



*Wylam Parish Council*

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**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL  
HELD ON 9<sup>th</sup> OCTOBER 2017 AT 7p.m. IN WYLAM INSTITUTE**

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

**Also present:** County Councillor Karen Quinn; Mrs. D. Carney (Clerk); 6 members of the public.

**83. APOLOGIES FOR ABSENCE.**

Apologies had been received from Councillors T. Appleby, J. Martin, C. Percy.

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

Councillor T. Martin declared an interest in **Item 88f**.

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

a. Lynne Petrie asked about progress on the following matters:

- i. Allotment track resurfacing: quotations are being sought for this;
- ii. A larger litter bin outside the Spar Shop: this is to be ordered soon;
- iii. Damaged grit bin at the Country Park Car Park: it was **agreed** that the Parish Council would purchase a replacement bin;
- iv. A defibrillator for Wylam: finance for this was being investigated. The telephone kiosk, in which it was proposed to install the defibrillator, was now in the ownership of Wylam Parish Council;
- v. The possibility of a "Free Parking" sign at the Country Park Car Park: it was **agreed** that the Parish Council would ask for this to be installed;
- vi. The problem of cycling on Wylam Bridge: the Parish Council had had no update as to when the signage would be installed.
- vii. The future of George Stephenson's Birthplace (National Trust). (See **Item 88n**).

b. Peter Hetherington asked when the mandatory 20mph speed limit signage would be installed. (See **Item 85vi** above). He commented on the poor state of the surface of Main Road. The Parish Council had been told that this would be done in early 2017, and has again included this in its list of priorities for the Northumberland County Council's (NCC) Local Transport Plan 2018/19. County Councillor Quinn assured Mr. Hetherington that NCC was aware of the issues in Wylam, following her tour with members of the Parish Council.

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**86. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.**

Councillor Quinn reported on the following matters:

- a. Holeyh Hall Road issues. Five tonnes of impacted vegetation had been removed and the gullies cleared. NCC and Northumbrian Water Ltd were currently in dispute as to which of them bore responsibility for the water leak.
- b. Road repairs. The road leading to Heddon on the Wall had been repaired prior to the Masters Golf tournament.
- c. Signage on the Waggonway. County Councillor Quinn had contacted NCC regarding how signage could emphasise the shared use nature of the waggonway. The broken sign would be repaired. It was **agreed** that the Parish Council would write to NCC asking to be involved in planning additional signage.
- d. Licensing of Rev. Tom Birch at St. Mary the Virgin Church in Ovingham: County Councillor Quinn had attended this ceremony.
- e. Wylam Co-op Store. No complaints had been received and feedback from users had been good.
- f. British Masters Golf Tournament. This had been a great success and traffic issues had been well-managed.
- g. Tynedale Local Area Council. The next meeting would be on Tuesday 10<sup>th</sup> October. The Parish Council had received an invitation which had been forwarded to members.
- h. Weed spraying 2017 season. In answer to a comment from Councillor T. Martin on the lack of any weed spraying during 2017, County Councillor Quinn agreed to provide a further update in due course.
- i. Installation of 20mph mandatory signs and cycling signage. County Councillor Quinn agreed to investigate the reason for the delay.
- j. Application for a Disabled parking space at Bell Road. Councillor J. Joures asked whether County Councillor Quinn could help progress this matter, which had been refused by NCC due the objection of a neighbour. Councillor Quinn replies that the decision taken by NCC was within the provisions of the prevailing legal framework. It was **agreed** that the Parish Council would write to NCC to ask for information relating to the legal basis for the decision.

**87. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> SEPTEMBER 2017.**

The Minutes and a separate Confidential Minute had been circulated to members prior to the meeting. On Page 4 of the Minutes at Item 67(xix) "*M. Dunnett, Chair of Governors*" was amended to read "*M. Dunnett, Vice-Chair of Governors*". The Minutes and the Confidential Minute were then **agreed** as a true record of proceedings and signed by the Chairman.

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

- a. Holeyh Hall Road. It was noted that water is still running down the road. (See **Item 86a** above).
- b. Maintenance issues at Wylam Station. It was noted that the main external maintenance issues were trees growing out of the station buildings on the west-bound platform and that the Listed

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signal box needed painting. It was **agreed** that members of the Parish Council would visit Wylam Station House to assess its condition while it was being used to host part of the Wylam Winter Tales Festival in 2018. Thereafter, a list of items for repair and maintenance would be sent to Northern Rail. It was likely that money would be available in future to refurbish Station House as a community facility. (Minute 2017/42(iii), 10/07/2017).

- c. Proposed academisation of Wylam First School. (Tynedale Community Learning Trust). A meeting with the Chair of Governors, John Sedgewick, and members of the Parish Council would be arranged in the near future.
- d. Liaison with Gentoo. It was **agreed** to meet with Gentoo representatives on Friday 27<sup>th</sup> October at 2pm in Wylam Institute. A report would be made to the next meeting of the Parish Council.
- e. Wylam entrance sign. It was **noted** that a suitable site for this had not yet been identified.
- f. Damaged riverside path at end Stephenson Terrace. Tim Fish of Northumberland County Council (NCC) had reported that the several design consultancies approached by NCC had declined to tender for the work. NCC was now looking at the feasibility of producing design solutions in-house. It was **agreed** that the Parish Council would once again ask for signs at the entrances to the path. At present no signage is in place. It was **noted** that no further progress had been made by the Parish Council on discussions regarding river erosion east of Wylam Bridge.
- g. Employment matters. The Clerk had not yet completed the Job Review form. Ovingham Joint Burial Committee has agreed the Committee Clerk's salary. (See **Item 95**).
- h. Defibrillator financing. It was **noted** that some information had been received from T. Appleby.
- i. Speeding traffic on Holeyn Hall Road and road safety in Wylam. Wylam Road Safety Group is to send a list of meeting dates to the Parish Council.
- j. M. Hadden: Job Appraisal. The forms had been sent off to T. Martin.
- k. Cyclists on the Waggonway. The Parish Council would write to NCC. (See **item 86c** above).
- l. Riversdale Surgery. A letter had been sent incorporating a suggestion from a Wylam resident that Riversdale Practice should explore sharing premises at Jackson Road, Wylam with the White Medical Group. It was **noted** that the next Northumbria Clinical Commissioning Group meeting would be held on 18<sup>th</sup> October and that some members of the Parish Council were considering attending.

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- m. Re-routing of Footpath 9 at Wylam riverside. A meeting is to be arranged with T. Fish of NCC at which members will be briefed on the application procedure for footpath re-routing.
- n. National Trust (NT) plans for George Stephenson's Birthplace. Andrew Poad had notified the Parish Council that the NT is awaiting confirmation of funding from the Arts Council for a research project on the Stephenson family and visitor expectations at the site. The intention is to use a public meeting in Wylam to kick-start the research project, but the date of any such meeting is dependent on confirmation of funding approval which is expected soon.
- o. Wylam Parish Council's priorities for inclusion in NCC's Local Transport Plan 2018-19. These had been sent to NCC and are: (i) Resurfacing of Main Road from its junction with Ovingham Road to the Fox & Hounds Inn; (ii) Resurfacing of Ovingham Road from the junction with Main Road to the Wylam village sign (Bulls Bank); (iii) Resolution of the drainage problem at Ingham Terrace. These priorities had been copied to County Councillor Karen Quinn.
- p. New litter bins. Landowner (NCC) permission has not yet been sought for Engine Dene and outside the Spar Shop. The bins would be ordered as soon as possible after permissions are obtained. The Clerk would inform members of the cost of the bins before placing an order.
- q. New EU General Data Protection Regulation. No further information had been received from NALC but this is expected towards the end of November. SLCC is running one-off webinars on this topic at a cost of £30.00 each.
- r. Planning Application 17/002165/FUL: 8 The Orchard, Wylam. It was **agreed** that members of the Planning Advisory Group would meet with the resident concerned.
- s. External Auditor's Report. The Notice of Completion of Audit and requisite information had been posted on the Parish Council's website and at Wylam Library.
- t. 'Football pitch' on Engine Dene. Following an email from the Parish Council, the goalposts had been permanently removed. Mike Jeffrey of NCC had been willing to meet to discuss the issue. It was **noted** that the dispute had highlighted issues relating to grass cutting in general.
- u. Annual Maintenance schedule. A request for quotations had been sent.
- v. Tyne Valley Community Rail Partnership (TVCRP) – nomination to the Board. The Parish Council had nominated C. Percy for the Board with the proviso that he would agree to serve only as and when other commitments permitted.
- w. Remembrance Sunday. All parties have been contacted and a TTRO road closure order for the event had been applied for. A trumpeter would be available for "The Last Post." The ceremony

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at the War Memorial would begin at 10.45am, followed by a procession up Main Road and Church Road for a church service at St. Oswin's beginning at 11.30am.

- x. Signage for 'Local Shops'. Further discussion with and advice from NCC were necessary. It was **agreed** that K. Trobe would conduct an audit of signage on Main Road. It was further **agreed** to ask NCC whether a map showing signage locations was available.
- y. Museum signage. It was **agreed** that K. Trobe would obtain data on footfall from the Librarian at Wylam Library.

**89. REVIEW OF FORMAT OF PARISH COUNCIL'S SURVEY OF FOOTPATH, HIGHWAY AND DRAINS FAULTS 2017 AND ASSET INSPECTION 2017.**

Members were assigned Parish Council assets to inspect. It was **agreed** that the results would be collated by the Clerk. It was **agreed** that a list of 10 priority areas for footpath, highway and drain faults would be compiled. It was **noted** that the procedure for reporting potholes and other highway faults via the NCC website and by telephone was straightforward, but it was **agreed** that information on this procedure should be made available via the Globe and the Parish Council's website.

**90. REPORT FROM THE NATURE RESERVE MANAGEMENT ADVISORY GROUP.**

A copy of the report had been circulated to members prior to the meeting. The report was accepted. It was **agreed** that a specification would be drawn up for the work programme identified (Clearing central scrub area and southern hay meadow area, pruning work, cutting new paths) and quotations would be sought.

**91. CONSIDERATION OF REQUEST FOR A SKATE PARK IN WYLAM.**

The request was presented by a young Wylam resident and his parents, who handed over a petition asking for the Parish Council to provide a skate-boarding facility in the village. The petition had been signed by 53 other young Wylam residents and the Wylam First School Head Teacher. The presentation was received positively by members of the Parish Council. It was **agreed** that possible locations, designs and costings would be examined and discussed at a future meeting of the Parish Council.

**92. REVIEW OF ARRANGEMENTS FOR PUBLICATION OF THE WYLAM GLOBE.**

It was **agreed** to maintain the present format and printing firm for the December issue. It was **noted** that residents appreciated the present format and the in-depth information that was contained in the Globe. It was **agreed** that printing costs would be reviewed in 2018 and several printing firms, including the one currently used, would be asked to submit tenders for future issues of the Globe which would include alternative design and layout ideas. It was further **agreed** that delivery routes needed to be rationalised.

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**93. REPORT ON A VILLAGE PLAN FOR WYLAM.**

It was **agreed** that Parish Council members interested would meet to pool ideas on 31<sup>st</sup> October at Wylam Institute. A report would be made to a future meeting of the Parish Council.

**94. HAGG BANK PLAY AREA: REVIEW OF WICKSTEED LEISURE'S PLAY AREA SAFETY INSPECTION REPORT AND ISSUES RAISED BY RESIDENTS.**

A copy of the Inspection report had been circulated to members prior to the meeting. It was **noted** that the report had not highlighted any major problems, but that the tower slide would probably need replacing in the next few years. It was **agreed** that residents of Hagg Bank would be consulted on any changes to the play equipment.

**95. CONFIDENTIAL ITEM: CONSIDERATION OF Ovingham Joint Burial Committee's RECOMMENDATIONS FOR THE COMMITTEE CLERK'S SALARY.**

**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).**

Mrs. D. Carney declared an interest in this item and left the meeting while it was discussed. Members considered a recommendation from Ovingham Joint Burial Committee (OJBC) as to the Clerk's salary. It was **agreed** to accept the recommendation of the OJBC. A Confidential Minute was made.

**96. CONFIDENTIAL ITEM: UPDATE ON MATTERS RELATING TO 3 – 4 LABURNUM TERRACE, WYLAM.**

**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 progress made since the last meeting and members considered a letter received from a Wylam resident in connection with this matter. A Confidential Minute was made.

**97. REVIEW OF INFORMATION RECEIVED ON STREET LIGHTING AT ALGERNON TERRACE.**

A resident of Algernon Terrace had contacted the Parish Council to express her concerns regarding the number of LED lighting columns proposed for the Terrace by NCC. Members of the Parish Council had examined the responses she had received from NCC. It was **agreed** that the Parish Council would contact NCC to ask for an explanation of the reasoning behind the decision to install 5 new lighting columns on Algernon Terrace. It was **noted** that street longer than Algernon Terrace, such as Stephenson and Falcon Terrace had only had 4 columns installed. It was further **agreed** that the Parish Council would write to the resident concerned.

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**98. CONFIRMATION OF THE VILLAGE TREE WARDEN’S RESIGNATION.**

It was **noted** that S. James had resigned from this voluntary post but had agreed to continue to act as consultant until alternative arrangements could be made. It was **agreed** that the Parish Council would write to thank S. James for his service and that there would be an article in the December Globe.

**99. CORRESPONDENCE (As listed).**

A list of correspondence received since the last meeting (11/09/2017) had been attached for information only. The following items were brought to members’ attention:

**100. PLANNING APPLICATIONS**

**100.1 Planning Applications considered by Parish Council since last meeting (11/09/2017)**

None.

**100.2 Planning applications approved by NCC since last meeting (11/09/2017).**

None.

**100.3 Planning applications withdrawn since last meeting (11/09/2017).**

None.

**100.4 Planning applications refused permission by NCC since last meeting (11/09/2017).**

17/02552/FUL                    Stanleyburn House Residential Home, Station Road, Wylam.  
Proposed dormer loft conversion to provide new apartment comprising of dormer windows.

**101. FINANCIAL MATTERS.**

**101.1 Report on Income Received since last meeting (11/09/2017).**

a. Wylam Parish Council

DATE	SOURCE	AMOUNT
15/09/17	NCC – Precept 2	£19,500.00

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

DATE	SOURCE	AMOUNT
08/09/17	SE Loveday	£1,000.00

The reports were **accepted**.

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101.2 Consideration of schedules of payments to be approved at the meeting (09/10/2017).

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
11/09/17	Wylam Winter Tales Festival	Grant	LGA 1972 s145	103284	058	£2,500.00
14/09/17	Clavering Stationers	Toner	LGA (FP) Act 1963	103285	059	£77.99
01/10/17	NCC	Falcon Centre rent 3	LGA 1972 s145	103286	060	£300.00
09/10/17	M. Hadden	Expenses	LGA (FP) Act 1963	103287	061	£5.96
09/10/17	OJBC	Maintenance Grant 2	LGA 1972 s214(6)	103288	062	£2,160.00
16/10/17	NCC	Payroll recharge 7	NALC SLCC Conditions of Service 1996; LGA 1972 s112.	103289	063	£1,104.20
01/10/17	Gilpin Press	Globe 2	LGA 1972 s 142	103290	064	£449.25

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

Inv.Date	Payee	Details of supply	Legal power	Chq. No.	Voucher	Total
29/09/17	Hermitage Gardens	Vegetation trimming	Open Spaces Act 1906 ss 9 & 10; LG 1972 ss 126 & 127 as amended by LG Planning & Land Act 1980 Sch.83.	100046	PO-003	£792.00

101.3 Consideration of requests for financial assistance received since last meeting (11/09/2017).

None received.

101.4 Consideration of quotations received.

None received.

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

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

No report.

b. Wylam Playing Fields Association (A. Francis)

The AGM would take place on 14<sup>th</sup> November.

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- c. Ovingham Joint Burial Committee (T. Martin, K. Trobe, D. Carney)  
T. Martin reported that the Committee had visited the cemetery to review grounds maintenance. A report on the trees in the cemetery was being prepared by S. James. There had been discussion about the future use of the two chapels.
- d. Tree Warden (S. James)  
No report. (See **Item 98**).
- e. Wylam Institute Community Association (J. Joures, B. Nicholson)  
It was **noted** that J. Joures was now 'shadow' Treasurer for Wylam Institute.
- f. East Tynedale Parish & Town Councils Forum. (T. Martin)  
The next meeting would take place on 12<sup>th</sup> October. All councillors interested were welcome to attend.
- g. West Area COSH. (J. Martin)  
There had been no meeting.

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

- a. Wylam Parish Council Budget meeting. It was **agreed** that this preliminary Budget meeting would be held on 25<sup>th</sup> October at 12pm at 4 Dene Road, Wylam. The Clerk reported that it had not been possible to complete the Half Year Accounts and Financial Report as the September bank statements had not yet arrived. This would be done in time for the Budget meeting as soon as the bank statements were available.
- b. Request to move bus stop on Station Road. It was **noted** that NCC had been contacted about this.
- c. Report of trail motorbikes using paths in Nature Reserve and other public footpaths. This was **noted** for further investigation.
- d. Upgrading of Nature Reserve information panels. It was **noted** that S. Pardue, designer of the present boards, had offered to upgrade the boards if required.
- e. Establishment of a sensory garden at Charlie's Corner. This suggestion was **noted**.
- f. Update of "A Walk around Wylam" leaflet. This was on hold at present as there may be an opportunity to integrate this with any National Trust plans for promoting George Stephenson's Birthplace.
- g. Councillor surgeries at Wylam Library. This suggestion had come from members of the Parish Council and would be discussed at a future meeting.
- h. Grass cutting. This would be discussed at a future meeting.
- i. Damaged noticeboard at Station Road. T. Martin would repair this as soon as practicable.
- j. Christmas Tree at Charlie's Corner. It was **agreed** that Wylam Nurseries would arrange for this to be done as usual.
- k. Christmas Celebration at Charlie's Corner. This is scheduled for Friday 22<sup>nd</sup> December.

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- l. Christmas Lights. The Clerk is making arrangements to have the lights serviced and further lights installed.
- m. Plan for Clerk's absence. It was **agreed** that a plan should be in place and would be brought to a future meeting of the Parish Council for discussion.

**104. CONFIRMATION OF DATES OF FUTURE MEETINGS.**

The schedule of meetings was confirmed as follows:

- Monday 13<sup>th</sup> November 2017
- Monday 11<sup>th</sup> December 2017
- Monday 8<sup>th</sup> January 2018
- Monday 12<sup>th</sup> February 2018
- Monday 12<sup>th</sup> March 2018
- Monday 9<sup>th</sup> April 2018
- Monday 14<sup>th</sup> May 2018 (Annual Meeting).

*Meeting closed at 10.15pm.*

Signed: ..... Date: .....  
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