



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 11th JUNE 2018 AT 7p.m. IN THE INSTITUTE**

Councillors present: Mrs. A. Francis (Vice-Chairman); Mrs. J. Henderson; Mr. J. Joures (Chairman); Mr. J. Martin; Mrs. S. Robinson.

Also present: Mrs. D. Carney (Clerk); Liz Bray (Village Tree Warden), 2 members of the public.

1. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors T. Appleby and K. Trobe.

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

None declared.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC.

a. NCC grass cutting 2018. Attention was drawn to the poor state of grass at Charlie's Corner and The Orchard.

b. Trees at The Orchard corner. Questions about this matter were dealt with under **Item 11.**

4. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn was not present at the meeting but had recently submitted a report on her work during the year at Northumberland County Council (NCC) for the Annual Village Meeting. This had been distributed to members and the public at the meeting.

5. CONFIRMATION OF THE MINUTES OF THE ANNUAL MEETING HELD ON 14th MAY 2018.

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

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

1. Damaged riverside path. Fencing has been renewed. A new notice is in place directing users to the Waggonway.

Signed: Date:
Chairman of Meeting

2. Signage on the Waggonway. There had been no further update from Mike Jeffrey but the Clerk would follow this up.
3. Main Road signage audit. C. Percy and K. Trobe agreed to complete this for the next meeting of the Parish Council.
4. Hagg Bank Play Area – tower slide. S. Robinson would report to the next meeting.
5. Falcon Centre Maintenance. Nigel Walsh would be contacted as soon as possible.
6. Wylam Parish Council Social Media Policy. A draft would be circulated for approval at the July meeting.
7. Litter picking arrangements. A discussion of this was deferred to a future meeting of the Parish Council.
8. Wylam entrance sign. NCC would be contacted as soon as possible.
9. Village Grit bins. NCC would be contacted regarding replacement bins.
10. Ash tree on Engine Dene. The Clerk would inform the resident of the Parish Council's decision.
11. Water leak from house on Bluebell Close. This had not yet been followed up. A resident of Tynedale Gardens had also complained about water running into their garden.
12. Parking at the Old Station car park. NCC would be contacted as soon as possible.
13. Wylam Parish Council Standing Orders 2018. The revised document had been uploaded to the Parish Council's website.
14. Wylam Parish Council Publication Scheme. The revised document had been uploaded to the Parish Council's website.
15. Wylam Parish Council Press and Media Policy. A draft would be circulated for approval at a future meeting of the Parish Council.
16. Confidential Item: Update on 3 – 4 Laburnum Terrace. There was no further update. J. Joures would liaise with the tenant.
17. Meetings with White Medical Group and Riversdale Practice. These had yet to be arranged.

Signed: Date:
 Chairman of Meeting

18. “Lest We Forget” research group: request for funding. The group is not eligible to apply for a grant from the Parish Council as they do not have a bank account. Invoices for printing costs would be forwarded for the attention of Wylam Parish Council and paid under LGA 1972 Section 137. The group is currently seeking quotations.
19. Tyne Valley Woodlands: strimming at the Nature Reserve. The work was currently underway.
20. Printing of Wylam Globe. The quotation of £288.00 from Azure Printing had been accepted. Other firms tendering for the work had been informed that they had been unsuccessful. A letter of thanks would be sent to Gilpin Press which had printed the Globe for the last 40 years. It was **noted** that the next issue of the Globe would run to 8 pages and would therefore cost £388.00.
21. Repair and maintenance of track next to Wylam Allotments. The quotation from Charlton Drainage had been accepted subject to a preliminary site visit. The Wylam Allotment Association had been informed that the work was in prospect.
22. Request for memorial bench at Wylam riverside. The resident would be asked to provide further information.
7. **REVIEW OF MATTERS ARISING FROM THE ANNUAL VILLAGE MEETING HELD ON 23rd MAY 2018.**
 A copy of the draft Minutes of the meeting had been circulated prior to the meeting. It was **noted** that the Minutes would not be approved until the next Annual Village Meeting in 2019.
- a. Tackling invasive plants in the 2018 season. D. Peel would lead a party of volunteers for an initial visit to areas affected on Sunday 1 July at 9.30am, meeting in the Old Station Car Park. D. Peel informed the meeting that shoots of Japanese Knotweed were still appearing in the areas previously treated by the Tyne Rivers Trust. It was **agreed** that, after surveying the extent of the problem on 1st July, Tyne Rivers Trust would be asked to advise on further action.
- b. Feedback from consultation on Parish Council priorities and future actions.
 Summary of feedback had been previously circulated. It was **agreed** that the Communications Advisory Group would meet to review feedback received and plan for a follow-up event. The Parish Council’s stall at Wylam Summer Fair would provide a further opportunity for consultation. It was further **agreed** that the Communications Advisory Group would review how best to engage young people with the work of the Parish Council and the consultation process. It was **agreed** that the Group would present a discussion paper to the next meeting of the Parish Council.
8. **REPORT ON RESPONSES TO CONSULTATION ON USE OF CHARLIE’S CORNER.**
 A copy of the report summarising responses had been circulated prior to the meeting. It was **noted** that there had been a number of suggestions regarding Charlie’s Corner and that the

Signed: Date:
 Chairman of Meeting

Parish Council stall at the Wylam Summer Fair would provide a further opportunity for discussion. It was suggested that the Rights of Way and Environment Advisory Group could also contribute ideas for landscaping and planting the site. It was **agreed** that the Parish Council would look positively at future applications to use Charlie's Corner for planned and supervised activities such as dog training following the successful pilot sessions during summer 2017. It was **agreed** that the current policy of not allowing dogs onto Charlie's Corner without specific permissions and safeguards would be maintained.

9. FINALISATION OF THE PARISH COUNCIL'S RESPONSE TO PLANNING APPLICATION 18/04497/FUL: Land South West of Street Houses: Demolition of existing allotment shed and erection of allotment workshop, greenhouse and yurt for agricultural food production.

It was **noted** that the application had again been declared invalid, but that comments could be sent to NCC. It was **agreed** that the Parish Council would object to the application on the grounds that the applicant had not provided sufficient information to assess the impacts of the proposal. This response would be forwarded to NCC.

10. REVIEW OF PROGRESS ON GDPR COMPLIANCE.

The Clerk reported to the meeting on progress to date. Privacy Notices, based on templates provided by the National Association of Local Councils, had been placed on the website. It was suggested that these were possibly too complex and needed revision. A Consent Form had been prepared. It was **agreed** that a suitable Consent Form would be provided at the Parish Council's stall at the Wylam Summer Fair. It was **agreed** that J. Henderson would draft a suitable document and liaise with the Clerk.

11. REPORT ON THE TREES AT THE ORCHARD CORNER AND ASSOCIATED ISSUES AT THE SOUTHERN END OF THE GENTOO SITE.

A copy of a report from Liz Bray (Village Tree Warden) had been circulated. C. Percy and L. Bray had met with Gentoo's Site Manager, who had indicated that the reason for wishing trees to be felled was so that the repair of the wall could proceed. The wall had been repaired. It had been confirmed that the fence currently in place was a temporary measure and would be removed. It was **noted** that residents close to the wall were concerned about trees overshadowing their properties. There would be consultation with residents and Gentoo. It was **noted** that a gap for a footpath had been left in the southern boundary wall at the site, and that this had not featured on the approved plans. The Clerk had notified NCC Planning Department about this. The proposed footpath would emerge onto The Orchard footpath, which in principle would be a safer option than that proposed on the approved plans, but would involve removal of some of the grassed area and would affect trees. Repairs to the wall had resulted in rubble left on The Orchard corner. C. Percy had asked the Site Manager to arrange for this to be removed. It was **agreed** that C. Percy would draft a letter to Gentoo setting out the Parish Council's position on the trees and related issues. It was **agreed** that a

Signed: Date:
Chairman of Meeting

further meeting between Parish Council members ,residents of houses adjacent to The Orchard corner and the Site Manager would be arranged after the Wylam Summer Fair.

12. CONFIRMATION OF ARRANGEMENTS FOR PARISH COUNCIL/ WYLAM PAST, PRESENT AND FUTURE STALL AT WYLAM SUMMER FAIR.

C. Percy reported that he would be meeting with T. Martin to finalise arrangements. The Parish Council would have 2 gazebos: one for the *Wylam Past, Present and Future* (WPPF) project and one for the Parish Council. It was **agreed** that the Parish Council would reimburse any expenses incurred by C. Percy in setting up the stalls. He asked for members of the Parish Council to volunteer their time on a rota basis from 1 – 5.30pm on the afternoon of the Fair. It was **agreed** that the WPPF stall would be advertised in the Globe, on the Parish Council’s website and Facebook page and on the *What’s On Wylam* Facebook page. S. Robinson would prepare a poster for this purpose.

13. CONFIDENTIAL ITEM: REVIEW OF CORRESPONDENCE RECEIVED FROM THE REECE FOUNDATION.

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 (sensitive information).

A copy of the correspondence received and a copy of the report sent to the Foundation had been circulated to members prior to the meeting. It was **agreed** to meet with representatives of the Foundation. A Confidential Minute was made.

14. EXAMINATION CONFIRMATION AND COMPLETION OF SECTION 1 OF THE ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018 FOR WYLAM PARISH COUNCIL IN ACCORDANCE WITH THE ACCOUNTS AND AUDIT REGULATIONS 2015.

The documentation had been circulated to members prior to the meeting. The report of the Internal Auditor was **received and approved**. Section 1 of the AGAR was **completed and approved and signed** by the Chairman and the Responsible Financial Officer.

15. EXAMINATION AND CONFIRMATION OF SECTION 2 OF THE AGAR: STATEMENT OF ACCOUNTS 2017/18 FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018 FOR WYLAM PARISH COUNCIL.

The documentation had been circulated to members prior to the meeting. The report of the Internal Auditor was **received and approved**. Section 2 of the AGAR was **approved and signed** by the Chairman and the Responsible Financial Officer.

16. EXAMINATION AND APPROVAL OF THE ACCOUNTS FOR Ovingham Joint Burial Committee (OJBC) FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018.

The documentation had been circulated to members prior to the meeting. The report of the Internal Auditor was **noted** and the Accounts were **approved**. It was further **noted** that the

Signed: Date:
Chairman of Meeting

OJBC accounts would need to be consolidated with Wylam Parish Council's accounts. Accounting software would enable this to be done for the Financial Year 2018/19. The Clerk advised that if the stipulations of the Practitioners' Guide with regard to Joint Arrangements were to be fully implemented, professional accountancy advice would be necessary. This was **agreed** in principle.

17. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (14/05/2018) had been attached for information only. The following items were noted:

- a. Northumberland County Council's Local Plan Consultation document. The consultation period runs from 4th July to 15th August. It was **agreed** that C. Percy would draft a response for review at the next meeting of the Parish Council. It was **agreed** that the Clerk would forward the correspondence to members.
- b. Wylam First School – Academy status. The Head Teacher and Governors had offered to meet with members of the Parish Council. It was **agreed** that S. Robinson would liaise with the School and members to arrange a meeting. A report would be made to a future meeting of the Parish Council.
- c. NCC Cemetery Training course. This event on 16th August had been opened to Parish Councils at a cost of £100.00 per delegate. It was **agreed** that D. Carney would attend.

18. PLANNING APPLICATIONS

18.1 Planning Applications considered by Parish Council since last meeting (14/05/2018)

17/04497/FUL Land South West of Street Houses, Wylam.

Demolition of existing allotment shed and erection of allotment workshop, greenhouse and yurt for agricultural food production.

WPC Comment: Object to the application on the grounds of insufficient information. (See discussion at **Item 9**)

18.2 Planning applications approved by NCC since last meeting (14/05/2018).

18/01183/FUL 21 Hedley Road, Wylam

Two-storey side extension.

18/01263/FUL Lockwood, 27 Woodcroft Road, Wylam.

Single-storey extension to southern elevation and raised patio area.

18.3 Planning applications withdrawn since last meeting (14/05/2018).

None.

Signed: Date:
Chairman of Meeting

- 18.4 Planning applications refused permission by NCC since last meeting (14/05/2018).
None.

19. FINANCIAL MATTERS.

19.1 Report on Income Received since last meeting (14/05/2018).

a. Wylam Parish Council

No income had been received.

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

No income had been received.

The reports were **accepted**.

19.2 Consideration of schedules of payments to be approved at the meeting (11/06/2018).

The following schedules of payments is to be considered for approval at the meeting. Two schedules of payments are given, for the Parish Council's General Community Account and for the Post Office Account.

a. General Community Account Payments Schedule

Inv. Date	Payee	Details of Supply	Legal Power	Chq. No.	Voucher	Amount
18/04/18	Came & Company	PC Insurance	Local Government (Financial Provisions) Act 1963	103351	022	£1,025.32 ¹
18/02/18	NCC	Payroll Recharge 1	NALC/SLCC Conditions of Service 1996, Local Government Act 1972 s. 112	103352	023	£1,131.27
01/04/18	N'land ALC	Annual Subscription + Local Council Review	Local Government Act 1972 s. 143	103353	024	£377.53
25/05/18	Hexham Courant	AVM Advert	Local Government (Financial Provisions) Act 1963	103354	025	£135.84
28/05/18	TVCRP	Membership Fee 2018	Local Government Act 1972 s. 144	103355	026	£10.00
29/05/18	RBS Ltd	Year end on-line check	LGA 1972, s111	103356	027	£300.00
11/06/18	M. Hadden	Expenses	LGA 1972 s111	103357	028	£45.41

The payment were **approved** and the cheques duly signed.

¹ Paid 24/05/2018

Signed: Date:
Chairman of Meeting

b. Wylam Post Office Account Payments schedule.

Inv. Date	Payee	Details of Supply	Legal Power	Chq. No.	Voucher	Amount
30/05/18	Todd & Cue	Insurance: 3-4 Laburnum Terrace	LG(FP)Act 1963	100048	PO-001	£584.21

The payment was **approved** and a cheque signed.

19.3 Consideration of requests for financial assistance received since last meeting (14/05/2018).
None received.

19.4 Consideration of quotations received.

- a. Broxap – litter bins (4) plus fixings. A copy of the quotation having been previously circulated it was **agreed** to accept the quoted price of £904.95 exclusive of VAT. It was **noted** that the lead time was 5 weeks.
- b. Broxap – bench. A copy of the quotation having been previously circulated, it was **agreed** to accept the quoted price of £529.00 exclusive of VAT. It was noted that the lead time was 4 weeks.
- c. Glasdon UK Ltd. Skipper Litter collection trolley and litter picker tool. This is to replace the Village Handyman’s existing trolley. A copy of the quotation having been previously circulated, it was **agreed** to accept the quoted price of £414.02 exclusive of VAT.

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

- a. Museum (C. Percy, T. Appleby)
No report.
- b. Wylam Playing Fields Association (S. Robinson, J. Henderson)
The installation of the Pump Track and climbing facilities were nearly complete. A complaint had been received from a resident about lack of consultation and noise. Signs are to be installed warning of danger from cricket balls on match days.
- c. Ovingham Joint Burial Committee (OJBC) (K. Trobe, J. Joures, D. Carney)
The Committee had met on 5th June. K. Trobe had been elected Chairman and M. Senior of Horsley Parish Council had been re-elected Vice-Chairman. Minutes of meetings, once approved, are available on the Parish Council’s website.
- d. Tree Warden (Liz Bray)
Liz Bray reported on the following matters:
 - (i) Norway Maple at Tynedale Close. A resident had reported this tree as overshadowing their garden. The tree is above roof height and is on NCC land. The resident had been advised to

Signed: Date:
Chairman of Meeting

report their concerns and wishes to NCC. The resident was willing to pay for any approved work to the tree.

- (ii) Tree survey at Ovingham Cemetery. L. Bray had undertaken this at the request of the Chairman of the OJBC, K. Trobe, following complaints from adjoining residents that conifers were overshadowing gardens. This matter was being taken up by the OJBC who would liaise with the residents concerned and make a decision on the trees at its September meeting.
 - (iv) Wylam Angling Club's (WAC) notification of proposal to fell trees at Hagg Bank riverside. L. Bray had provided the Parish Council with a report on the implications of the proposal. The Parish Council had written to WAC opposing the proposal. The Clerk had also sought advice from the Environment Agency, which was now in touch with WAC regarding necessary permissions, without which the tree work could not go ahead.
 - (v) Planning Application at Street Houses (See also items 9 and 18.1). L. Bray had examined the Leylandii trees at the site. Several on the southern boundary were suffering from die-back. It appeared that they had originally been planted as a shelter belt hedge.
 - (vi) Wylam Parish Council's Tree Policy. It was **agreed** that L. Bray would review this and bring suggestions to a future meeting of the Parish Council.
 - (vii) Further information required. It was **agreed** that the Clerk would provide L. Bray with maps of land owned by the Parish Council and information on Tree Preservation Orders (TPO's) in the Parish.
- e. Wylam Institute Committee (J.Martin)
The grass cutting rota for the garden was now in place with 4 volunteers. Interior decoration was being funded.

21. **CONSIDERATION OF URGENT ITEMS AND ITEMS FOR A FUTURE AGENDA.**

- a. Request from the National Trust (NT) for the Parish Council to jointly fund a Wylam App. This request had not been received in time to be placed on the Agenda, but required an answer by 13th June. It was **agreed** to decline the request (for match funding of £3,000 plus ongoing maintenance for the App of an estimated £500 per annum) on the grounds that insufficient information had been provided at very short notice and the Parish Council had not had time to consider whether the project offered value for money. It was **agreed** that the Parish Council needed more time to consider whether the proposed App would be congruent with the requirements of any Heritage project (e.g. WPPF). It was **agreed** that the Clerk would inform the NT of the Parish Council's decision.
- b. Complaint from a resident of Foster Gardens about overgrown hedge in Parish Council ownership at Holey Hall Road. This complaint had been received through ARCH. It was **agreed** that the Clerk would contact ARCH.

Signed: Date:
Chairman of Meeting

- c. Offer from the landlords of the Ship Inn to purchase a defibrillator. The landlords had offered to fundraise to buy and install a defibrillator outside the Ship Inn. It was **agreed** to accept the offer.
- d. Request for a memorial bench at the riverside in Wylam. It was **agreed** to inform the resident that the Parish Council would like them to choose the location for the bench and discuss this with the Parish Council.
- e. Terms of Reference for Parish Council Advisory Groups. C. Percy had drafted these for the Rights of Way and Environment Advisory Group and the Wylam Railway Museum and Heritage Advisory Group. It was **agreed** that these would be on the agenda of the July meeting of the Parish Council.
- f. Chairman for the July meeting of the Parish Council. J. Joures and A. Francis would be away and J. Martin agreed to Chair the meeting.
- g. Delivering the Wylam Globe. It was **agreed** that the Clerk would forward delivery lists to J. Martin.

22. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 9th July 2018
 Monday 10th September 2018
 Monday 8th October 2018
 Monday 12th November 2018
 Monday 10th December 2018
 Monday 14th January 2019
 Monday 10th February 2019
 Monday 11th March 2019
 Monday 8th April 2019
 Monday 13th May 2019 (Annual Meeting)

The meeting closed at 10.15pm.

Signed: Date:
 Chairman of Meeting

Signed: Date:
Chairman of Meeting