



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 8th JANUARY AT 7p.m. IN WYLAM INSTITUTE**

Councillors present: Mr. T. Appleby (left the meeting at 8.30pm); Mrs. A. Francis (Chairman); Mr. J. Joures; Mr. J. Martin; Mr. T. Martin (Vice-Chairman); Mr. C. Percy; Mr. K. Trobe.

Also present: Mrs. D. Carney (Clerk); Samantha Spowart (Hexham Courant); 2 members of the public.

145. APOLOGIES FOR ABSENCE.

Apologies had been received from County Councillor Karen Quinn and Parish Councillor W. Nicholson.

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

Councillor C. Percy declared an interest in Item 151(Refurbishment of trackway). Councillor T. Martin declared an interest in **Item 150(vi)** (Damaged riverside path).

147. QUESTIONS FROM MEMBERS OF THE PUBLIC.

Mr. & Mrs. Garvin expressed their views in favour of allowing dogs on Charlie's Corner. Mrs. Garvin had sent an email to the Parish Council to this effect and was assured that this would be taken into consideration. It was **agreed** that Mrs. Garvin would be notified when this issue was on the Agenda of a future meeting of the Council.

148. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

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

- a. **Street lighting renewal at Algernon Terrace.** Councillor Quinn had liaised with residents and provided them with contact details for the appropriate officers at Northumberland County Council (NCC). It was **noted** that, at the meeting with Wylam Road Safety Group, a member of the Group resident on The Crescent had complained about poor street lighting and it was **agreed** to pass Councillor Quinn's contact details to the resident.
- b. **Water on Holey Hall Road.** Drains had been cleared twice in recent months and an additional gully discovered. Detritus from surrounding areas is contributing to the problem and the road sweeping team has been contacted to try and arrange cleaning on a more regular basis. Additional salt has been spread to try and avoid the problem of surface water freezing. It was

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- noted** that the condition of the road during the recent freezing weather had been poor. It was **agreed** that the Parish Council should continue to press NCC for action as proposed above.
- c. Pooling of water near the War Memorial. NCC Highways plan to install an additional gully linked to the existing drainage system in the new financial year.
 - d. Pothole patching. This is scheduled for the end of February and will require a road closure order.
 - e. Wylam Road Safety Group. Councillor Quinn had been in touch with the Group and is happy to help progress matters that fall within her remit.
 - f. NCC Finance. NCC's Accounts have been signed off by the Auditor. The investigation of ARCH continues.
 - g. Parking in major market towns. Local councils are currently being consulted.
 - h. Post-16 Transport. An announcement will be made shortly following completion of the consultation.
 - i. Active Northumberland. Initial results of the review will be available at the end of January.
 - j. Bus Stops at Holeyn Hall Road crossroads. Bus stops as requested by a resident will be installed shortly.

149. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2017.

The Minutes and two separate Confidential Minute 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.

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

1. Damaged grit bin at the Waggonway. NCC had not yet replaced the bin. It was **agreed** that the Parish Council would conduct a review of the condition of all grit bins.
2. Free parking sign at Country Park Car Park. This would be requested as soon as possible.
3. Signage on Waggonway. Northumberland County Council (NCC) and neighbouring Parish Councils had not yet been contacted.
4. Maintenance issues at Wylam Station. It was **agreed** that the Parish Council would formally request that Network Rail to attend to issues identified, particularly maintenance of the signal box.
5. Proposed academisation of Wylam First School. The Chair of Governors would be contacted as soon as possible.
6. Damaged riverside path. The correspondence received in response to the article in issue 127 of Globe was **noted**. T. Martin advised that walkers were still trying to access the path via Wylam

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Nurseries. It was **agreed** that the Parish Council would contact T. Fish of NCC again to ask for signage redirecting walkers to be renewed. There is currently no signage on the fence.

7. Employment matters. It was **agreed** that the Chairman would assist the Clerk to complete the Job Review form.
8. Defibrillator financing. It was **noted** that T. Appleby would provide details of this at the next meeting of the Parish Council.
9. M. Hadden Job Appraisal. This would be completed as soon as possible.
10. National Trust: plans for George Stephenson's Birthplace. It was **agreed** that C. Percy would contact Andrew Poad for an update before the next meeting.
11. New litter bins. A quotation will be available at the February meeting of the Parish Council. A request from a Wylam resident was noted and it was **agreed** to add a new litter bin to replace the concrete one at the Country Park Car Park, which had lost its lid.
12. Signage for local shops. This has not yet been requested. It was **agreed** that K. Trobe would complete a signage audit for Main Road in time for the next meeting of the Parish Council.
13. Skate facility for Wylam. The young people have now been consulted on the proposed facility at the Jubilee Field. A Francis reported that the application for Section 106 funding would be completed in January. It was **agreed** that the Parish Council would send a letter of support for the project to be included with the application.
14. Ovingham Joint Burial Committee: Clerk's Salary. This would be progressed as soon as possible.
15. Contingency Plan for Clerk's absence. This would be progressed as soon as possible.
16. Road safety in Wylam. The consultation period for the 20mph limit had expired. Work to install the new signage had not yet begun. It was **agreed** that the Parish Council would contact NCC regarding highway safety at the entrance to the Coop Store. It was **noted** that vehicles parking to use the Coop Store and the Playing Field continued to be a highway safety issue.
17. Parish Council Asset Inspection reports. Members agreed to complete reports for the February meeting of the Parish Council.
18. Review of information received from NCC on Disabled parking spaces. It was **agreed** that J. Joures would draft a letter to NCC.

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19. Masters' Golf Tournament issues. A letter would be sent to Close House as soon as possible.
20. Hagg Bank Play Area equipment. It was **agreed** that K. Trobe would draft a letter to residents to consult them on requirements for new play equipment.
21. Wylam Globe. No quotations have been sought over the holiday period, but it was **agreed** that the Clerk would obtain these in time for the February meeting.
22. Falcon Centre Maintenance. Fay Cooper of NCC would be contacted as soon as possible.
23. Wylam Angling Club: work at riverside. The Angling Club has not yet been contacted.
24. Village Tree Warden's Job Description. This would be amended as agreed and an advertisement would be placed in the spring issue of The Globe.
25. Wylam Parish Council: social media policy. A draft Social Media Policy would be tabled for consideration at the February meeting.
26. Wylam Village Plan. This would be discussed at the February meeting. It was **agreed** that the Clerk would send details of input required to members.
27. Partnership with NCC regarding bus information. It was **agreed** that the Parish Council would contact NCC to express interest in participating in this partnership. C. Percy volunteered to be responsible for placing timetables at bus stops and other locations in the village.
28. Proposed closure of Riversdale Surgery. A reply had been received from Stephen Young, Strategic Head of Corporate Affairs at NHS Northumberland Clinical Commissioning Group. The letter (previously forwarded to members by email) confirmed that the Parish Council's letters had been forwarded to NHS England, and that both the CCG's Primary Care Commissioning Committee and NCC's Primary Care Applications Working Group would have copies of the Parish Council's correspondence to inform their decision-making process. The letter also indicated that the earliest that a decision could be expected on the future of Riversdale Surgery was February 2018. It was **agreed** that the Parish Council would contact Stephen Young to arrange a meeting with him or other appropriate person to voice its concerns.
29. Request that houses in South Wylam be numbered. The resident had been advised to contact NCC's Planning department.
30. Wylam Tennis Club: request for funding. The Tennis Club had been notified that the grant request had been refused, but advised to apply for Section 106 funding. NCC's e-Funding Bulletin had also been forwarded to the Tennis Club.

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31. Request to place memorial bench at Charlie's Corner. The resident concerned had been notified of the Parish Council's approval of the request. The resident had been asked to liaise with the Parish Council regarding the design and positioning of the bench.
32. Meeting with members of the Local Access Forum. It was **agreed** that C. Percy would circulate a list of dates when Liz Bray would be available for a meeting.

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

A copy of the current specification, together with a related email from a Wylam resident, had been circulated to members prior to the meeting. It was **agreed** that any proposed scheme would be discussed with holders of allotments near the eastern Nature Reserve gate. It was **agreed** that members would meet at the site of the proposed works and a decision as to which of three options to implement would be made at the next meeting of the Parish Council. It was **agreed** that the Clerk would reply to the author of the email.

152. CONFIRMATION OF DATE OF VILLAGE LITTER PICK 2018.

It was **agreed** that this would take place on Saturday 24th March, beginning at 10am.

153. CONFIRMATION OF DATE OF ANNUAL VILLAGE MEETING 2018 AND GUEST SPEAKER.

It was **agreed** to hold this on Wednesday 23rd May 2018 at 7.30pm in St. Oswin's Church Hall. It was **agreed** that a final decision on a guest speaker would be made at a future meeting of the Parish Council.

154. CONFIDENTIAL ITEM: PROGRESS REPORT 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) and a Confidential Minute was made.

155. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (11/12/2017) had been attached for information only. It was **noted** that a number of responses had been received to the Globe article on Dog Training sessions at Charlie's Corner and **agreed** that this matter would be discussed at a future meeting of the Parish Council.

156. PLANNING APPLICATIONS

- 156.1 Planning Applications considered by Parish Council since last meeting (11/12/2017)
17/04437/LBC George Stephenson's Birthplace, Stephenson's Cottage, Street Houses, Wylam.

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Listed Building Consent – minor internal adaptation, refurbishment and fit out of existing bathroom.

WPC Comment: No objection.

156.2 Planning applications approved by NCC since last meeting (11/12/2017).

17/03717/FUL Stanleyburn House Residential Home, Station Road, Wylam.
Loft conversion to provide 1-bedroom apartment with dormers.

17/03385/CLPROP 12 Algernon Terrace, Wylam.
Construction of dormer flat roof to rear elevation with en-suite shower room within the current loft conversion (as amended by email & plans received 19/12/17).

17/03936/FUL Holmfield, Elm Bank Road, Wylam.
Single-storey extension.

156.3 Planning applications withdrawn since last meeting (11/12/2017).

None.

156.4 Planning applications refused permission by NCC since last meeting (11/12/2017).

None.

157. FINANCIAL MATTERS.

157.1 Report on Income Received since last meeting (11/12/2017).

a. Wylam Parish Council

The bank statements for December had not yet been received.

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

The Clerk reported that the bank statement for December had not yet been received.

The reports were **accepted.**

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157.2 Consideration of schedules of payments to be approved at the meeting (08/01/2018).

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
12/12/17	Came & Company	Museum exhibits insurance	LG(FP) Act 1963	103307	081	£69.58
27/12/17	NCC	Payroll recharge 9	NALC SLCC Conditions of Service 1996; LGA 1972 s112.	103308	082	£1,040.83
11/12/17	Gilpin Press	Globe (3)	LGA 1972 s142	103309	083	£468.45
27/12/17	NCC	Payroll recharge 10	NALC SLCC Conditions of Service 1996; LGA 1972 s112.	103310	084	£1,040.83
01/01/18	NCC	Falcon C'tre rent 4	LGA 1972 s145	103311	085	£300.00

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

The Clerk reported that no invoices had been received.

157.3 Consideration of requests for financial assistance received since last meeting (11/12/2017).

No requests had been received.

157.4 To approve Wylam Parish Council's draft Budget and Precept demand for 2018/19.

A copy of the draft Budget had been circulated to members prior to the meeting. It was **agreed** to defer approval of the Budget and Precept demand to the February meeting of the Parish Council pending information about the cost of refurbishing the track near Wylam Allotments.

157.6 To consider quotations received.

None received.

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

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

C. Percy reported that the Mary Bythell would not be pursuing the refurbishment of the station buildings in 2018, but that she and the Wylam Winter Tales Festival organisers would be happy to work with the Parish Council on this. C. Percy indicated that he felt that the Parish Council could improve its offering of souvenirs at the Railway Museum and that there was further scope to work on promoting the Museum. He would report to a future meeting of the Parish Council.

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- b. Wylam Playing Fields Association (A. Francis)
Plans for the Jumble Sale on 13th January and the Burns Night Ceilidh were progressing. The application for Section 106 funding for the skate and climbing facility was progressing well. Some existing equipment would be renewed using funds received from the Northumberland Freemasons.
- c. Ovingham Joint Burial Committee (T. Martin, K. Trobe, D. Carney)
T. Martin reported that the Committee would meet on 9th January. A report of his meeting with the Grounds Maintenance contractor would be tabled at the meeting.
- d. Wylam Institute Community Association (J. Joures, B. Nicholson)
J. Joures reported that new decoration of parts of the Institute had been completed and new blinds would be purchased for the Monroe Hall. The Institute would be grateful for an article in the Globe about its Annual Coffee Morning. A leaflet about the Institute would be delivered to all households in the village.
- e. East Tynedale Community Forum (T. Martin).
The Forum would next meet in January at Albemarle Barracks.

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

- a. Meeting with Gentoo regarding trees and hedges. T. Martin had attended this meeting and would report in full to the next meeting of the Parish Council. It was **agreed** that members would look at the trees at The Orchard corner to enable a decision to be made at the meeting on the future management of these. Gentoo would replace the Cherry tree that had been felled on the eastern side of Holeyn Hall Road.
- b. Environment Agency Flood Meeting organised by Guy Opperman MP. It had been agreed at the December meeting of the Parish Council that T. Martin and C. Percy would formulate questions for the Environment Agency. A report would be made to a future meeting of the Parish Council.
- c. NCC contracts for weed spraying and grass cutting. It was **agreed** that this would be placed on the Agenda of the February meeting of the Parish Council.

160. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 12th February 2018

Monday 12th March 2018

Monday 9th April 2018

Monday 14th May 2018 (Annual Meeting).

Meeting closed at 9.55pm.

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