



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 11th DECEMBER 2017 AT 7p.m. IN WYLAM INSTITUTE**

Councillors present: Mrs. A. Francis (Chairman); Mr. J. Joures; Mr. K. Trobe (left the meeting at 9.00pm); Mr. C. Percy.

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 2 members of the public.

125. APOLOGIES FOR ABSENCE.

Apologies had been received from Parish Councillors T. Appleby, J. Martin, T. Martin and W. Nicholson.

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

Councillor C. Percy declared an interest in Item 131 (Refurbishment of trackway).

127. QUESTIONS FROM MEMBERS OF THE PUBLIC.

Regarding the proposed closure of Riversdale Surgery, J. Hampton (JH) and T. Pierre (TP) asked the following questions:

a. **What responses had been received by the Parish Council to its representations on this matter?**

The Chairman replied that the Parish Council had received two letters from Riversdale Surgery and none from the Northumbria NHS Clinical Commissioning Group (CCG). Two letters had been sent to the CCG. County Councillor Quinn advised that she had met with Stephen Young, Strategic Head of Corporate Affairs for the CCG, and raised the matter of GP coverage in the Tyne Valley. Mr. Young had assured her that he had passed the Parish Council's letters to NHS England. The CCG and NHS England were currently asking Riversdale Practice to submit further information in respect of its application to close the Surgery. It was unlikely that the application would be completed before the December meeting of the CCG. The next meeting of the CCG would be in February 2018. JH and TP informed the Parish Council that their research suggested that the current Surgery premises was not regarded as unsuitable by the Care Quality Commission (CQC): in May 2017 the CQC had rated it 'good' in every category. For the Parish Council's information, JH and TP advised that they had met with Anne Brooks of Riversdale Surgery and that she confirmed that the Practice was not considering action on transport issues in the event of Surgery closure which was its favoured option.

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- b. What had been proposed in the options report submitted to the Parish Council?
The Chairman replied that the report contained personal and commercial information and was to be discussed as a Confidential Item later in the meeting. The Parish Council would discuss the options outlined and consider whether the Parish Council had the capacity to take further action.
- c. Could users of the Riversdale Surgery or groups in the Wylam community help? The Chairman advised that at present, no community-wide group had been formed with a view to acting as a pressure group or researching this issue, but she was aware of a Labour Party petition currently being circulated. The Parish Council had made representations to relevant bodies and would continue to press for further information on the decision-making process. The apparent absence of NHS research into health needs in the local area was disappointing.

128. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

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

- a. Proposed closure of Riversdale Surgery. See **Item 127a** above.
- b. NCC Street lighting renewal programme. County Councillor Quinn had been contacted by a resident of Algernon Terrace. A street-lighting engineer had made a site visit to assess the resident's concerns relating to the number of lighting columns proposed.
- c. Local Pothole Fund update. Councillor Quinn had nominated repairs to Bull's Bank at the Wylam end of Ovingham Road as a priority. The Chapel Lane potholes would be repaired soon. She had also spoken to Northumberland County Council (NCC) regarding the pooling of water at the War Memorial.
- d. Mandatory 20mph Speed Limit. Work is expected to begin before Christmas once the consultation period has expired.
- e. Weeds on the Dene Estate. T. Martin is to conduct a site visit with NCC personnel with a view to getting an early start on weed-killing in the amenity areas at the start of the 2018 season.
- f. Surface water on Holeyn Hall Road. No further progress had been made by either NCC or Northumbrian Water.
- g. Winter gritting. Councillor Quinn advised that the programme was being efficiently carried out.
- g. Flood prevention meeting, Hexham. C. Percy asked for information about the content of this meeting which had been hosted by Guy Opperman MP. Councillor Quinn replied that the Environment Agency (EA) would complete its modelling project in the next few months. The project would inform decisions as to which flood prevention projects to support. Several organisations were contributing to the project: the Forestry Commission, Parish and Town

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Councils, Northumbrian Water, NCC and Network Rail among them. C. Percy asked whether there had been discussion of river bank erosion. Councillor Quinn replied that there had not, but that she was willing to forward any questions to the EA. It was **noted** that T. Martin and C. Percy would formulate the questions.

129. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 13th NOVEMBER 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.

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

- a. Damaged grit bin. NCC had agreed to replace this but no action had been taken to date.
- b. Free parking sign at Country Park car park. NCC would be contacted as soon as possible.
- c. Signage on Waggonway. NCC would be contacted as soon as possible.
- d. Maintenance issues at Wylam Station. C. Percy would report to a future meeting.
- e. Proposed academisation of Wylam First School. It was **agreed** that the Parish Council would contact the Chair of Governors, John Sedgewick and subsequently update the community on progress.
- f. Damaged riverside path at end Stephenson Terrace. An article in The Globe sets out the latest position. NCC had not yet renewed the signage as promised.
- g. Employment matters. The Clerk would complete the Job Review form as soon as possible.
- h. Defibrillator finance. This was still to be agreed. Wylam Playing Field Association had suggested installing a defibrillator at the Jubilee Field.
- i. M. Hadden – Job Appraisal. This would be completed as soon as possible.
- k. National Trust (NT) plans for George Stephenson's Birthplace. C. Percy had not received any further update from Andrew Poad, General Manager for the local NT area. The research project had begun, concentrating on George Stephenson's family background with a view to making displays at the Cottage more relevant to the Wylam area. Leaflets and guided walks were among options being considered. The Parish Council had received an email from Newcastle University in connection with its plans to include the Stephenson family in the Great North Exhibition in 2018, asking whether any events were being planned by the Parish Council involving the Wylam Railway Museum and guided walks. It was **agreed** that C. Percy would act

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as the Parish Council contact. It was further **agreed** that the Parish Council would formally request an update from A. Poad.

- l. New litter bins. A quotation would be available at the January meeting.
- m. Signage for local shops. This had not yet been requested from NCC. It was **agreed** that K. Trobe would complete a signage audit of Main Road.
- n. Museum signage. It was **noted** that NCC would not install signage below a certain footfall threshold. Signatures in the Visitors Book at the Museum could be used as evidence of footfall.
- o. Skate park for Wylam. It was noted that Wylam Community Playing Fields Association was progressing a funding application for the Pump Track. It was unclear whether the young people who had presented a proposal to the Parish Council for a skate-boarding facility in Wylam had been consulted by the Association. It was **agreed** that A. Francis would forward WCPFA contact details to J. Jours, who would make arrangements for the young people to comment on the proposed facility.
- p. Ovingham Joint Burial Committee – Clerk’s salary. NCC’s payroll had not yet been updated. This would be done in time for January 2018.
- q. Street lighting at Algernon Terrace. See **Item 128b** above.
- r. Contingency plan for Clerk’s absence. This was not yet complete.
- s. Meeting with Wylam Road Safety Group. Richard McKenzie of NCC Highways had responded to a resident’s request for a review of highway safety at the entrance to the new Coop Store. The meeting was due to take place week commencing 11th December. (See **Item 128d** for an update on the 20mph scheme).
- t. Re-routing of Footpath 9. Wylam Allotments Association had been notified of the details.
- u. Wylam Railway Museum Insurance. A revised quotation and invoice would be received from the Parish Council’s insurers Came & Company in the near future.
- v. Wylam Parish Council: outstanding asset inspection reports. Members present were reminded of their part in this annual exercise, essential to the Parish Council’s Risk Management. A quotation for a new bench outside the Fox & Hounds would be available at a future meeting of the Parish Council.

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- w. Review of information received from NCC on Disabled Parking spaces. It was **agreed** that J. Joures would draft a letter to NCC to question its decision on the request from a Bell Road resident.
- x. Rialtas Business Solutions accounting software training. This would take place on 18th January 2018.
- y. Winter maintenance programme. The work schedule had been amended as agreed at the last meeting and the work has been commissioned.
- z. Masters' Golf Tournament at Close House. A letter had not yet been sent to Close House.
- aa. Hagg Bank Play Area equipment. It was **noted** that consultation with residents on new play equipment was necessary.
- bb. Public toilets at Jubilee Field. NCC had completed repairs (without further reference to the Parish Council) and had installed vandal-proof gates. NCC is taking responsibility for opening these in the morning and locking them at night. Despite this, the Gents toilet area was currently closed for repairs following vandalism during opening hours.
- cc. Wylam Globe. J. Martin was thanked for putting the draft together. It was **agreed** that for future editing and proofing purposes, a draft should be sent to all members of the Parish Council. It was **agreed** that quotations would be sought from three suppliers for future issues. These quotations would be tabled at the January meeting of the Parish Council.
- dd. Barclays Bank Mandate Change. The Parish Council's signatories are now confirmed as A. Francis, T. Martin, J. Joures and K. Trobe.
- ee. Falcon Centre maintenance issues. A meeting with Fay Cooper has yet to be arranged.

131. CONSIDERATION OF SPECIFICATION FOR WORK TO THE TRACK NEAR THE FORMER SLAG HEAP.

It was **agreed** to defer discussion of the tender document to the January meeting of the Parish Council.

132. CONSIDERATION OF REPORT FROM WYLAM ANGLING CLUB (WAC) REGARDING WORK AT RIVERSIDE.

A copy of T. Martin's report of his meeting with S. Brough of WAC had been circulated to members prior to the meeting. WAC had informed the Parish Council of the details of the work proposed as part of the land affected is owned by Wylam Parish Council. The information in the report was **noted**. It was **agreed** that the Parish Council would ask WAC to consult with

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residents of Stephenson Terrace as to work proposed at this location. It was further **agreed** that WAC would be asked to notify the Parish Council prior to commencing the work.

133. REVIEW OF VILLAGE TREE WARDEN'S JOB DESCRIPTION.

A copy of the current job description had been circulated to members prior to the meeting. It was **agreed** that it should be amended to contain a reference to the Parish Council's Tree Policy. The job description was **approved**.

134. REVIEW OF WYLAM PARISH COUNCIL'S FACEBOOK PRESENCE.

It was **noted** that the Parish Council currently has a Facebook page linked to the Parish Council's website. It was **agreed** that any further social media presence should be subject to a formal Policy document. It was **agreed** that the Clerk would provide a draft document for discussion at the January meeting of the Parish Council.

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

A copy of J. Joures' report "Wylam: a Sustainable Community" had been circulated to members prior to the meeting. It was **agreed** to adopt the approach and guiding principles outlined in the document. It was **agreed** that the Clerk would send page 5 of the document to members to encourage them to put forward proposals for discussion at the January meeting of the Parish Council.

136. CONSIDERATION OF CONSULTATION DOCUMENT RECEIVED FROM NCC PROPOSING A PARTNERSHIP WITH THE PARISH COUNCIL IN DISPLAYING BUS INFORMATION.

A copy of the information received from NCC had been circulated to members prior to the meeting. There are 14 bus stops in Wylam. It was **noted** that Wooler and Felton Parish Councils had been early adopters of this scheme and it was **agreed** that the Clerk would contact the Clerks to these Councils for further information. It was further **agreed** that a decision on participation in the NCC scheme would be made at the January meeting of the Parish Council.

137. 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 (commercial information).

The Clerk updated members on matters relating to the lease of the above property. It was **agreed** to engage Ward Hadaway Solicitors to provide professional legal advice on the Lease. A Confidential Minute was made.

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138. CONSIDERATION OF LATEST INFORMATION RECEIVED RELATING TO THE PROPOSED CLOSURE OF RIVERSDALE SURGERY.

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 (commercial information).

A copy of the confidential paper to be discussed had been circulated to members prior to the meeting. It was **agreed** that the Parish Council would seek a meeting with Stephen Young, Strategic Head of Corporate Affairs for the NHS Northumberland Clinical Commissioning Group. A Confidential Minute was made.

139. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (13/11/2017) had been attached for information only. The following items were brought to members' attention:

Wylam resident. Request for houses in South Wylam to have numbers as well as names to facilitate postal and other deliveries. It was **agreed** that the resident would be advised to contact NCC's Planning Department.

140. PLANNING APPLICATIONS

140.1 Planning Applications considered by Parish Council since last meeting (13/11/2017)

17/03913/FELTPO 3 The Orchard, Wylam.

TPO: reduction in canopy by 10% and crown-lift, pruning tertiary branches from limb to one Oak tree.

WPC Comment: No objection.

17/03936/FUL Holmfield, Elm Bank Road, Wylam.

Single-story extension.

WPC Comment: No objection.

140.2 Planning applications approved by NCC since last meeting (13/11/2017).

17/03913/FELTPO 3 The Orchard, Wylam.

TPO: reduction in canopy by 10% and crown-lift, pruning tertiary branches from limb to one Oak tree.

140.3 Planning applications withdrawn since last meeting (13/11/2017).

None.

140.4 Planning applications refused permission by NCC since last meeting (13/11/2017).

None.

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141. FINANCIAL MATTERS.**141.1 Report on Income Received since last meeting (13/11/2017).****a. Wylam Parish Council**

None received.

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

Date	Source	Amount
20/11/17	SE Loveday – rent	£1,000.00

The reports were **accepted**.**141.2 Consideration of schedules of payments to be approved at the meeting (11/12/2017).**

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
14/11/17	NCC	Payroll recharge 8	NALC SLCC Conditions of Service 1996; LGA 1972 s112.	103299	073	£1,104.20
20/11/17	Sport Tynedale	Donation	LGA 1972 s 133	103300	074	£50.00
21/11/17	SLCC	Membership fee 2018	LGA 1972 s112	103301	075	£115.00
22/11/17	JRB Enterprise Ltd	Poop scoop bags	Litter Act 1983	103302	076	£192.12
05/12/17	M Hadden	Expenses	LGA (FP) Act 1963	103303	077	£1.49
05/12/17	Wylam Institute	Use of office	LGA 1972 s111	103304	078	£900.00
05/12/17	Wylam Institute	Maintenance grant	LG(MP)Act 1976 s19	103305	079	£3,000.00
05/12/17	WCPFA	Maintenance grant	LG(MP)Act 1976 s19	103306	080	£3,000.00

b. Wylam Post Office Account Payments schedule.

No invoices received.

The payments were **approved**.**141.3 Consideration of requests for financial assistance received since last meeting (13/11/2017).**

- a. Wylam Tennis Club. The request for a further £2,000 of funding was **refused**, on the grounds of constraints imposed by the Parish Council's 2017/18 Budget. It was **agreed** that the Tennis Club would be directed to apply for Section 106 funding from NCC and would also be sent a copy of NCC's latest Funding Bulletin which contained details of other sources of funding.

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- b. Northumberland Theatre Company. It was **agreed** to refuse this application, as NTC was an Alnwick-based organisation, not serving Wylam and the Tyne Valley.

141.4 To review Wylam Parish Council's draft Budget for 2018/19.

A copy of the draft Budget had been circulated to members prior to the meeting. The Draft Budget was **approved**, but it was **agreed** to make a final review of the document at the January meeting of the Parish Council.

141.5. To receive the internal auditor's report on Wylam Parish Council's Half Year Accounts to 30th September 2017.

A copy of the letter from F. Phillips, the Parish Council's Internal Auditor, had been circulated to members prior to the meeting. It was **noted** that Mr. Phillips had found the audit trail to be satisfactory and that there were no issues of concern to report.

141.6 To consider quotations received.

None received.

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

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

No report (See **Item 130k**).

- b. Wylam Playing Fields Association (A. Francis)

Plans for the Jumble Sale on 13th January 2018 were progressing. The application for Section 106 funding for the skate and climbing facility was in hand.

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

D. Carney reported that she and T. Martin had met with the Grounds Maintenance contractor to review the progress of the contract. The Committee's next meeting would be held on 9th January 2018.

- d. Wylam Institute Community Association (J. Joures, B. Nicholson)

There had been no further meetings.

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

- a. Request from Wylam resident to place memorial bench at Charlie's Corner. This was **approved**.

It was **agreed** that the Parish Council would ask the resident to provide details of the design and to make sure that the bench was firmly anchored.

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- b. Winter gritting. It was **noted** that a resident had asked why the Dene Estate roads were not gritted. The Clerk replied that it is NCC policy to grit only main roads. Estate roads in residential areas are not gritted, but grit bins are available to residents at appropriate locations.
- c. Meeting with members of the Local Access Forum. It was **agreed** that this would be arranged as soon as possible.

144. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

- 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 9.45pm.

Signed: Date:
Chairman of Meeting