



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 9th APRIL 2018 AT 7p.m. IN WYLAM INSTITUTE**

Councillors present: Mrs. A. Francis (Chairman); Mr. J. Joures; Mr. J. Martin; Mr. C. Percy; Mr. T. Appleby.

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 3 members of the public.

202. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillor K. Trobe.

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

No declarations were made.

204. QUESTIONS FROM MEMBERS OF THE PUBLIC.

- a. Damaged riverside path at end Stephenson Terrace. T. Martin asked that the Parish Council would again contact Northumberland County Council (NCC) to request a notice directing walkers to the waggonway. It was **agreed** that the Clerk would again request a notice.
- b. Arrangements for litter picking in Wylam. T. Martin asked whether further arrangements for litter picking in Wylam could be organised due to the amount of litter deposited throughout the year especially on certain highway verges. It was **agreed** to schedule this for further discussion at a future meeting of the Parish Council.
- c. Path strimming at the Haughs Nature Reserve. T. Martin asked for a progress report on this. It was **agreed** that a request for a quotation would be sent out as planned. T. Martin would contact the Clerk regarding a strategy for dealing with Himalayan Balsam.
- d. 3 – 4 Laburnum Terrace. A resident asked whether it would be possible for the Parish Council to issue a public statement. This was declined as the Parish Council is not in a position to issue a definite statement with regard to the property.
- e. Derelict houses in Wylam. A resident asked whether any action could be taken with regard to 4 Woodcroft Road. It was agreed that Councillor J. Martin would investigate ownership of the property.

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205. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

County Councillor Quinn reported on the following matters:

- a. Affordable Housing allocation policy at the Gentoo Homes development. This had been followed up. The Clerk agreed to forward Councillor Quinn's email to members.
- b. Resurfacing of Main Road, Wylam. Councillor Quinn confirmed that this work had been scheduled by NCC. NCC are waiting for completion of work at Crawcrook Lane and at the Gentoo Homes development. NCC will also examine drainage issues near the War Memorial.
- c. Capital Expenditure for Wylam. Just under £200k had been allocated for roads and drainage in Wylam.
- d. Riversdale Surgery. Stephen Young had indicated that the CCG was still waiting for the Riversdale Practice to submit its official business case for closure, and progress is slow.
- e. Community events. Councillor Quinn had attended events relating to *Wear a Hat Day* in Wylam.

206. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th MARCH 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.

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

1. Resurfacing of Main Road, Wylam. (See **item 205b**).
2. Affordable housing for Wylam residents. It was noted that an email had been received from Councillor Quinn detailing the allocation policy. The Clerk would forward this to members of the Parish Council. (See also **item 205a**).
3. Trees bordering green space at Dene Road. It was **agreed** that members would visit the site and report back to the next meeting of the Parish Council.
4. Work to sewer by Gentoo Homes. This had been completed.
5. Closure of Crawcrook Lane. The date for this had been confirmed as 9th April for 6 weeks. Details, including arrangements for 686 bus service, had been posted on the Parish Council's website.
6. Signage on Waggonway. Further incidents had been reported. It was **agreed** that NCC would be contacted as a priority, and asked to consult the Parish Council on signage.
7. Maintenance at Wylam station. Network Rail had not yet been contacted.

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8. Proposed academisation of Wylam First School. The Chair of Governors had not yet been contacted. It was **agreed** not to pursue this at the present time.
9. Damaged riverside path. Tim Fish of NCC had reported that NCC had engaged surveyors to conduct a topographical survey of the site. NCC hopes that this will result in some preliminary design options for work to the site. Tim Fish had indicated that he would keep the Parish Council informed of progress.
10. Clerk's Job Review form. This had not yet been completed.
11. Defibrillator financing. The Clerk would contact the North East Ambulance Service as soon as possible.
12. M. Hadden – Job Appraisal. J. Martin had completed this. There were no issues arising.
13. Main Road signage audit. This had not yet been completed.
14. Contingency planning for Clerk's absence. This would be completed in August.
15. Road Safety in Wylam. It was **agreed** to arrange a meeting with the Wylam Road Safety Group and NCC in June after work to Crawcrook Lane was complete and the road open again. It was **agreed** to ask NCC whether the road markings for the 20mph scheme and the markings at the entrance to Wylam Co-op Store could be completed during the road closure.
16. Hagg Bank Play Area – cleaning the tower slide. No further progress had been made.
17. Quotations for Wylam Globe. Two quotations are now available and would be considered at a future meeting of the Parish Council. It was **agreed** that J. Martin would ask Gilpin Press to submit a quotation for the attention of the Parish Council.
18. Falcon Centre maintenance. Fay Cooper of NCC has referred this matter to Nigel Walsh who is to contact the Parish Council. It was **agreed** that the Clerk would contact Mr. Walsh.
19. Wylam Parish Council Social Media Policy. Consideration of this had again been deferred for consideration at a future meeting.
20. Partnership with NCC on bus information. No further information had been received from NCC.
21. Meeting with Local Access Forum. C. Percy, together with D. Peel would progress this for the next meeting of the Parish Council.

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22. Village Litter Pick 2018. This had been a very successful event with over 30 volunteers participating. Further arrangements for litter picking would be discussed at a future meeting of the Parish Council. (See also **item 204b**).
23. Arrangements for Annual Village Meeting. The Clerk confirmed that St. Oswin's Hall was available but had not yet been booked. She would confirm the booking at the next meeting.
24. Quotations for work to track near the Plantation. Two quotations had been received for the work and would be considered at the next meeting of the Parish Council.
25. Disabled parking. A reply received from Liam Henry of NCC had advised that Ruth Bendell had nothing to add to her previous correspondence. The Clerk would forward this email to J. Joures, who would then visit the resident concerned to outline possible options.
26. Use of Charlie's Corner – responses to consultation. C. Percy had collated correspondence and would forward it to members for discussion prior to the next meeting of the Parish Council, when a decision would be taken.
27. New litter bins. These had not yet been ordered. A detailed quotation would be presented to the next meeting of the Parish Council.
28. Seat at the Fox & Hounds Inn. A quotation for a seat similar to that on Engine Dene would be presented for approval at a future meeting of the Parish Council.
29. Collapsed fence at Falcon Terrace. It was **agreed** to ask NCC to remove this.
30. Wylam entrance sign. It was **agreed** to consult NCC on possible sites.
31. Trees at The Orchard Corner. C. Percy, J. Martin and L. Bray would arrange to meet with the Gentoo Site Manager to review action required.
32. GP Services in Wylam. Meetings with the Riversdale and White Medical Group Practices would be requested as a matter of priority. It was **noted** that a report had been received from the Wylam Surgeries Users Group and copied to all members of the Parish Council.
33. Correspondence with the Reece Foundation. It was **agreed** that the Clerk would respond as soon as practicable.
34. Quotations approved. NCC (Grass cutting 2018 season) and Tyne Valley Woodlands (hedge trimming ahead of trackway refurbishment) had been notified that their quotations had been accepted.

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- 208. REVIEW AND APPROVAL OF THE PARISH COUNCIL'S CO-OPTION PROCEDURE AND CO-OPTION NOTICE.**
Copies of the documents, forms and Notice had been circulated to members prior to the meeting. The Co-option Procedure and Co-option Notice were **approved**.
- 209. REVIEW OF FORWARD PLANNING PAPER TO BE PRESENTED TO THE ANNUAL VILLAGE MEETING.**
It was **agreed** that J. Joures would reproduce the Paper in a form suitable for the Annual Village Meeting and would circulate this for comments before the next meeting of the Parish Council.
- 210. UPDATE ON THE NORTHUMBERLAND LOCAL PLAN – SPRING 2018 CONSULTATION.**
A copy of C. Percy's report on the Spring Consultation had been circulated to members prior to the meeting. The Consultation letter had requested submission of preferred locations for housing and employment development and views on the key issues that the Plan should consider. It was **agreed** that C. Percy would respond on behalf of the Parish Council. It was **agreed** that the Parish Council would not suggest any strategic sites for housing and employment on the grounds that development around the village is heavily constrained by statutory Green Belt. Possible housing or employment development sites within Wylam are few, small and not strategic. It was **agreed** that all key issues listed were important but to add 'Flooding and riverbank erosion' to this list.
- 211. REVIEW AND APPROVAL OF AMENDED INTERNAL CONTROLS AND RISK ASSESSMENT DOCUMENT.**
An amendment under 'Legal Powers' had been made to cover the provisions of the GDPR which would be implemented from 25th May 2018. With this amendment, the document was **approved**.
- 212. REVIEW OF PROGRESS WITH THE NATIONAL TRUST AND OTHER ORGANISATIONS ON PROMOTING WYLAM AND ITS INDUSTRIAL AND RAILWAY HERITAGE.**
Reports from the meeting held on 8th March, organised by Tom Martin and attended by the National Trust, representatives of the Parish Council, the Tyne Valley Community Rail Partnership had been circulated to members prior to the meeting, together with an agenda for a second meeting on 19th April. With the Chairman's permission, C. Percy and Tom Martin outlined progress to date. The project, entitled 'Wylam Past, Present and Future' would have a presence at the Wylam Summer Fair. Further information about the project would be reported to the next meeting of the Parish Council. It was **agreed** that funding for the project would be agreed at the next meeting of the Parish Council, but that, given that the Parish Council was represented among the organisers of the project, the room at the Institute for the meeting on 19th April would be booked by the Parish Council. It was **noted** that the NT had not supplied any detail about the future of George Stephenson's Birthplace.

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Chairman of Meeting

213. REPORT ON CONDITION OF VILLAGE GRIT BINS.

C. Percy's report had been circulated to members prior to the meeting. The Chairman thanked C. Percy for his work. Three bins in need of replacement were identified. It was **agreed** that the Clerk would investigate whether the bins were the responsibility of NCC.

214. CONFIDENTIAL ITEM: 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 and others provided an update regarding recent developments and a Confidential Minute was made.

215. CORRESPONDENCE (As listed).

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

216. PLANNING APPLICATIONS**216.1 Planning Applications considered by Parish Council since last meeting (12/03/2018)**

18/00631/FUL

11 Falcon Terrace, Wylam.

Single-storey rear extension and loft conversion to include dormer window to rear elevation.

WPC Comment: At the meeting, the Parish Council considered the application and a report on it from the Planning Group. It was decided to **object** to the rear dormer. The full text of the Parish Council's comments can be found on the NCC website.

216.2 Planning applications approved by NCC since last meeting (12/03/2018).

18/00197/FUL

10 & 11 Hagg Bank Cottages, Front Street, Hagg Bank, Wylam.

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

216.3 Planning applications withdrawn since last meeting (12/03/2018).

None.

216.4 Planning applications refused permission by NCC since last meeting (12/03/2018).

None.

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217. FINANCIAL MATTERS.**217.1 Report on Income Received since last meeting (12/03/2018).****a. Wylam Parish Council**

Due to the Easter break, bank statements for March had not been received.

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

Due to the Easter break, bank statements for March had not been received.

The reports were **accepted**.

217.2 Consideration of schedules of payments to be approved at the meeting (09/04/2018).

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
18/02/18	T. Martin	Litter pickers	LGA 1972 s 111	103330	001	£29.90
20/03/18	O'Brien Waste	Skip hire	LGA 1972 s 111	DC	105	£319.00*
21/03/18	Clavering Stationers	Toner set	LGA 1972 s 111	103331	002	£89.28
26/03/18	M Hadden	Expenses	LGA 1972 s111	103332	003	£4.47
29/03/18	NCC	Payroll recharge 1	LG (FP) Act 1963	103333	004	£1147.43
01/04/18	NCC	Falcon Centre rent 1	LGA 1972 s111	103334	005	£300.00
28/03/18	JRB Enterprise Ltd.	Dog poop scoop bags	Litter Act 1983	103335	006	£192.12
04/04/18	The Northumbrian	Subscription	LGA 1972 s137	103336	007	£20.00

*Paid on 20th March 2018 in 2017/18 financial year.

The payments were **approved**. It was **agreed** to review the cost of dog poop scoop bags.

b. Wylam Post Office Account Payments schedule.

The Clerk reported that no invoices had been received.

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

None received.

217.4 Consideration of quotations received.

- a. Tyne Valley Woodlands Consultancy. For work to an Ash tree on Engine Dene. It was **agreed** to accept the quotation of £300.00 inclusive of VAT.

218. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON THE FOLLOWING COMMITTEES AND GROUPS.**a. Museum (C. Percy, T. Appleby)**

C. Percy was currently investigating who to approach regarding extended opening hours in the first instance to link in with the Wylam Past, Present and Future Project stall at Wylam Summer Fair and then for the longer term.

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- b. Wylam Community Playing Fields Association (A. Francis)
A. Francis reported that the Association had been successful in its application for around £40k of Section 106 funds. The Pump Track would be installed by Kompan in time for the Summer Fair. Works to the Pavilion would include new shutters and doors and internal redecoration. A donation from the Freemasons would fund the climbing facility. The Music Quiz would be held on 11th May. Summer Fair preparation was well under way.
- c. Ovingham Joint Burial Committee. (K. Trobe, D. Carney)
The Clerk reported that the Committee had met on 3rd April. Minutes of Committee meetings are available on the Wylam Parish Council website. A second representative is needed from Wylam Parish Council to be appointed at the Council's Annual Meeting on 14th May. M. Senior from Horsley Parish Council had chaired the last meeting.
- d. Wylam Institute Community Association. (J. Joures).
There had been no meeting.
- e. East Tynedale Community Forum.
It was noted that T. Martin would continue as Chairman for the present.

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

- a. Preparation for GDPR. This legislation will come into force on 25th May 2018. C. Percy would liaise with the Clerk.
- b. Chairman of the Parish Council from May 2018. A. Francis indicated that she would be standing down as Chairman as of 14th May 2018.
- c. Water leak from house on Bluebell Close. It was **agreed** that the Parish Council would send a letter to the occupier.
- d. School parking on Bell Road. This has again been reported as causing problems. It was **agreed** to write to Wylam First School to ask if a note could be sent to parents.
- e. Enquiry regarding catering facility at George Stephenson's Birthplace. It was **agreed** to refer the enquirer to the National Trust.
- f. 2017 Election costs. A letter had been received from NCC to the effect that the election costs had been deducted in full from the first instalment of the Precept.

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- g. Globe deliveries. A resident near the Holeyn Hall crossroads had advised that he had not received the last 2 issues of The Wylam Globe and had offered to collect and deliver to this group of houses. It was **agreed** to accept the offer.
- h. Problems with litter bin at Ingham Terrace. A resident had complained that rubbish from this open-topped bin was being scattered by birds. It was **agreed** to order a new bin.
- i. Old Station Car Park. T. Appleby reported that on busy days, cars were parking so as to obstruct access to the waggonway and causing problems for wheelchair users and cyclists. It was **agreed** to notify NCC of the problem.

220. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 14th May 2018 (Annual Meeting).

Meeting closed at 10.10pm.

Signed: Date:
Chairman of Meeting