



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 13th NOVEMBER 2017 AT 7p.m. IN WYLAM INSTITUTE**

Councillors present: Mrs. A. Francis (Chairman); Mr. T. Martin (Vice-Chairman); Mr. C. Percy.

Also present: Mrs. D. Carney (Clerk)

105. APOLOGIES FOR ABSENCE.

Apologies had been received from Parish Councillors T. Appleby, J. Joures, J. Martin, W. Nicholson and K. Trobe and from County Councillor Karen Quinn.

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

Councillor T. Martin declared an interest in **Items 110f, 113.2 and 121.2a.**

107. QUESTIONS FROM MEMBERS OF THE PUBLIC.

There were no members of the public present and no questions were put.

108. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn had sent a written report on the following matters:

- a. Highway matters. As part of the member's pothole priority repair scheme, Chapel Lane at Main Road junction is due for repair soon. Repair of Main Road between Black Bull and Fox & Hounds Inns is also being sought but had not been confirmed by Northumberland County Council (NCC). Councillor Quinn would meet with NCC officers regarding pooling of water near the War Memorial and the surface water on Holeyn Hall Road. NCC is well prepared for the winter season.
- b. Weed problems. Councillor Quinn is to press for early action on weed spraying in 2018 especially on problem areas on the Dene Estate. NCC is cutting back overhanging trees and vegetation on the Waggonway. It was **agreed** that T. Martin would compile a list of priority areas for weed spraying, but it was acknowledged that NCC needed to spray more frequently.
- c. Application for Disabled parking space on Bell Road. Councillor Quinn's investigation of this case had revealed that local residents were not fully supportive of this application and in these circumstances installation of a Disabled space would be considered a waste of time and money. (See also **Item 118**).

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- d. Community Chest awards. Wylam Rockets and Wylam Winter Tales Festival had been awarded grants.
- e. NCC reviews. The Active Northumberland review would report shortly and reviews of NCC finances and Arch continue. The Tynedale Local Area Committee would meet on 14th November at Corbridge Middle School.
- f. Remembrance Sunday. Councillor Quinn had been proud to lay a wreath at Wylam's commemorative event.

109. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th OCTOBER 2017.

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

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

- a. Damaged grit bin near Country Park Car Park. The bin belongs to Northumberland County Council (NCC) and they had been notified and would replace it.
- b. Free parking sign at Country Park Car Park. A request for this would be sent to NCC as soon as possible.
- c. Signage on the Waggonway. A letter would be sent to NCC as soon as possible.
- d. Maintenance issues at Wylam Station. A list of issues is being compiled by T. Martin and C. Percy.
- e. Proposed academisation of Wylam First School. A meeting with the Chair of Governors had yet to be arranged. It was **agreed** that the Clerk would contact John Sedgewick.
- f. Damaged riverside path at end Stephenson Terrace. T. Fish had agreed to renew the signage, but this had not yet been done. T. Martin reported anti-social behaviour from some people who expected there to be access to the path through Wylam Nurseries.
- g. Employment matters. The Clerk would complete the Job Review form as soon as possible.
- h. Defibrillator finance. It was **agreed** to ask for funding for this from Councillor Quinn's Member's Small Schemes Allowance.
- i. M. Hadden Appraisal. This would be completed as soon as possible.
- k. Riversdale Surgery. A reply to the Parish Council's letter had been received from the Practice. The reply was **noted**.

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- l. National Trust (NT) plans for George Stephenson's Birthplace. The NT had been in touch with C. Percy to invite a member of the Parish Council to participate in the panel for the proposed survey. It was **agreed** that C. Percy would participate on behalf of the Parish Council and that this would be communicated to Andrew Poad.
- m. New litter bins. NCC's permission had been obtained for new floor-mounted bins at Engine Dene and outside the Spar Shop. Quotations for the three new bins would be presented to the December meeting of the Parish Council for approval.
- n. Planning Application 17/002165/FUL: 8 The Orchard, Wylam. Members of the Planning Advisory Group met with the resident concerned. The meeting had been amicable.
- o. Annual Maintenance Schedule. (See **Item 121.4b**).
- p. Remembrance Sunday. The event had been a great success. It was **agreed** that appropriate letters of thanks would be sent.
- q. Signage for local shops. This had not yet been requested from NCC. K. Trobe is to complete an audit of Main Road signage and report to a future meeting of the Parish Council.
- r. Museum signage. It was **agreed** that C. Percy would liaise with the Librarian to obtain this information.
- s. Parish Council survey of footpath, highway and drainage faults. It was **agreed** that no formal survey would be conducted in 2017/18. Councillors and members of the public would be encouraged via the Globe to report faults.
- t. Report from Nature Reserve Management Group. T. Martin had drawn up specifications for the agreed work programme to be sent out for quotations, which would be brought to a future meeting of the Parish Council.
- u. Skate Park for Wylam. A. Francis reported that Wylam Community Playing Field Association (WCPFA) had obtained a quotation and design for a skateboarding/BMX area adjacent to the MUGA. The designs and plans were shown to members present. A. Francis advised that WCPFA had consulted the young people who had asked the Parish Council for this kind of provision at the October meeting and the scheme had met with their approval. It was **agreed**, given that the young people had been consulted, to support the scheme. It was further **agreed** that WCPFA should make the Section 106 grant application.
- v. Ovingham Joint Burial Committee: Committee Clerk's salary. The NCC payroll would be amended in line with the terms agreed.

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- w. Review of street lighting at Algernon Terrace. The Parish Council had asked NCC for an explanation of the reasoning behind the decision to install 5 lighting columns, but no response had been received. The resident had been informed of the lack of progress. Information received from NCC on the progress of the street lighting renewal programme was **noted**.
- x. Village Tree Warden. A letter of thanks had been sent to S. James as agreed. It was **agreed** that the Tree Warden Job Specification would be reviewed at the next meeting of the Parish Council.
- y. Wylam Parish Council Budget 2018/19. A draft Budget was now ready for discussion. It was **agreed** that a preliminary meeting would be held on 27th November to enable Parish Councillors to review the finalised Draft Budget prior to its presentation at the next Parish Council meeting on 11th December.
- z. Bus stop on Station Road. NCC had moved this as requested by the resident.
- aa. Christmas Lights. These had been serviced on 2nd November and further lights installed. They would be switched on for the Christmas season from Sunday 3rd December.
- bb. Contingency plan in the event of the Clerk's absence. This had yet to be finalised.

111. REPORT OF MEETING WITH GENTOO.

A copy of T. Martin's report of the meeting of 27th October was received and **noted**. At that meeting, progress of the development, contractor parking, tree issues, further major road works and Section 106 funding were reviewed. It was also **noted** that an article from Gentoo for the Wylam Globe had been received.

112. REPORT OF MEETING WITH WYLAM ROAD SAFETY GROUP.

Members of the Parish Council met with the Road Safety Group on 1st November. A short report of that meeting was received and reviewed. The meeting had reviewed progress on installation of the 20mph limit. It was **agreed** to contact County Councillor Karen Quinn for an update on this and for a progress report on the street lighting renewal programme. An email received from a Wylam resident about pedestrian safety at the entrance to the new Coop Store was noted and it was **agreed** to contact NCC on this issue as a matter of urgency. It was also **agreed** to discuss highway safety options for the area near the Fox & Hounds Inn with NCC officers in January. Continued hazards caused by motorists mounting the pavement at the junction of Wylam Wood Road and The Crescent were **noted** and the resident concerned had been advised to contact County Councillor Quinn with her concerns. A further email received from a Wylam resident reporting cars parked on pavements at the entrance to the Jubilee Field was **noted** and would be passed to Wylam Community Playing Fields Association for further

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action. The Clerk had advised the resident to contact the Police directly in the case of further such incidents.

113. REPORT OF MEETING WITH TIM FISH REGARDING RE-ROUTING OF FOOTPATH 9 AND OTHER ISSUES.

C. Percy and the Clerk had met with Tim Fish of NCC on 18th October. The report of the meeting was received and noted. It was **agreed** that the Parish Council would inform Wylam Allotments Association of NCC's plans to re-route the path. NCC's volunteer scheme for local reporting of problems and maintenance of footpaths and stiles was also noted and it was **agreed** that an article about this would be published in a future issue of the Wylam Globe.

114. REPORT ON PROGRESS OF A VILLAGE PLAN FOR WYLAM.

A copy of Councillor J. Joures' report "Wylam: a Sustainable Community" had been circulated to members prior to the meeting. As Councillor Joures was not present at the meeting it was **agreed** to defer discussion of the report to a future meeting of the Parish Council.

115. 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).

A report of a meeting between members of the Parish Council and Mr. Loveday (tenant of 3 – 4 Laburnum Terrace) was received and issues arising from it **noted**. A Confidential Minute was made.

116. REVIEW OF THE WYLAM RAILWAY MUSEUM INSURANCE POLICY.

A separate insurance policy (with Ecclesiastical Insurance) is currently in place for the exhibits and display cases in Wylam Railway Museum. This insurance policy, currently costing £1,152.23 per year, had been reviewed with Came & Company as part of a review of Wylam Parish Council's insurance cover. A proposal from Came & Company, the Parish Council's main insurers, to include the Museum exhibits and display cases insurance in the Parish Council's main insurance policy, had been circulated to members prior to the meeting. Came & Company had proposed an additional annual premium of £121.40, effective *pro-rata* from 25th December 2017 when the Ecclesiastical policy was due for renewal, to cover insurance of the Museum's exhibits and display cases. It was **agreed** to accept this offer from Came & Company. After some discussion it was **agreed** that the value of the exhibits and display cases to be insured would be set at £30,000.00. The Chairman thanked the Clerk for her work which had resulted in a saving of insurance costs to the Parish Council.

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117. REVIEW OF WYLAM PARISH COUNCIL'S ASSET INSPECTION REPORTS.

Reports from T. Martin and A. Francis were received and noted. It was **agreed** to replace the bench outside the Fox & Hounds Inn. It was **agreed** that a quotation for this would be brought to a future meeting of the Parish Council. It was **agreed** that village benches would be refurbished every year. It was **noted** that the information boards at the Nature Reserve were likely to need renewing in about 2 years' time. It was **agreed** that a reminder would be sent to other Parish Councillors to produce their asset inspection reports in time for the December meeting of the Parish Council.

118. REVIEW OF INFORMATION RECEIVED FROM NCC ON DISABLED PARKING SPACES.

Copies of policy documents received from NCC had been circulated to members prior to the meeting. Information received from County Councillor Karen Quinn was also **noted** (see **Item 108c**). It was **agreed** that the Parish Council would ask Councillors K. Trobe and J. Jours to liaise with the resident concerned to see whether the matter could be taken further and report back to a future meeting of the Parish Council.

119. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (09/10/2017) had been attached for information only. The following items were brought to members' attention:

- a. NCC Consultation on new partnership for Bus Information between NCC and Parish and Town Councils. It was noted that NCC was proposing to provide local councils with PDF's of the timetables which volunteers from local councils would then display in local timetable cases, and additionally in other local venues such as village halls and shops. Training and keys for timetable cases would be provided. It was **agreed** that this proposal would be discussed at the December meeting of the Parish Council.

120. PLANNING APPLICATIONS**120.1 Planning Applications considered by Parish Council since last meeting (09/10/2017)**

17/003371/FUL Wickersley, The Crescent, Wylam.
Construction of detached single garage & modification of rear boundary & entrance to rear parking space off back lane.

WPC Comment: Support the application.

17/003385/FUL 12 Algernon Terrace, Wylam.
Construction of dormer flat roof to the rear elevation with en-suite shower room within the current loft conversion.

WPC Comment: No objection, although overlooking to Woodvale Gardens may be an issue to consider.

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17/003717/FUL Stanleyburn House Residential Care Home, Station Road, Wylam.
Proposed 1-bedroom apartment with dormers.

WPC Comment: No objection. The proposal reduces overlooking as there are fewer windows.

120.2 Planning applications approved by NCC since last meeting (09/10/2017).

17/003371/FUL Wickersley, The Crescent, Wylam.
Construction of detached single garage & modification of rear boundary & entrance to rear parking space off back lane.

17/02615/FUL 10 Woodvale Gardens, Wylam.
Two-storey side extension & single-storey side extension to detached property. Porch area to be added to the front elevation (amended description).

17/00248/VARYCO Gentoo Homes, Land & buildings north of Wylam Hills Farmhouse., Holeyn Hall Road, Wylam.
Variation of condition 2 (Plans) & removal of condition 11 (Play Area) relating to planning permission 15/00767/FUL to allow amendment to the barn elevations and for a Management Company to be employed to maintain all public open spaces (Section 106 Agreement to be amended accordingly).

120.3 Planning applications withdrawn since last meeting (09/10/2017).

None.

120.4 Planning applications refused permission by NCC since last meeting (09/10/2017).

None.

121. FINANCIAL MATTERS.

121.1 Report on Income Received since last meeting (09/10/2017).

a. Wylam Parish Council

None received.

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

DATE	SOURCE	AMOUNT
02/10/17	SE Loveday – rent	£1,000.00
02/10/17	SE Loveday – rent	£1,000.00

The reports were **accepted.**

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121.2 Consideration of schedules of payments to be approved at the meeting (13/11/2017).

The following schedules 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
26/09/17	Wylam Nurseries	Plants for tubs, War Memorial	LGA 1972 s144	103291	065	£116.70
03/10/17	GNAA	Donation	LGA1972 s.133	103292	066	£50.00
03/11/17	S. Gibbon Web Design	Website annual support & content management	LGA 1972 S142	103293	067	£200.00
03/11/17	CSN Services	Xmas lights service & installation	LGA 1972 ss 144 & 145	103294	068	£612.00
05/11/17	Information Commissioner	Data protection fee	Freedom of Information Act 2000	103295	069	£35.00
17/11/17	Rialtas Business Solutions	Annual support fee	LGA 1972, s111	103296	070	£139.20
08/11/17	Clavering Stationers	4 toner cartridges	LG (FP) Act 1963	103297	071	£322.70
09/11/17	M. Hadden	Expenses	LG(FP) Act 1963	103298	072	£24.40

b. Wylam Post Office Account Payments schedule.

Inv.Date	Payee	Details of supply	Legal power	Chq. No.	Voucher	Total
02/11/17	British Gas	Landlord safety certificate/care plan		1000047		£410.63

The payments were **approved**.

121.3 Consideration of requests for financial assistance received since last meeting (09/10/2017).

None received.

121.4 Consideration of quotations received.

a. Rialtas Business Solutions. The quotation of £561.00 plus VAT for further training on the Alpha Accounting software was **approved**.

b. Tyne Valley Woodlands Consultancy. The quotation of £1,224.00 for winter maintenance work at Holeyn Hall Road hedge and trees, Jackson Road and Hagg Bank Play Area was **approved**, subject to changes as discussed. It was **agreed** that the contractor would be notified of the required changes.

121.5 Approval of Wylam Parish Council's Accounts for the Half Year ended 30th September 2017.

A copy of the Accounts and Financial Report for the Half Year had been circulated to members prior to the meeting. The Accounts were **approved** subject to some minor typographical errors being corrected and would be passed to the Internal Auditor for examination.

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

- a. Museum (C. Percy, T. Appleby)
C. Percy had received an informal approach from the Great North Exhibition to be held from June to September 2018. C. Percy enquired about funds available for spending on publicity for the Museum. The Clerk advised that the Museum Account, which is ring-fenced, currently has a healthy balance.
- b. Wylam Playing Fields Association (A. Francis)
It was **agreed** that the photos taken of cars parked on the pavement at a Sunday morning football match would be sent to the Committee in time for the AGM on 14th November. CCTV cameras, given by the Black Bull Inn, would shortly be installed. Plans for the remainder of the MUGA area, to include a BMX/skateboarding facility for younger children, were shown to the Parish Council and approved (see also **Item 110u**). The annual Jumble Sale would be held on 13th January 2018, the alternative Burns' Night on 19th January, the Music Quiz in May and the Summer Fair on the 4th Saturday in June.
- c. Ovingham Joint Burial Committee (T. Martin, K. Trobe, D. Carney)
T. Martin reported that the Committee was looking into how a map of the cemetery could be produced.
- d. Wylam Institute Community Association (J. Joures, B. Nicholson)
No report.
- e. East Tynedale Parish & Town Councils Forum. (T. Martin)
The Forum had met on 12th October. A meeting to discuss flood prevention on the River Tyne was to be hosted by Guy Opperman MP at Hexham Community Centre on 1st December. Details of the meeting would be made available at a later date. A survey of Vehicle Activated speed reduction signs was being carried out with a view to rationalising maintenance of these. The next meeting of the Forum would be held in January 2018.
- f. Essity (formerly SCA) Community Consultation Forum (A. Francis)
The company was now concentrating on its apprenticeship and graduate training schemes and liaises closely with Prudhoe Community High School. Apprentices would be available to help with Parish Council schemes where appropriate. The Small Grants scheme is still in operation. Minutes of the meeting would be forwarded to local councils. The next meeting would be in April and would include a tour of the plant.

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

- a. Nomination of a Wylam resident for a national Honour. The letter of recommendation from the Chairman of the Parish Council was **approved**.
- b. Letter to Close House. It was **agreed** that a letter would be sent to Close House containing information about the issues that had arisen in Wylam during the Masters Golf tournament and asking that the Parish Council be consulted as part of the arrangements for future large events.
- c. Hagg Bank Play Area. It was **noted** that Councillor K. Trobe had agreed to canvass residents' views.
- d. Public toilets at Jubilee Field. It was **noted** that NCC had contacted the Parish Council regarding recent vandalism and proposals to repair and secure the facility. It was **noted** that the Parish Council had been asked to organise a rota of volunteers to lock up the toilets at 4pm each day. It was **agreed** that NCC would be asked to involve the Parish Council in any work proposed.
- e. Publication of Wylam Globe. It was **agreed** that the current printer would be used for the December issue. Quotations from other printers would be considered at a future meeting of the Parish Council. The editorial group would be tasked with ensuring that the printer sends a PDF directly to the webmaster. The new houses at the Gentoo site had not received copies of the last issue and would need to be added to the circulation list.
- f. Refurbishment of track near the former slag heap. A tender document would be tabled for discussion at the December meeting of the Parish Council.
- g. Proposal for a Peace Garden at Charlie's Corner to commemorate the Armistice of 1918. This would be discussed at a future meeting.
- h. Barclays Bank Mandate Change. The Chairman and Vice-Chairman signed the authorisation section of the Mandate Change form.
- i. Falcon Centre maintenance issues. It was **noted** that Fay Cooper of NCC had offered to meet with the Parish Council to review issues. It was **agreed** that a meeting would be arranged as soon as possible.
- j. Meeting with Northumberland Joint Local Access Forum (NJLAF) representatives. It was **noted** that Liz Bray and Peter Fisher had offered to meet with members of the Parish Council to provide information on the NJLAF's Parish liaison initiative. It was **agreed** that a meeting would be arranged.

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124. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

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).

Meeting closed at 9.30pm.

Signed: Date:
Chairman of Meeting