



Wylam Parish Council

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

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

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 5 members of the public.

181. APOLOGIES FOR ABSENCE.

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

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

No declarations were made.

183. QUESTIONS FROM MEMBERS OF THE PUBLIC.

- a. Resurfacing of Main Road between the Spar shop and the Fox & Hounds Inn. A Wylam resident asked whether this work was to be carried out as indicated by former County Councillor Paul Kelly in 2017. The Parish Council had understood that this project had been approved for action. It was **agreed** that the Parish Council would ask County Councillor Karen Quinn and the appropriate Northumberland County Council (NCC) officers about this matter.
- b. Affordable housing for local people at the Wylam Gentoo Homes development. A Wylam resident, whose family has lived in Wylam for almost 100 years, reported that her son's application for an affordable home through ARCH and Homefinder had been rejected, despite ARCH having a policy of allocating the homes to local people. The resident had taken the case up with ARCH and Guy Opperman MP but to no avail. The Parish Council recommended that they get in touch with County Councillor Karen Quinn. It was **agreed** that the Parish Council would write to ARCH, NCC and Gentoo Homes to ask for information about the housing allocation process, and to request priority for Wylam residents in any future housing developments.
- c. Trees bordering green space at Jackson Road. A resident complained that the trees close to houses surrounding the area had not been sufficiently trimmed back. The Parish Council confirmed that the area was in NCC's ownership and it was **agreed** to ask NCC to trim the trees.

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- d. Future of trees at The Orchard corner. The resident was advised that this topic would be discussed later on the agenda. (See **Item 188**).
- e. Work to sewer by Gentoo Homes. The Parish Council informed the resident that during this work Church Road would not be closed, but a one-lane system controlled by traffic lights would be in operation.

184. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

County Councillor Quinn reported on the following matters:

- a. Parish Councillor's resignations. County Councillor Quinn asked that her good wishes to both Bill Nicholson and Tom Martin on their resignations from the Parish Council be recorded. She had found working with T. Martin to be particularly rewarding.
- b. Highway repairs and maintenance. Chapel Lane in Wylam had been repaired. New funding for pothole repair was being made available by central Government. The potholes on the Heddon-Horsley road would be repaired in Spring 2018. County Councillor Quinn agreed to research whether Wylam's Main Road resurfacing was still in prospect.
- c. Member's Small Scheme Allowance. County Councillor Quinn had agreed to award St. Oswin's PCC money for replacement of windows at the Church Hall, subject to the project being approved by NCC after 1st April 2018. The current windows would be replaced with hardwood double-glazed units.
- d. Proposed closure of Riversdale Surgery. County Councillor Quinn had met with Stephen Young of Northumbria Clinical Commissioning Group. She reiterated that, according to the White Medical Group, there was no prospect of its surgery in Wylam closing. Members of the Parish Council stated that the Council was not yet happy with the proposal by the Riversdale Practice to close its surgery and was looking for a rigorous and properly formulated and scrutinised decision-making process by the CCG and NHS England and was not satisfied that this had yet taken place. County Councillor Quinn indicated that she was confident that appropriate process was being followed. Members pointed out to Councillor Quinn that she was potentially part of the formal scrutiny process with power to make representations to NCC's Scrutiny Committee and highlighted their concerns to her about the conduct of the process so far. Members emphasised that the White Medical Group's Wylam facility as currently constituted did not have the capacity to absorb requirements which would be generated as a result of the closure of the Riversdale Surgery.
- e. Liaison with Wylam village events and groups. County Councillor Quinn had attended various Coffee Mornings at Wylam Institute and visited the Wylam Community Orchard and Wylam Scouts. A visit to Wylam Brownies was planned.
- f. NCC Budget. This had been approved. There would be no post-16 school transport charges. Front-line services would be maintained as far as possible as the Council sought to operate within its means. Councillor Quinn was not aware of any specific plans for capital investment in Wylam, but would research this matter and report back.

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- g. Housing allocation policy at the Gentoo Homes site. Councillor Quinn was aware that the resident concerned (see **Item 183c**) had contacted Guy Opperman MP and that he had been in touch with NCC. The Parish Council would be requesting details of the allocation criteria and the definition of 'local' residents.

185. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th FEBRUARY 2018.

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

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

1. Information regarding proposed closure of Crawcrook Lane at corner north of Sled Lane. Further information about this had been received from Gateshead Council and publicised throughout the village. The proposed date for the closure is 9th April and the work is expected to take 6 weeks. Work to fell trees at the corner had taken place on Sunday 11th March.
2. Planning Application 17/04497/FUL: Land South East of Street Houses: proposed erection of allotment workshop, greenhouse and yurt for agricultural production. This application had been withdrawn and a new application would be submitted.
3. Speed signage on Bluebell Lane. Richard McKenzie of NCC had replied that the previous speed limit on Bluebell Lane had been 60mph and that the 40mph signs had been installed as a buffer before the 20mph limit in the village. A limit of 30mph cannot be justified due to lack of development along the road, so that 40mph is the lowest possible speed limit.
4. Missing 'Stop' sign at exit from Close House. NCC had agreed to investigate this.
5. Survey of grit bins. C. Percy agreed to prepare a report for discussion at the next meeting of the Parish Council.
6. Signage on the Waggonway. NCC would be contacted for an update.
7. Maintenance at Wylam Station. Network Rail would be contacted soon regarding trees growing out of the station buildings. The Tyne Valley Community Rail Partnership are pursuing questions as to the future use of the station buildings.
8. Proposed academisation of Wylam First School. The Chair of Governors had not yet been contacted.

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9. Damaged riverside path. The Clerk asked Tim Fish of NCC for an update but no reply had been received to date. Correspondence from a Wylam resident on the geology of the river bank would be acknowledged.
10. Clerk's Job Review form. This had not yet been actioned.
11. Defibrillator financing. The Clerk had not yet contacted the North East Ambulance Service.
12. M. Hadden's Job Appraisal. This had not been completed. Following T. Martin's resignation as a Councillor, (**Item 187**) it was **agreed** that Councillor Jim Martin would take on the role of Supervisor of the Village Handyman and liaise with the Clerk and M. Hadden to complete the Appraisal (see also **Item 200a**).
13. Main Road Signage audit. This had not yet been completed. Signage for local shops had not yet been requested from NCC.
14. OJBC Clerk's salary. The invoice for this had been received.
15. Contingency planning for Clerk's absence. This had not yet been progressed.
16. Road safety in Wylam. NCC had responded on issues at the entrance to Wylam Co-op store, suggesting junction markings at the entrances to Tyne View and the Co-op car park and indicating that this could be actioned after 1 April. It was **noted** that this was an urgent requirement. A date had not yet been arranged for a Road Safety meeting. It was **agreed** that Councillor K. Trobe would represent the Parish Council at meetings with the Wylam Road Safety Group.
17. Hagg Bank Play Area. The Clerk had not yet made enquiries about cleaning the tower slide.
18. Quotations for Wylam Globe. These had not yet been requested but would be available for the April meeting of the Parish Council. It was **noted** that J. Martin would take responsibility for the next issue of The Globe.
19. Falcon Centre Maintenance. Fay Cooper had been contacted but no reply had been received to date.
20. Wylam Parish Council Social Media Policy. Due to pressure on the agenda, discussion of a draft document was deferred to the April meeting of the Parish Council.
21. Partnership with NCC regarding bus information. No further information had been received from NCC.

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22. Meeting with members of the Local Access Forum. Councillor C. Percy agreed to contact Liz Bray and Peter Fisher to arrange a meeting.
23. Resignations of Parish Councillors. The Clerk had notified NCC of the resignations of W. Nicholson and T. Martin (see **Item 187**) and the process of seeking new members of the Parish Council had begun. The official Notices would be in place until 19th March, after which, if there is no demand from residents for an election, the Parish Council would be free to co-opt new members. Two firm expressions of interest had been received.
24. Village Litter Pick 2018. T. Martin had purchased 10 new litter pickers. Councillors J. Jours and J. Martin would be organising the event on the day. The Clerk would order litter pickers, refuse sacks and some hi-viz vests from NCC and order a skip during the week prior to the event.
25. Arrangements for Annual Village Meeting (23rd May 2018). St. Oswin's Church Hall is available for this meeting. The Clerk will complete the booking process in good time.
26. Tenders for work to track near the Plantation. Tenders had been requested.
27. Correspondence from NCC regarding disabled parking policies. Letters have been sent to Ruth Bendell and Liam Henry. No substantive reply had been received. J. Jours would visit the resident concerned to report progress.
28. Ash tree on Engine Dene. The Clerk had replied to the resident concerned. Tyne Valley Woodlands Consultancy would be consulted about the tree and asked for a quotation for any suggested work.
29. Correspondence regarding use of Charlie's Corner. The correspondence had been collated for discussion at the April meeting of the Parish Council. A group of Councillors would meet before this to review the correspondence. C. Percy would circulate the correspondence and arrange this meeting.
30. Grant application by Wylam Community Orchard (WCO). WCO had been notified that the amount requested had been awarded.
31. Wylam Parish Council's Precept for 2018/19. A demand for £40,750.00 had been sent to NCC.
32. New litter bins. These had not yet been ordered.
33. Seat at Fox & Hounds Inn. A decision on this was deferred to a future meeting of the Parish Council.

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34. Garden waste on the Waggonway. This fly-tipping incident has been logged by NCC. Progress on this would be monitored.
35. Collapsed fence from Falcon Terrace to the Waggonway. This and the damaged fence on the pathway down to the river bank from the western end of Stephenson Terrace, would be reported to NCC.
36. NCC Local Development Plan. The initial consultation letter not yet been received.
37. Wylam entrance sign. No decision had yet been made on the location for this sign.

187. FORMAL RECEIPT OF RESIGNATION OF COUNCILLOR T. MARTIN.

It was **noted** that T. Martin had resigned from the Parish Council with effect from 23rd February 2018. It was **noted** that T. Martin's resignation meant that there is a vacancy for a Wylam Councillor on Ovingham Joint Burial Committee and for a councillor to act as supervisor of the Village Handyman. (See also **Item 200a**). Members expressed their appreciation of the ten years of service given by Tom Martin.

188. WYLAM PARISH COUNCIL'S POSITION IN RELATION TO TREES AT THE ORCHARD CORNER.

The Parish Council had met with representatives of Gentoo Homes on 27th December 2017 to discuss tree issues. The Parish Council had discussed its position with regard to the trees at its meeting on 12th February 2018. T. Martin had advised that the Elm trees at The Orchard corner would die as they mature (Dutch Elm disease) as would the Ash trees (Ash Die-back disease). It was **agreed** that the trees immediately bordering the Gentoo site were not sustainable due to their close proximity to the houses bordering The Orchard at the site. Given that the trees were not sustainable it was **agreed** that they would be removed in a programme phased over three years to minimise the environmental and aesthetic impact. In accordance with the Parish Council's Tree Policy, it was **agreed** that each tree removed would be replaced with two 3 metre saplings of native species such as Field Maple, Silver Birch and Bird Cherry. It was **noted** that the often waterlogged nature of the site made it unsuitable for Silver Birch. It was **agreed** that The Orchard site could accommodate 3 replacement trees and that space would be found for others elsewhere in the village, probably at the Nature Reserve. It was **agreed** that Councillors J. Martin and C. Percy would meet with Gentoo Homes to finalise the programme. It was **noted** that Gentoo had offered to finance the tree removal and replanting programme, but that the Parish Council would be responsible for appointing a local contractor to carry out the work.

189. REPORT OF MEETING WITH REPRESENTATIVES OF THE NORTHUMBRIA NHS TRUST'S CLINICAL COMMISSIONING GROUP AND NHS ENGLAND.

Members of the Parish Council had met with Stephen Young (CCG) on 27th February. A verbal report was made and it was **agreed** that notes of the meeting would be circulated to members and reviewed at the next meeting of the Parish Council. It was **agreed** that the Parish Council

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would seek a meeting with both Riversdale and the White Medical Group. It was **noted** that Healthwatch had hosted consultation sessions at the Wylam Institute Annual Coffee Morning and at Wylam Library. It was **agreed** that copies of the Healthwatch questionnaire would be enclosed with the Wylam Globe.

190. REPORT ON NATIONAL TRUST'S PROGRESS TO DATE ON GEORGE STEPHENSON'S BIRTHPLACE.

An open meeting had been held with National Trust (NT) representatives. The meeting had been well-attended by Wylam residents and the NT would study the suggestions made. C. Percy acknowledged T. Martin's substantial contribution to the success of the meeting. T. Martin and Councillor C. Percy would meet informally to review plans for a further public meeting and public consultation at Wylam Summer Fair. C. Percy gave details of two matters which relate to Wylam's railway heritage:

- a. The Tyne Valley Community Rail Partnership (TVCRP) Community Ambassadors initiative. C. Percy is currently Wylam's Community Ambassador, but this role is open to residents as well as Parish Councillors.
- b. Station Adoption scheme. This is being promoted by Northern Rail and TVCRP. Representatives of Northern and TVCRP would be invited to make a presentation about this at the Annual Village Meeting.
- c. 50th Anniversary of the closure of North Wylam Station. C. Percy had organised an event to commemorate this on Sunday 11th March. A report of the event would appear in the Hexham Courant. He reported that about 20 people had attended and that anecdotes so far received suggested that there was scope to begin an oral history project. This would fit with projects that the NT might undertake to promote George Stephenson's Birthplace. C. Percy suggested a display stall and workshop at Wylam Summer Fair and an article about the project in the summer issue of the Globe. It was **agreed** to formalise these suggestions at a future meeting of the Parish Council.

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

A copy of the latest draft document prepared by J. Joures had been circulated to members prior to the meeting. The document was discussed and several amendments suggested. It was **agreed** that J. Joures would present a final version of the document to the April meeting of the Parish Council and that this document would form the basis of a presentation to the Annual Village Meeting on 23rd May. This would constitute the beginning of continuing consultation with residents on the priorities and work of the Parish Council.

192. REPORT ON LAND USE PLANNING ISSUES FROM RECENT NCC PLANNING TRAINING SESSION.

It was **noted** that C. Percy had attended the training and his note for information had been circulated to members of the Parish Council.

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193. REVIEW OF WYLAM PARISH COUNCIL'S INTERNAL CONTROLS AND RISK ASSESSMENT DOCUMENT AND INTERNAL AUDIT PLAN.

Copies of the documents had been circulated to members prior to the meeting. This annual review is required as part of the external audit process. It was **agreed** to amend the document to include reference to the provisions of the new General Data Protection Regulation (GDPR) which would come into force on 25th May 2018. It was **agreed** that the amendment would be made and the revised document approved at the April meeting of the Parish Council.

194. CONFIDENTIAL ITEM: 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 updated members regarding recent developments and a Confidential Minutes was made.

195. CONFIDENTIAL ITEM: REVIEW OF RECENT CORRESPONDENCE WITH THE REECE FOUNDATION.

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).

Correspondence received from the Reece Foundation had been circulated to members prior to the meeting. The correspondence was discussed and a Confidential Minute was made. It was **agreed** that a reply would be sent to the Reece Foundation as soon as possible.

196. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (12/02/18) had been provided for information only.

197. PLANNING APPLICATIONS

197.1 Planning Applications considered by Parish Council since last meeting (12/02/2018)

18/00197/FUL

10 and 11 Hagg Bank Cottages, Hagg Bank, Wylam.

Adjoining single-storey extensions to rear of Nos. 10 & 11 with attached verandas; No. 10 replace existing garden shed with larger one at lower level.

WPC Comment: No objection.

197.2 Planning applications approved by NCC since last meeting (12/02/2018).

None.

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197.3 Planning applications withdrawn since last meeting (12/02/2018).17/04497/FUL: Land South East of Street Houses.

Proposed erection of allotment workshop, greenhouse and yurt for agricultural production.

197.4 Planning applications refused permission by NCC since last meeting (12/02/2018).

None.

198. FINANCIAL MATTERS.198.1 Report on Income Received since last meeting (12/02/2018).a. Wylam Parish Council

DATE	SOURCE	AMOUNT
07/02/18	Donation for Globe postage	£5.00

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

No income received.

The reports were **accepted**.198.2 Consideration of schedules of payments to be approved at the meeting (12/03/2018).

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
12/02/18	Wylam Community Orchard	Grant	Local Government Act 1972 s.143	103321	095	£170.00
12/02/18	Tyne Valley Woodlands Consultancy	Tree report/work	Open Spaces Act 1906, ss. 9 &10	103322	096	£1,224.00
12/02/18	Currys PC World	Lap top/software	Local Government (Financial Provisions) Act 1963	DC	097	£527.96
14/02/18	NCC	Charge for winter opening of public conveniences	Public Health Act 1936, s87	103323	098	£2,400.00
20/02/18	JennySys	IT advice	Local Government (Financial Provisions) Act 1963	103324	099	£40.00
02/03/18	NCC	Payroll recharge 11	NALC/SLCC Conditions of Service 1996, Local Government Act 1972 s. 112	103325	100	£1,074.26
02/03/18	NCC	Payroll recharge 12 (includes OJBC Clerk's salary & back pay)	NALC/SLCC Conditions of Service 1996, Local Government Act 1972 s. 112	103326	101	£2,351.02

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06/03/18	Gilpin Press	Globe 4	Local Government Act 1972 S.142	103327	102	£449.25
12/03/18	Northumberland Wildlife Trust	Donation	Local Government Act 1972 s.143	103328	103	£100.00
10/03/18	SLCC	DVD – Cemetery Management	LG (FP) Act 1963	103329	104	£31.80

The payments were **approved**.

b. Wylam Post Office Account Payments schedule.

The Clerk reported that no invoices had been received.

198.3 Consideration of requests for financial assistance received since last meeting (12/02/2018).

None received.

198.4 Consideration of quotations received.

a. Northumberland County Council – Hagg Bank maintenance and general grass cutting for the 2018 season. Quotations of £601.95 for Hagg Bank maintenance (removing arisings) and £1,861.20 for general grass cutting (both ex. VAT) were **approved**.

b. Tyne Valley Woodlands Consultancy. A quotation for hedge trimming on south side of allotment trackway of £288.00 (including VAT) was **approved**.

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

This item was deferred to the next meeting of the Parish Council due to time constraints.

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

a. Councillors' roles and responsibilities. It was **agreed** that the roles and responsibilities previously held by Tom Martin would be reassigned at the next meeting of the Parish Council.

b. Schedule of Parish Council meetings for 2018/19. The Clerk asked if, to facilitate Council administration, the Parish Council could meet on the third Monday of each month from June 2018. This was **agreed** and would be confirmed at the Annual Meeting in May.

201. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 9th April 2018

Monday 14th May 2018 (Annual Meeting).

Meeting closed at 9.45pm.

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