



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 10th SEPTEMBER 2018 AT 7p.m. IN THE INSTITUTE**

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

Also present: Mrs. D. Carney (Clerk); Liz Bray (Village Tree Warden); County Councillor Karen Quinn; 9 members of the public.

1. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors T. Appleby, S. Robinson 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.

Questions were put on the following topics:

- a. Cyclists on Wylam Bridge footpath. It was pointed out that the "Cyclists Dismount" signs at either end of the bridge had been removed and the existing signage appeared to point cyclists towards the footpath. Some cyclists are still using the footpath rather than the road. It was **agreed** that the Parish Council would discuss this with Northumberland County Council (NCC).
- b. Replacement bench outside the Fox & Hounds Inn. A member of the public indicated that the colour (bright blue) had been criticised as not being suitable for the area.
- c. Unsatisfactory repairs to Main Road which had left an uneven surface. The member of the public was informed that these repairs had been done in preparation for resurfacing work which was due to begin in early October.
- d. The situation with the trees at the Orchard Corner. This question was answered as part of **item 11.**
- e. New street lighting at Hagg Bank. A resident of Hagg Bank made the point that the new lighting was not suitable for Hagg Bank. The resident was referred to the correct department at NCC.

Signed: Date:
Chairman of Meeting

4. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- a. Highway repairs. Work to repair Holeyn Hall Road would begin on 24th September for 5 days. Councillor Quinn, on behalf of commuting residents and parents with school-age children, had asked that the works start at 8am. rather than 7.30am as first planned.
- b. Closure of Wylam Wood Road. This road would be closed between 18 and 20 October to allow for renewal of street lighting. Access would be maintained at all times for residents.
- c. Granite setts at Holeyn Hall Road. Feedback received from the majority of residents spoken to had been positive.
- d. Wylam First School academisation. This was progressing well. NCC was supportive of the local 3-tier system currently in place.
- e. Meeting with the Police regarding anti-social behaviour reported at the last meeting of the Parish Council. The Police had advised residents to notify them of problems so that Neighbourhood officers could respond.
- f. Riversdale Surgery. The CCG was still awaiting further information from the practice.
- g. Silent Soldier. Councillor Quinn had contributed to this.
- h. Street lighting at Algernon Terrace. In response to residents' views, four rather than five columns lower in height had been installed with lower wattage lamps and backshades.
- i. Tynedale Local Area Council. This was due to meet on 11th September.
- j. Councillor Quinn had continued her programme of visits to local residents and organisations, most recently the Heritage Games event at St. Oswin's Church.

5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9th JULY 2018.

The Minutes 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.

- 6.1 Signage on the Waggonway. Following reports of further incidents between cyclists and pedestrians, it was **agreed** that the Clerk would ask for a meeting with NCC officers.

Signed: Date:
Chairman of Meeting

- 6.2 Hazardous brackets on Hagg Bank Bridge. These had been reported to Northumberland County Council but it was not known whether they had been removed. It was **agreed** to ask S. Robinson to investigate.
- 6.3 Hagg Bank Play Area: tower slide. Playdale had advised that the access ramp should be thoroughly cleaned. They do not provide non-slip surfacing.
- 6.4 Wylam Entrance sign. NCC would be approached. It was suggested that another possible location for the sign could be on the waggonway east of Wylam.
- 6.5 Village Grit bins. NCC had confirmed that replacement of the yellow bins is their responsibility. The Clerk had notified them of the location of the damaged bins and they would inspect and report back.
- 6.6 Review of NCC grass cutting. No complaints had been submitted to the Parish Council in writing so no feedback has been sent to NCC.
- 6.7 Wylam Parish Council's response to consultation on the Northumberland Local Plan. This had been forwarded to NCC. The Chairman thanked C. Percy for compiling the response.
- 6.8 Offer for sign from Wylam Railway Museum (currently held at Wylam Nurseries). T. Martin had been notified of the Parish Council's decision and would advise the member of the public if approached again.
- 6.9 Litter Bins and seat. The seat had been installed at the Fox & Hounds Inn as had the litter bin at Ingham Terrace. NCC is awaiting a new bolt drill before installing the remaining three bins.
- 6.10 Museums Association Membership fee. C. Percy had not yet submitted details of this for reimbursement.
- 6.11 Notes from the NALC County Committee. These had been circulated to members.

7. REPORT OF MEETING AT WYLAM FIRST SCHOOL.

A copy of K. Trobe's report had been circulated to members prior to the meeting. In the absence of Councillors K. Trobe and S. Robinson who had attended the meeting at Wylam First School, it was **agreed** to defer consideration of this item to the October meeting of the Parish Council.

Signed: Date:
Chairman of Meeting

8. REPORT FROM THE COMMUNICATIONS ADVISORY GROUP.

A copy of the report, setting out the way in which the Parish Council would protect and promote Wylam's community resources and work to maximise participation in village life in line with the principles and current priorities adopted by the Council, had been circulated to members prior to the meeting. The report was divided into sections and decisions on these were as follows:

- a. **Communications Principles.** It was **agreed** to endorse the Communications Principles set out in the report.
- b. **Widening and deepening the Parish Council's Communication and Engagement with the village.** It was **noted** that specific proposals on improving engagement with children, young people and families would be presented to the October meeting of the Parish Council. It was **noted** that J. Martin would bring proposals for engaging with older, housebound residents to the October meeting.
- d. **Forward planning for Communications and Media Themes.** It was further **noted** that a forward look at future themes for communications media including *The Wylam Globe* would be presented to the October meeting.
- e. **Utilising new media: What's On Wylam Facebook Group.** It was **agreed** to continue to use this Page for posting information about Parish Council activities and it was **noted** that the administrator of the Page was supportive of this. It was further **agreed** that posting of information on Wylam Parish Council's website and Facebook Page should continue as at present, given that it is a statutory requirement for the Council to have a stand-alone website. It was **noted** that monitoring of the Council's Facebook Page and website and uploading of some approved content to these platforms should be the responsibility of a Parish Councillor. It was **agreed** that C. Percy and J. Joures would take on this responsibility and would liaise with the Webmaster. It was **agreed** that Councillors contributing to the What's On Wylam Facebook Page would abide by the provisions of the Parish Council's Social Media Policy (see **item 15**).
- f. **A Wylam Website.** It was **agreed** that further consideration of questions such as funding, collaboration with other organisations, responsibility for the administration of the site, residents' appetite for the idea and availability of personnel and time was necessary. It was suggested that a Facebook Page might be more appropriate. It was **agreed** that J. Joures would bring a proposal as to how a Wylam website might develop to a future meeting of the Parish Council.
- g. **Access to Parish Councillors.** Various strategies for facilitating access to councillors were proposed: better promotion of meetings and business via What's On Wylam, use of a variety of media. It was suggested that a dedicated Parish Council noticeboard might be a solution for residents without access to the internet.
It was **agreed** that the Communications and Engagement strategy and how to engage with residents on the proposals it contains would be fully reviewed at the October meeting of the Parish Council.

Signed: Date:
Chairman of Meeting

9. **SUITABLE LOCATIONS FOR TWO "SILENT SOLDIERS".**

These had been made available for the village by two residents: one is a solid design and the other a Perspex soldier in outline. It was proposed, subject to consultation with the residents concerned, that the former be placed near the entrance sign on Station Road and the Perspex soldier at Charlie's Corner. This was **agreed**.

10. **REVIEW OF CORRESPONDENCE RECEIVED REGARDING THE GRANITE RUMBLE STRIPS AT HOLEYN HALL ROAD AND TO AGREE ACTION.**

NCC is due to begin road resurfacing at this location on Monday 24th September. It had been previously agreed with NCC that, if required, the granite setts would be taken out as part of the work. They had not been approved by the Parish Council as part of the 20mph scheme. Several residents, including cyclists, had contacted the Parish Council by letter and email to ask for the strips to be removed. T. Appleby had gathered the views of residents living in the vicinity of the rumble strips which showed that most were in favour of them remaining. County Councillor Quinn advised that the majority of people she had spoken to were in favour of the strips as a road safety measure. The Parish Council voted on the matter and it was **agreed** that the strips would remain with 3 councillors voting in favour of this and two against the proposal. It was **agreed** that the Clerk would notify NCC of the Parish Council's decision.

11. **PROGRESS REPORT ON TREES AT THE ORCHARD CORNER.**

A copy of C. Percy's report had been circulated to members prior to the meeting. A plan of the proposed new route of the path across land owned by the Parish Council had been received from Gentoo on 6th September. The new route would require a large tree stump to be removed. It was **agreed** that the new route of the path was acceptable, subject to the Parish Council receiving a formal request from Gentoo for permission and that Gentoo would minimise damage to the two trees remaining.

It was further **agreed** that Gentoo would be asked to confirm that the new section of footpath would be designated adopted highway and be maintained by NCC as highway authority.

It was **agreed** that the Parish Council would write to Gentoo asking them to confirm the need to remove trees from The Orchard corner and the company's earlier undertaking to pay for felling and replanting.

It was **agreed** that the Parish Council would write to NCC's Development Management department asking them to clarify whether the recent demolition of the wall along Church Road had received the necessary planning approval.

It was **noted** that two trees, marked on the original planning application for retention, adjacent to the Willow at the site had been felled. It was **agreed** that the Parish Council would write to NCC to ask whether they were satisfied that all the trees marked for retention at the site had been preserved.

It was **agreed** that the Parish Council would ask Gentoo to confirm when the tree and other plantings indicated on the original approved application would be in place and whether those trees and the replacement hedge planting at Holeyn Hall Road were being watered regularly.

Signed: Date:
Chairman of Meeting

It was **agreed** that the Parish Council would firm up its views on the wall and the footpath as and when due process was followed by Gentoo and NCC. It was **agreed** that C. Percy would meet with residents at The Orchard and the Hedley Meadows site to gather their views and report to the next meeting of the Parish Council.

12. REPORT ON PROGRESS OF THE WYLAM PAST, PRESENT AND FUTURE PROJECT.

A copy of C. Percy's report had been circulated to members prior to the meeting. Discussions with the National Trust (NT) and the Tyne Valley Community Rail Partnership had been productive. The NT would be organising a further two guided walks around Wylam on 8th and 15th September as part of Heritage Open Days, including the opening of George Stephenson's Birthplace. C. Percy would be helping with local pre-publicity for these events. Councillors and library staff would help by acting as assistant guides and facilitating access to the Railway Museum. The NT is to hold an open day for prospective volunteers at Cherryburn on 6th October. The NT had indicated that it was very willing to work with the Parish Council on such work in and around Wylam and to advise on how the Council can make best use of its own volunteers at the Museum and on guided walks. It was **agreed** that C. Percy would make a full report to the October meeting of the Parish Council.

13. WYLAM PARISH COUNCIL'S 3 HIGHWAY PRIORITIES FOR INCLUSION IN NCC'S 2019/20 LOCAL TRANSPORT PLAN.

A copy of the letter received from NCC had been circulated to members prior to the meeting. Ideas put forward included:

- Safety issues at and around the entrance to Wylam's Coop Store;
- Parking problems at Bell Road.

It was **agreed** to defer a response to the letter until after the meeting between NCC and the Wylam Road Safety Group in October and to ask NCC for an extension of the response deadline of 30 September.

14. REVIEW OF WYLAM PARISH COUNCIL'S TREE POLICY.

A copy of the draft document with suggestions from the Village Tree Warden had been circulated to members prior to the meeting. The document was **agreed** subject to minor amendments which C. Percy would draft. It was **agreed** that a final draft would be brought to a future meeting of the Parish Council.

15. WYLAM PARISH COUNCIL'S SOCIAL MEDIA POLICY.

A copy of the draft document had been circulated to members prior to the meeting. The document was **approved**.

16. WYLAM PARISH COUNCIL'S PRESS AND MEDIA POLICY.

A copy of the draft document had been circulated to members prior to the meeting. The document was **approved**.

Signed: Date:
Chairman of Meeting

17. APPROVAL OF AMENDED TERMS OF REFERENCE FOR THE RIGHTS OF WAY AND ENVIRONMENT GROUP.

A copy of the draft document had been circulated to members prior to the meeting. It was **agreed** to add a reference to management of The Haughs Local Nature Reserve to the Terms of Reference. It was **agreed** that the revised document would be tabled at the next meeting of the Parish Council for final approval.

18. APPROVAL OF AMENDED TERMS OF REFERENCE FOR THE WYLAM RAILWAY MUSEUM AND HERITAGE GROUP.

A copy of the draft document had been circulated to members prior to the meeting. The document was **approved**.

19. 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).

It was **noted** that the tenant at the property had taken the Lease off the market and that the estate agent's sign had been removed. The Chairman of the Parish Council reported on his meeting with the tenant to discuss his future plans. It was **noted** that a party who had been interested in taking on the Lease had requested a meeting with the Parish Council. It was **agreed** that this would not be appropriate at this time.

20. CONFIDENTIAL ITEM: REPORT OF MEETING WITH 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 (commercial information).

The report of the meeting with the Reece Foundation Trustees, circulated to members, was discussed. It was **noted** that the Reece Foundation had recognised that all decisions with regard to the property at Laburnum Terrace and the remainder of the donation were reserved to Wylam Parish Council alone. It was **noted** that members of the Parish Council would meet informally on 17th September to discuss possible projects using the remainder of the donation.

21. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (09/07/2018) had been attached for information only.

Signed: Date:
Chairman of Meeting

22. **PLANNING APPLICATIONS**

22.1 Planning Applications considered by Parish Council since last meeting (09/07/2018)

18/0208/FUL Land West of West House, Ovingham Road, Wylam.

New dwelling house with attached garage.

WPC Comment: The Parish Council objects to the location of the building footprint and the lack of adequate protection for tree T10 at the site. The Parish Council's full comments are available on the NCC website. The Parish Council is investigating the possibility of TPOs to protect trees at the site.

18/02311/FUL Trevithick House, Holeyn Hall Road, Wylam.

Two-storey rear extension to new-build dwelling.

WPC Comment: No objection. The design and materials are compatible with the existing property and surrounding dwellings.

18/02746/FUL Land East of Wylam Institute, Church Road, Wylam.

Construction of new two-storey detached dwelling with duo-pitched slate roof.

WPC Comment: No objection, but the Parish Council would like NCC to note the following: 1. The plans will lead to the loss of 2 or 3 semi-mature Birch trees and the Parish Council would like to see the usual tree protection measures taken during construction, especially in relation to driveway groundworks. 2. Access for construction traffic is likely to be an issue. Once building work is completed, cars will be able to access the property with few problems.

22.2 Planning applications approved by NCC since last meeting (09/07/2018).

18/01628/FUL 3 Jackson Road, Wylam.

Demolition of existing attached outhouse and construction of single-storey kitchen and garage extension.

18/02094/FUL 4 Bluebell Close, Wylam.

Proposed extension to front & side of property.

22.3 Planning applications withdrawn since last meeting (09/07/2018).

None.

22.4 Planning applications refused permission by NCC since last meeting (09/07/2018).

None.

Signed: Date:
Chairman of Meeting

23. **FINANCIAL MATTERS.**

23.1 To receive financial reports to 30/08/2018.

Copies of financial reports, encompassing all bank accounts, had been circulated to members prior to the meeting.

The reports were **accepted**.

23.2 Consideration of schedules of payments to be approved at the meeting (10/09/2018).

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
19/07/18	Broxap	Fixings for bins	Litter Act 1983	103398	041	£162.00
19/07/18	Broxap	4 Litter bins	Litter Act 1983	103398	041	£973.14
20/07/18	Broxap	Seat	Parish Councils Act 1957ss1(1)& 7	103398	041	£764.40
20/08/18	SLCC (N'land Branch)	Training Day fee	LGA 1972 s112	103399	042	£10.00
21/08/18	Clavering Stationers	Drum & stationery	LG(FP)Act 1963	103400	043	£122.38
21/08/18	Wicksteed Ltd	Play Area safety inspections	PHA 1875s164 & LGA 1972 sch 14 para 27	103401	044	£108.00
21/08/18	Spar Wylam	Hexham Courant to Library 17/18	LGA 1972 s137	103402	045	£65.00
24/08/18	Tyne Valley Woodlands	Strimming at Nature Reserve x1	Open Spaces Act 1906, ss. 9 &10	103403	046	£114.00
22/06/18	NCC	Payroll Recharge June	LGA 1972 s112	103404	047	£1,294.48
28/08/18	NCC	Payroll Recharge July	LGA 1972 s112	103405	048	£1,232.34
30/08/18	SLCC	Regional Training Seminar	LGA 1972 s112	103406	049	£90.00
04/09/18	M Hadden	Expenses	LGA (FP) Act 1963	103407	050	£5.96
04/09/18	Sport Tynedale	Donation	Local Government Act 1972 s.133	103408	051	£25.00
29/08/18	JRB Enterprise	Poop scoop bags	Litter Act 1983	103409	052	£192.12
05/09/18	Tyne Valley Woodlands	Strimming at Nature Reserve 2	Open Spaces Act 1906, ss. 9 &10	103410	053	£114.00

The payments were **approved** and cheques duly signed.

b. Wylam Post Office Account Payments schedule.

No invoices had been received.

23.3 Approval of bank transfer.

The Clerk recommended that a transfer of £12,000.00 be made from the Post Office Saver Account to the Current Account to fund repair and maintenance work to the track near Wylam Allotments. The Clerk further proposed that this sum be included in the 2019/20 Budget and

Signed: Date:
Chairman of Meeting

repaid into the Post Office Saver Account in that financial year. These recommendations were **accepted** and the bank transfer mandate was signed.

23.3 Consideration of requests for financial assistance received since last meeting (09/07/2018).

- a. Lest We Forget Research Group. A copy of email received had been circulated to members prior to the meeting. The Group's request for £25.20 inclusive of VAT for printing and lamination costs was **approved**.
- b. Wylam Winter Tales Festival 2019.
A copy of the funding application form and other information had been circulated to members prior to the meeting. Wylam Winter Tales Festival (WTF) representatives outlined the programme for 2019 and their intention to publicise the Festival via the Globe and by means of flyers available at several locations in the village in order to make the Festival accessible to as many residents as possible. It was **agreed** with WTF representatives that S. Robinson would liaise with them to help maximise community engagement. It was also suggested by C. Percy that a Heritage aspect could be made a feature of the 2020 Festival, highlighting important village locations e.g. Station House. It was **agreed** to award the requested amount of grant of £2,825.00.

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

- a. Museum and Heritage Advisory Group (C. Percy, T. Appleby)
See report at **item 12**.
- b. Wylam Community Playing Fields Association Committee (S. Robinson, J. Henderson)
The Committee would meet on 11th September.
- c. Ovingham Joint Burial Committee (OJBC) (K. Trobe, J. Joures)
The Clerk reported that the last meeting had been productive and that the Minutes would be posted on the Parish Council's website in due course. The first draft of a digital map of the cemetery had been received.
- d. Tree Warden (Liz Bray)
The annual survey of trees on Parish Council land had been carried out. The following matters were noted:
- (i) The Orchard corner. The trees were not giving cause for concern. The Norway Maple had some die-back in its crown and basal damage and decay. The Horse Chestnuts had been damaged by leaf-miner disease now endemic in Wylam. It was recommended that professional advice be sought in spring 2019.

Signed: Date:
Chairman of Meeting

- (ii) Wylam Allotments site. It is recommended that trees within the site or close to its boundaries should be regularly managed, perhaps in conjunction with Wylam Allotments Association. A quotation would be sought for work required this autumn.
 - (iii) Back Stephenson Terrace. A large Ash tree borders the wall on the car park side. The wall is leaning towards the back lane. It is recommended that NCC be asked to carry out a safety check on the wall as several residents have expressed concern. This was **agreed**.
 - (iv) Trees at the riverside bordering the Plantation. These trees had been assessed professionally in 2015. Monitoring is recommended especially after severe weather. The footpath is still used despite being steep and slippery. It was **agreed** that the Parish Council would ask NCC to provide a sign pointing away from this riverside path.
 - (v) The 'Chinese Field' at Jackson Road/The Dene. L. Bray had met with a resident of Jackson Road to discuss how the area might be managed to create a more welcoming community space. The resident would consult neighbours and report back to L. Bray. The Jackson Road side of the site should be prioritised and work to the whole of the space phased and budgeted for over 5 years, with perhaps some external funding.
- e. Wylam Institute Committee (J. Martin)
J. Martin reported that he had now been registered as a Trustee of the Institute. £3,500 had been made from the solar panels. The damaged wall in the Institute Garden would be repaired by the Brewery from its side. The Institute was now working towards Hallmark 2 certification.
- f. Rights of Way and Environment Group (C. Percy)
No report.
- g. East Tynedale Community Forum.
The Forum had not met.
- h. Tynedale Local Area Committee.
The Committee would meet on 11th September but no matters of interest to Wylam were on the agenda.
- i. NALC County Committee.
No further report had been received.
- j. SITA: Crawcrook Quarry Liaison Committee.
The Committee would next meet in February 2019. The Clerk handed the paperwork to C. Percy who would attend.

Signed: Date:
Chairman of Meeting

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

- a. Commemoration of Philip Brooks. It was **noted** that money from a collection taken at P. Brooks' Memorial Service had been banked. It was **agreed** that members would bring ideas for an appropriate tribute to a future meeting of the Parish Council.
- b. The Ship Inn – defibrillator fundraising event. It was **noted** that an invitation had been issued to members of the Parish Council for this event on 28th September.
- c. Litter in the village. It was **agreed** that a discussion about this should be held soon.

26. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

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 10.09pm.

Signed: Date:
 Chairman of Meeting