- (xiv) Gentoo: Parish Council hedge at Holeyn Hall Road and parking issues. Following Gentoo's agreement to a meeting it was **agreed** to seek a meeting on Monday 17th July.
- (xv) Holeyn Hall Road village entrance sign. It was **agreed** to consider alternative sites on Holeyn Hall Road for the location of the sign at a future meeting of the Parish Council. Members would identify possible locations.
- (xvi) Councillor profiles for the Parish Council's website. Some further information is still outstanding for T. Appleby.
- (xvii) Confidential Item: Report on meeting with NCC Officers regarding the damaged riverside path at end Stephenson Terrace. T. Fish had provided the Parish Council with a copy of the geotechnical survey. He would keep the Parish Council informed regarding progress in obtaining quotations for design solutions. It was **agreed** that the Clerk would notify T. Fish that the fencing had again been moved, and would request renewed signage.
- (xviii) BT telephone box at Chapel Lane: transfer of ownership to Wylam Parish Council. The transfer agreement had been signed and would be sent to BT with a cheque for £1.00.
- (xix) Development of Wylam Parish Council's website. See **item 48**.
- (xx) Proposed dog training classes at Charlie's Corner. J. Joures reported that he had contacted the resident concerned and had discussed possible alternative venues with her. The first session would be held on 15th July and neighbours of Charlie's Corner would be advised prior to the event. A trainer would be on hand during the sessions to explain the event to passers-by. J. Joures would attend the sessions and report to a future meeting of the Parish Council.
- (xxi) Review of National Trust plans for George Stephenson's Birthplace. A meeting would be requested as a matter of urgency.
- (xxii) Village floral displays. T. Martin would report to a future meeting of the Parish Council.
- (xxiii) Consultation on proposed Multi-Academy Trust (Tynedale Community Learning Trust) to include Wylam First School. A response had been sent.
- (xxiv) Wylam Parish Council's Audit 2016/17. All information had been sent to BDO LLP, the Parish Council's external auditor in time for the due date of 30th June.

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- (xxv) Gentoo development: Section 106 funding. No further information had been received. This would be raised at the meeting with Gentoo.
- (xxvi) Parish Council survey of highway and footpath faults 2017. The format of this would be discussed at a future meeting of the Parish Council. Public Rights of Way would be added to the survey.
- (xxvii) NCC grass cutting. A meeting with NCC Local Services would be arranged. Lack of weed spraying was a particular concern.
- (xxviii) Meeting of the Publicity and Communications Advisory Group. See **item 48**.
- (xxix) Meeting of Old Post Office Advisory Group. See **Item 49**.
- (xxx) Clerk's Appraisal. See **item 52**.
- (xxxi) Meeting of Planning Advisory Group. The Group had not yet met. It was hoped that members would attend the NCC Planning Training sessions and would meet afterwards.

46. REVIEW OF INFORMATION RECEIVED REGARDING THE PROPOSED CLOSURE OF RIVERSDALE SURGERY.

A copy of information received from the Practice had been circulated to members prior to the meeting. It was noted that access to services in Wylam village was a very important issue. The proposed closure threatened local access to and availability of GP services and could also put the viability of Wylam Pharmacy in jeopardy. It was **agreed** that the Parish Council would write to the NHS Northumberland Clinical Commissioning Group, the body responsible for overseeing provision of adequate health care throughout the County. It was agreed that Councillor J. Joures would draft a letter which, once approved by members of the Parish Council, would be copied to the Riversdale Practice, Wylam Pharmacy and to Guy Opperman MP. It was further **agreed** that all stakeholders would be kept informed. It was **agreed** that the Clerk would forward a copy of the Minutes of the meeting of the Northumberland Primary Care Commissioning Committee held on 19th October 2016 to Councillor Joures. This was the meeting at which the proposal to close Riversdale Surgery had been discussed.

47. REPORT FROM THE HAUGHS NATURE RESERVE MANAGEMENT GROUP.

It was **agreed** that the Group would meet on 19th July and report to the September meeting of the Parish Council.

48. REPORT FROM THE PUBLICITY AND COMMUNICATIONS ADVISORY GROUP.

Councillor J. Joures reported that he had offered to take responsibility for development and updating of the Parish Council's website. This was **agreed**. Councillor J. Martin had offered to

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take responsibility (with input from other members of the Group) for the production of *The Wylam Globe*. The September issue would be produced through the usual channels, but these might be reviewed in future. Members were encouraged to let the Group know of any items suitable for the September Globe (deadline 7th August) and several items were suggested and noted by the Clerk for circulation to the Group.

49. CONFIDENTIAL ITEM: REPORT FROM THE OLD POST OFFICE ADVISORY GROUP.

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 reported on the meeting of the Group. The Chairman and the Clerk reported on further developments since that meeting. A Confidential Minute was made. It was **agreed** that the matter would be discussed at the Parish Council's September meeting when further information was likely to be available.

50. REPORT ON POSSIBLE LOCATIONS FOR ADDITIONAL LITTER BINS IN WYLAM VILLAGE.

The Chairman, T. Martin reported that the suggested locations had been assessed. It was proposed that new litter bins should be placed in the following locations:

- Outside the Spar Shop. It was **agreed** that Councillor K. Trobe would discuss the best position for a floor-standing bin with D. Bergstrand.
- Western approach to the Jubilee Field. M. Hadden had agreed to service this bin.
- Holey Hall Road opposite the footpath to Howdene. This would be a post-mounted bin.
- Entrance to Engine Dene from Algernon Terrace. A floor-standing bin at the same location as the present post-mounted one.

The proposals above were **agreed**. It was further **agreed** that the Clerk would contact NCC to ascertain whether servicing of the proposed bins would be feasible and for information on purchasing, cost and installation.

51. REPORT ON DEFIBRILLATOR FINANCING.

T. Appleby did not attend the meeting and had not submitted a report. It was **agreed** that the matter would be discussed at a future meeting of the Parish Council.

52. CONFIDENTIAL ITEM: TO REVIEW ISSUES ARISING FROM THE CLERK'S APPRAISAL.

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 (personal information).

A copy of the Clerk's completed Appraisal forms had been circulated to members prior to the meeting. It was **agreed** that the Clerk's working hours should be increased from 13 to 15 per week, back-dated to 1 April 2017. It was further **agreed** that a Job Review would be commissioned from NALC/SLCC in order to clarify and confirm the Clerk's pay grade. It was

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further **agreed** that a decision would be made during July on how many hours’ pay would be recharged per annum to Ovingham Joint Burial Committee for the Clerk’s duties since her appointment in January 2017.

53. PROPOSAL FROM COUNCILLOR J. JOURES ON A STRATEGIC PLAN FOR WYLAM.

A copy of Councillor Joures’ proposal had been circulated to members prior to the meeting. The Plan would be a clear statement developed in consultation with the Parish, of the kind of community residents want to live in, the issues that matter to the Parish, the objectives to be achieved and the steps required to achieve them. It would be a shared and live document, open to all and open to review. It was noted that the intention of the Plan was to provide a framework for decision-making in Wylam Parish. A 5-year life for the plan was proposed. The outline proposal was **approved**. It was **agreed** that J. Joures would develop an initial proposal and outline content to support engagement with the Parish for further discussion at a future meeting of the Parish Council.

54. CONSIDERATION OF REQUEST FOR ENDORSEMENT OF RE-ROUTING OF PUBLIC RIGHT OF WAY WYLAM FOOTPATH 9.

This request had been received from Mavis Harris of Hexham Ramblers. The accompanying information was reviewed and discussed. It was **agreed** that Councillor C. Percy would review this Public Right of Way and report to the September meeting of the Parish Council.

55. CONSIDERATION OF REQUEST FOR DISABLED PARKING SPACE AT BELL ROAD, WYLAM.

A copy of the resident’s letter had been circulated to members prior to the meeting. It was **agreed** that the Parish Council would make representations to NCC on the resident’s behalf.

56. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (12/06/2017) had been attached for information only. The Clerk agreed to forward two items to members.

57. PLANNING APPLICATIONS

57.1 Planning Applications considered by Parish Council since last meeting (12/06/2017)

17/01771/VARYCO Kenmore, Acomb Drive, Wylam.
Variation on condition 2 (Approved Plans) & Condition 3 (Materials) pursuant to planning permission 15/04296/FUL – to allow revised design has slight increase in size and changes to external appearance.

WPC Comment: No objection.

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17/02214/VARYCO Land NW of Hague Cottage, Wylam Wood Road, Wylam.
Variation of condition G13 (plans) pursuant to planning permission T/200000052 to allow reduction of the garaging from four bays to three.

WPC Comment: No objection.

57.2 Planning applications approved by NCC since last meeting (12/06/2017).

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

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

(The totem sign has been mistakenly included in this consent, but NCC have been notified and have removed it – it is not consented).

17/01771/VARYCO Kenmore, Acomb Drive, Wylam.

Variation on condition 2 (Approved Plans) & Condition 3 (Materials) pursuant to planning permission 15/04296/FUL – to allow revised design has slight increase in size and changes to external appearance.

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.

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.

57.3 Planning applications withdrawn since last meeting (12/06/2017).

None.

57.4 Planning applications refused permission by NCC since last meeting (12/06/2017).

None.

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58. FINANCIAL MATTERS.**58.1 Report on Income Received since last meeting (12/06/2017).****a. Wylam Parish Council**

DATE	SOURCE	AMOUNT
05/06/17	NCC – for Ov'ham Cemetery (2016/17)	£193.14

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

No income received to date.

The reports were **accepted**.

58.2 Consideration of schedules of payments to be approved at the meeting (10/07/2017).

The following schedule of payments was considered for approval at the meeting:

a. General Community Account Payments Schedule.

Inv. Date	Payee	Details of supply	Legal power	Chq. No.	Voucher	Total
12/06/17	BT	Telephone box	LGA 1972 s137	103259	033	£1.00
22/06/17	Clavering Stationers	Stationery & toner	LG(FP)Act 1963	103260	034	£172.87
29/06/17	Tyne Tees Business Machines	Printer	LG(FP)Act 1963	Debit Card payment	035	£299.00
10/07/17	NCC	Payroll recharge 4	NALC/SLCC Conditions of Service 1996; LGA 1972 s112	103261	036	£619.94
01/07/17	NCC	Falcon Centre Rent (2)	LGA 1972 ss144 & 145	103262	037	£300.00
03/07/17	SLCC	Conference Fee	LG(FP)Act 1963	103263	038	£82.80
10/07/17	Tynedale Hospice	Donation	LGA 1972 s133	103264	039	£75.00
03/07/17	JRB Enterprise Ltd	Dog bags	Litter Act 1983	103265	040	£192.12
05/07/17	Wylam Painting & Decorating	Painting railings	LGA 1972 s111	103266	041	£900.00

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

No invoices presented.

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

East Tynedale Parish & Town Councils Forum. A copy of the letter from the Forum had been circulated to members prior to the meeting. It was **agreed** that Wylam Parish Council wished to remain a member of the Forum and that it would contribute £50.00 per annum to the Forum's running costs. It was **agreed** that the Clerk would so inform the Secretary to the Forum.

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58.4 Consideration of quotations received.

Tyne Valley Woodlands: Quotation for tree work at the Haughs Nature Reserve. A copy of the quotation had been circulated to members prior to the meeting. The quotation of £892.50 (excluding VAT) was **approved**.

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

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

Councillor C. Percy had submitted a written report. He had made some useful contacts, including Fiona Forsythe of the TVCRP and Janice Rose of NCC's Community Regeneration Team. Anne Lawson, a member of the Team, would be happy to talk over ideas for the Museum and other developments. Meetings are also planned with Sarah Carr, Museum Development Manager for North East England, John Clayson, Keeper of Science and Industry at the Discovery Museum. The Museum is in reasonably good condition and future actions might centre around promotion, linked to local interpretation as suggested by the National Trust. The Parish Council might consider commemorating the closure of the Scotswood to North Wylam rail loop 50 years ago in March 2018. The Parish Council should have a plan of action ready in case the future of the Falcon Centre should come up for discussion. C. Percy and T. Appleby would continue to talk to people in Wylam who had been involved in the Museum or who had expressed an interest in it.

b. Wylam Playing Fields Association (A. Francis)

No report.

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

The next meeting of the Committee would be held on 5th September 2017.

d. Tree Warden (S. James)

S. James had been unable to access the diseased trees at The Orchard corner due to fencing erected by Gentoo. It was **agreed** that this issue would be raised at the meeting to be arranged with Gentoo. It was **agreed** that S. James would clear the fallen tree lying across the footpath east of Stephenson Terrace.

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

No meeting.

f. East Tynedale Parish & Town Councils Forum. (T. Martin)

The AGM would be held on 26th July at 7pm at a venue to be arranged. All councillors are welcome to attend.

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

- (i) Riverbank erosion. This was suggested as an item for a future agenda. Areas of concern, besides the damaged section of footpath are on the north and south banks of the Tyne, east of Wylam Bridge. It was **agreed** that it would be necessary to identify who to engage with on this.
- (ii) Strategic Plan for Wylam Parish. It was proposed that this be a standing item on future agendas. It was **agreed** to review this suggestion after the September meeting of the Parish Council.
- (iii) Speeding on Holeyn Hall Road. A detailed email had been received from a resident of Holeyn Hall Road. It was **agreed** that this would be included on the agenda of a future meeting.
- (iv) School parking at Bell Road. This issue had again been reported and would be included on the agenda of a future meeting.
- (v) Cleaning up after your dog. It was **agreed** that this issue should be explored and would be discussed at a future meeting of the Parish Council. It was **noted** that information had been received from NCC about the Green Dog Walkers Responsible Dog Ownership Campaign.
- (vi) Order of the Agenda at Parish Council Meetings. It **noted** that this could be varied at the Chairman's discretion to enable business of concern to local residents to be handled early in the meeting.
- (vii) Sewer Closure Agreement between Northumbrian Water, Gentoo Homes and Wylam Parish Council. It was **noted** that a copy of the Agreement signed by all parties had been received.
- (viii) Falcon Centre. Maintenance issues had been raised with County Councillor Karen Quinn during her fact-finding visit to Wylam. It was noted that A. Haddon had requested that the Parish Council meet in September with parties interested in securing the Falcon Centre as a Community Asset. It was **agreed** that the Parish Council would not participate in the meeting.
- (ix) Matthew Hadden: job appraisal. It was **agreed** that Councillor T. Martin would conduct Matthew Hadden's Appraisal. It was **agreed** that the Clerk would forward the required documentation to T. Martin.

61. CONFIRMATION OF DATES OF FUTURE MEETINGS.

To confirm the schedule of meetings as follows:

Monday 11th September 2017

Monday 9th October 2017

Monday 13th November 2017

Monday 11th December 2017

Monday 8th January 2018

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Monday 12th February 2018
Monday 12th March 2018
Monday 9th April 2018
Monday 14th May 2018 (Annual Meeting).

Meeting closed at 10.20pm.

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