



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 12th FEBRUARY 2018 AT 7p.m. IN WYLAM INSTITUTE**

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

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 15 members of the public.

161. APOLOGIES FOR ABSENCE.

Apologies had been received from Parish Councillors T. Appleby, A. Francis and J. Martin.

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

Councillor K. Trobe declared an interest in Item 176.1 (planning application for land to rear of Ship Inn); Councillor T. Martin declared an interest in Items 166.6 (damaged riverside path) and 177.3 (grant application from Wylam Community Orchard); Councillor C. Percy declared an interest in Item 170 (land near Wylam Allotments).

163. QUESTIONS FROM MEMBERS OF THE PUBLIC.

- a. Appeal for information about the proposed closure of Crawcrook Lane at the corner north of Sled Lane. The Parish Council had not so far been notified of this closure, even though the start date for the order was 26th February, but it was **agreed** to contact Gateshead Council for more information. This would be made available on the Parish Council's website. County Councillor Quinn also agreed to contact Gateshead Council. It was noted that pedestrian access would be available throughout the closure.
- b. Planning Application No. 17/04497/FUL: Land South East of Street Houses: Proposed erection of allotment workshop, greenhouse and yurt for agricultural production. Residents of Street Houses made clear their unanimous concerns about this application, the chief of which were problems involved in accessing the site. It was **agreed** that the Parish Council would ask the NCC Planning department for more time to allow responses to be considered and received. It was further **agreed** that members of the Parish Council would arrange a site visit with residents of Street Houses. It was also **agreed** that the residents of Street Houses would forward written copies of their objections to the Parish Council for information.
- c. Trees at The Orchard corner. The Parish Council confirmed that these trees were not subject to a TPO. It was noted that there were differing views from nearby residents on the future of the trees. The Chairman explained that this matter had been among several discussed with Gentoo

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at a meeting in October 2017. No further information could be given at this stage, as the matter was due to be discussed as a Confidential Item later in the meeting. A decision on the trees would be taken after an open discussion at the March meeting of the Parish Council.

- d. Speed signage on Bluebell Lane. A resident advised that 40mph signs had been installed on Bluebell Lane and that this limit was considered too high for this road. The resident asked whether the speed limit could be reduced to 30mph. The resident was advised to contact NCC. It was **agreed** that the Parish Council would also contact NCC.
- e. Exit from Close House. A resident reported that the 'STOP' sign had been removed. It was **agreed** that the Parish Council would contact NCC with a view to getting the sign reinstated.

164. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

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

- a. Community Chest Fund. Wylam Scouts and Wylam Amateur Dramatic Society had both received grants from the fund. Councillor Quinn asked for more publicity for the Fund to encourage more groups to apply. There are new funds available for under 18's.
- b. Wylam Winter Tales. Councillor Quinn had enjoyed several events at the Festival.
- c. Chapel Lane potholes. This work would go ahead very soon, as would the work to Ovingham Road to replace the footpath at Bulls Bank and resurface the carriageway. As much of Main Road as possible would be resurfaced. Councillor Quinn agreed to check whether the resurfacing of Main Road was still on the Local Transport Plan list of projects. The Parish Council had understood in 2017 that this project had been approved for action.
- d. Flooding near Wylam Pumping Station. NCC was aware of this problem.
- e. Resurfacing of Heddon-Horsley road. This would be actioned soon.
- f. Riversdale Surgery. NHS England had received a new document from the Riversdale Practice. Councillor Quinn would be meeting with Stephen Young of the CCG. She reported that the White Medical Group had no intention of closing the Wylam surgery and would extend facilities and opening hours if more patients registered with the Practice.
- g. NCC Budget. This would be finalised at a full Council meeting on 21st February.

165. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 8th JANUARY 2018.

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

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

- 1. Survey of grit bins. C. Percy reported that the bin at the foot of Elm Bank Road was damaged and in need of replacement. The bin between the Country Park Car Park and Falcon Terrace was not recorded on the Parish Council's map of bins. C. Percy would circulate a full report before the next meeting of the Parish Council so that a decision on bin replacement could be made.

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2. Free parking sign at the Country Park Car Park. This had been requested.
3. Signage on the Waggonway. No progress had been made on this.
4. Maintenance at Wylam Station. So far no contact person had been identified at Network Rail, but C. Percy had been in touch with Marie Addison of Northern who had agreed to contact Network Rail to ask about the station buildings. It was **agreed** that the Clerk would write to Network Rail to ask for details of an appropriate contact person.
5. Proposed academisation of Wylam First School. The Chair of Governors would be contacted as soon as possible.
6. Damaged riverside path. NCC had again been asked to renew the signage. T. Martin reported a visit to the site by potential contractors. It was **agreed** that the Clerk would write to T. Fish to ask for a progress report. It was **noted** that the path is still heavily used.
7. Clerk's Job Review form. This had not yet been completed.
8. Defibrillator financing. It was **agreed** that the Clerk would contact the North East Ambulance Service.
9. M. Hadden Job Appraisal. This had not yet been completed.
10. National Trust: plans for George Stephenson's Birthplace. C. Percy reported that a meeting open to all interested parties had been arranged for 28th February at 7pm in the Heritage Room at Wylam Institute. The meeting would be a first step in considering how Wylam could participate in the Great Exhibition of the North. It was **agreed** that the Clerk would invite Fiona Forsythe of the Tyne Valley Community Rail Partnership and that details of the meeting would be posted on the Parish Council's website.
11. Signage for local shops. K. Trobe agreed to complete a review of signage on Main Road.
12. Skate facility. A letter in support of the project had been sent to Wylam Playing Fields Association.
13. OJBC Clerk's salary. This had been processed by NCC but the invoice had not yet been received.
14. Contingency planning for Clerk's absence. This had not yet been progressed.
15. Road safety in Wylam. NCC had not so far responded on issues at Wylam Coop entrance. It was **agreed** that a date for a meeting between NCC, the Parish Council and members of Wylam

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Road Safety Group would be arranged. The Manageress at the Coop Store would also be invited to the meeting.

16. Asset inspection. It was **agreed** that the reports would be reviewed at the next meeting of the Parish Council. It was further **agreed** that templates would be produced for future inspections.
17. Close House events. It was **agreed** that a letter would be sent as necessary as future events occurred.
18. Hagg Bank Play Area: consultation with residents. It was **agreed** that this would not now take place, but that the tower slide at the play area needed cleaning.
19. Wylam Globe. A quotation had been received from Azure. It was **agreed** that a further quotation would be sought from Stocksfield Parish Council's printer and that the Gilpin Press would be asked to re-tender for the work. It was **agreed** that Azure would be asked to produce 10 copies of the March Globe to enable the Parish Council to assess the suitability of the work.
20. Falcon Centre Maintenance. Fay Cooper would be contacted as soon as possible.
21. Wylam Angling Club. The letter asking the Club to notify residents of Stephenson Terrace of tree work at the river bank was not sent. The contractor had begun work and a resident had complained about not being consulted. It was **agreed** that the Parish Council had a role to play in making residents aware of similar work and that this could best be done through the website, and possibly through Facebook. The Clerk asked for assistance from members in doing this.
22. Village Tree Warden. An advertisement would appear in the next issue of the Globe with an appreciation of Sam James' service.
23. Wylam Parish Council Social Media Policy. Discussion of this was deferred to the next meeting of the Parish Council.
24. Partnership with NCC regarding bus information. Iain Hedley of NCC had been notified that the Parish Council would be willing to participate in the scheme, but no response had been received to date.
25. Proposed closure of Riversdale Surgery. A meeting had been arranged on 27th February with Stephen Young of the CCG and Wendy Stephens of NHS England. Councillors J. Joures, C. Percy and K. Trobe would attend and report to the next meeting of the Parish Council. A Freedom of Information request from the Wylam Surgeries Users Group to NHS England had been copied to the Parish Council and circulated to members prior to the meeting. Derry Nugent, Project Co-ordinator with Healthwatch Northumberland would be conducting a drop-in consultation

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session at the Annual Wylam Institute Members Coffee Morning on 24th February. It was agreed that details of this would be posted on the Parish Council's website and circulated to other Parish Councils in the area.

26. Meeting with members if the Local Access Forum. No date had yet been set for a meeting.
27. Grass cutting and weed spraying 2018. A quotation had been requested from NCC to include an early and late cut.
- 167. RESIGNATION OF COUNCILLOR W. NICHOLSON.**
W. Nicholson's letter of resignation was read to the meeting. It was **agreed** that his contribution to the work of the Council would be acknowledged in the March issue of The Globe. The Clerk would notify NCC of the vacancy so that the co-option process could begin.
- 168. REVIEW OF HEALTH AND SAFETY AND RISK ASSESSMENT DOCUMENTS FOR THE VILLAGE LITTER PICK (24th March 2018).**
Copies of the Health and Safety Advice and the Risk Assessment had been circulated to members prior to the meeting as had details of litter picking routes. The litter pick had been registered with Keep Britain Tidy's Great British Spring Clean and details are on this website. After a few minor alterations were agreed, the documents were **approved**. It was **agreed** that Councillor J. Joures would be responsible for the organisation of routes and health and safety at the Country Park Car Park on the day, with advice from T. Martin. It was **agreed** that T. Martin would purchase 10 litter pickers, and the Clerk would borrow some from NCC. The Clerk would also obtain refuse sacks from NCC and would order a skip during the week prior to the event.
- 169. FINALISATION OF ARRANGEMENTS FOR THE ANNUAL VILLAGE MEETING (23rd May 2018) AND PRODUCTION OF THE PARISH COUNCIL'S ANNUAL REPORT**
It was **agreed** that K. Trobe, in consultation with the Clerk and Chairman, would be responsible for production of the Annual Report. It was **agreed** that the main presentation at the meeting would feature the Parish Council's plans for engaging with residents during the coming year. The Tyne Valley Community Rail Partnership and the Police would also be invited to give presentations.
- 170. REVIEW OF TENDER DOCUMENTS FOR WORK TO THE TRACK NEAR THE PLANTATION AND PATH STRIMMING AT THE NATURE RESERVE.**
Copies of the tender documents had been circulated to members prior to the meeting. It was **agreed** that contractors would be asked to quote separately for the two options (short- and long-term) in the tender document. It was **agreed** that Northumbrian Roads and Robert Charlton Drainage would be asked to quote for the work.

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171. REVIEW OF CORRESPONDENCE RECEIVED FROM NCC REGARDING DISABLED PARKING POLICIES.

A response had been received from Ruth Bendell of NCC Highways. It was **agreed** that the correspondence did not address the issues being experienced by the disabled resident. It was **agreed** that Councillor J. Joures would visit the resident to explain developments to date. It was further **agreed** that Councillor Joures would draft further correspondence to the NCC officers concerned.

172. REVIEW OF WYLAM PARISH COUNCIL'S FORWARD PLANNING METHODS.

All documentation (reports, minutes of meetings) relevant to this had been enclosed for members to read before the meeting. It was **agreed** that Councillor J. Joures would convene a meeting for members to re-affirm the priorities developed to date. It was **noted** that a forward planning document would be a mechanism to inform the decision-making and accountability of the Parish Council. This would be presented at the Annual Village Meeting. C. Percy advised that a new NCC Local Development Plan Core Strategy was due in draft form within a year and that this prospect might have a bearing on Parish Council deliberations as to whether to embark on a Neighbourhood Plan in the near future.

173. CONFIDENTIAL ITEM: TO CONSIDER GENTOO'S REPORT REGARDING TREES AT THE ORCHARD CORNER.

The Council will pass 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).

Copies of correspondence received from Gentoo had been circulated to members prior to the meeting. A Confidential Minute was made. It was **agreed** to inform Gentoo that the matter had been discussed as a confidential item, and that no decision had been made, but that it would be discussed as part of the normal agenda and a decision made at the March meeting of the Parish Council. It was **agreed** that the Parish Council would meet with Gentoo in March to discuss a way forward.

174. CONFIDENTIAL ITEM: TO RECEIVE AN UPDATE ON MATTERS RELATING TO 3 – 4 LABURNUM TERRACE, WYLAM.

The Council will pass 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 provided a progress report and a Confidential Minute was made.

175. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (08/01/18) is attached for information only. All items from the list can be made available to members through the Clerk at the Parish

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Council office. If any item of correspondence needs further discussion, this can be included on the Agenda for the next meeting. The following items were noted:

- a. Letter from Wylam resident regarding Ash tree on Engine Dene. It was **agreed** that the Parish Council would obtain a report on the tree from a tree surgeon so that a decision could be made at the next meeting of the Parish Council. It was **agreed** that members of the Council would visit the site before the next meeting. It was **agreed** that the Clerk would reply to the resident.
- b. Letters from Wylam residents regarding use of Charlie's Corner. It was **agreed** that a group of members would review this correspondence and report to the next meeting of the Parish Council.

176. PLANNING APPLICATIONS

176.1 Planning Applications considered by Parish Council since last meeting (08/01/2018)

17/04455/LBC Wylam Hills Farmhouse, Holeyn Hall Road, Wylam.
Listed Building Consent for alterations and refurbishment.

WPC Comment: No objection.

17/04324/OUT Builders Yard, Ship Inn, Main Road, Wylam
Outline application for proposed one new 3-bedroomed detached dwelling with garage undercroft.

WPC Comment: No objection. Subject to keeping within the siting and dimensions shown on the plans (single-storey) and adhering to planning conditions or reserved matters on design, the proposal should be acceptable.

176.2 Planning applications approved by NCC since last meeting (08/01/2018).

17/04437/LBC George Stephenson's Birthplace, Stephenson's Cottage, Street Houses, Wylam.
Listed Building Consent: minor internal adaptation, refurbishment and fit out of existing bathroom.

17/04455/LBC Wylam Hills Farmhouse, Holeyn Hall Road, Wylam.
Listed Building Consent for alterations and refurbishment.

176.3 Planning applications withdrawn since last meeting (08/01/2018).

None.

176.4 Planning applications refused permission by NCC since last meeting (08/01/2018).

None.

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177. FINANCIAL MATTERS.**177.1 Report on Income Received since last meeting (08/01/2018).****a. Wylam Parish Council**

DATE	SOURCE	AMOUNT
07/12/17	Transfer from PO account	£5,000.00
20/12/17	Allotments Annual Rent	£400.00
04/12/17	Interest – Play Equip a/c	£0.41
04/12/17	Interest – Museum a/c	£2.11
09/01/18	N Powergrid – Wayleaves	£144.38
11/01/18	Souvenirs sales at Library	£20.00

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

DATE	SOURCE	AMOUNT
29/12/17	SE Loveday – Rent	£2,000.00
29/12/17	Interest – saver a/c	£184.23
29/01/18	SE Loveday – Rent	£1,000.00

The reports were **accepted**.

177.2 Consideration of schedules of payments to be approved at the meeting (12/02/2018).

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
27/12/17	NCC	Payroll recharge 10	NALC SLCC Conditions of Service 1996; LGA 1972 s112	103310	084	£1,087.83
18/01/18	Rialtas Business Solutions Ltd	Training	LGA 1972 s111	103312	086	£677.52
23/01/18	Ward Hadaway Solicitors	Legal advice	LGA 1972 s111	103313	087	£1,092.00
12/02/18	M. Hadden	Expenses	LG(FP) Act 1963	103314	088	£5.96
12/02/18	Clerk	Expenses	LG(FP) Act 1963	103315	089	£190.77
12/02/18	CAN	Donation	LGA 1972 s133	103316	090	£75.00
12/02/18	Age UK Northumberland	Donation	LGA 1972 s133	103317	091	£50.00
12/02/18	West Northumberland CAB	Donation	LGA 1972 s133	103318	092	£100.00
12/02/18	Prudhoe Community Band	Donation	LGA 1972 s145	103319	093	£50.00
08/02/18	Clavering Stationers	Stationery	LGA 1972 s111	103320	094	£70.13

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

The Clerk reported that no invoices had been received.

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- 177.3 Consideration of requests for financial assistance received since last meeting (08/01/2018). Wylam Community Orchard. The grant application form and attached information had been circulated to members prior to the meeting. It was **agreed** to award the amount requested (£170.00)
- 177.4 To approve Wylam Parish Council's draft Budget and Precept demand for 2018/19.
A copy of the revised draft Budget had been circulated to members prior to the meeting. The Budget for 2018/19 was **approved**. It was **agreed** that a Precept demand of £40,750.00 would be sent to NCC.
- 177.6 Consideration of quotations received.
- a. Litter bins. A copy of the quotation from Broxap had been circulated to members prior to the meeting. It was **agreed** to order 2 Derby standard litter bins (120 litres) in green and gold, one Derby Standard in red and gold and one round bin (150 litres) to replace the existing concrete bin at the Country Park Car Park entrance. The total cost with fixings would be £1,496.00 plus VAT.
 - b. Seat at Fox & Hounds Inn. The various options available were reviewed at the meeting and a decision deferred to the next meeting of the Parish Council.
- 178. 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)
No report.
 - c. Ovingham Joint Burial Committee (T. Martin, K. Trobe, D. Carney)
T. Martin reported that a winter maintenance schedule was in preparation and would be sent to the grounds maintenance contractor.
 - d. Wylam Institute Community Association (J. Joures)
There had been no meeting.
 - e. East Tynedale Community Forum (T. Martin).
The Forum would next meet at Newton Village Hall on 22nd February. S. Rickitt of NALC would give a presentation.

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

- a. Garden waste on the Waggonway. A resident had reported that waste from Woodcroft Road gardens was being thrown over fences onto the banks of the Waggonway, where it was obscuring emerging spring flowers. J. Joures agreed to provide photographs. It was **agreed** that the Clerk would report this to NCC as fly-tipping.
- b. Collapsed fence from Falcon Terrace to the Waggonway. It was **agreed** that this would be reported to NCC.
- c. NCC Local Development Plan. This would be included on the Agenda for the next meeting if received for initial consultation.
- d. Wylam entrance sign. T. Martin reminded members that this was still in storage at Wylam Nurseries and a decision needed to be made on a location for the sign.

180. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 12th March 2018

Monday 9th April 2018

Monday 14th May 2018 (Annual Meeting).

Meeting closed at 10.15pm.

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