



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 8th OCTOBER 2018 AT 7p.m. IN THE INSTITUTE**

Councillors present: Mrs. J. Henderson; Mr. C. Percy; Mrs. S. Robinson; Mr. K. Trobe (Chairman).

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 2 members of the public.

1. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors T. Appleby, A. Francis, J. Joures and J. Martin and from Liz Bray (Tree Warden).

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. Trees at The Orchard corner. A resident asked about the Parish Council's latest position on the future of the trees. This matter was dealt with at **Item 13**.

4. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- a. Highway resurfacing work in Wylam. This had been completed at Holeyn Hall Road and Main Road. The condemned kerbs at the Hedley Meadows site had yet to be replaced and the granite setts would be restored. The problem of pooling water at Ingham Terrace adjacent to the War Memorial would be dealt with in the autumn.
- b. Removal of wall at Hedley Meadows site. This had been done to improve sightlines.
- c. Complaints of speeding traffic. This would be reviewed at the meeting with NCC, the Wylam Road Safety Group and the Parish Council later in the autumn.
- d. Anti-social behaviour. Councillor Quinn is in regular contact with the Police concerning recent incidents.
- e. Winter preparation. Broken grit bins are to be replaced and faulty street lamps repaired. Parish Councils are requested to notify Northumberland County Council (NCC) of any damaged grit bins and faulty street lamps.

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- f. Visit to Wylam First School. Councillor Quinn had visited the school and was satisfied that academisation was proving to be a good thing.
- g. Councillor Quinn had continued her programme of making contact with residents and had reported an enquiry from a resident of Algernon Terrace regarding the state of the back lane there to NCC.
- h. Request for deployment of mobile speed camera. Councillor Quinn agreed to make enquiries about this with NCC.

5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 10th SEPTEMBER 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 Cyclists on Wylam Bridge. The Clerk had contacted Neil Snowden of NCC who had agreed to review the signage. There had been no further update.
- 6.2 Signage on the Waggonway. Members had met on-site with Neil Dawson of NCC and a representative of Sustrans. The A3 sign drafted by NCC was discussed. It was **agreed** to decide on the wording if the sign at the next meeting of the Parish Council. It was **agreed** that the Parish Council would ask NCC whether it would be possible to supply a sign for the Newburn end of the Waggonway if Newcastle City Council would give permission.
- 6.3 Hazardous brackets at Wylam bridge.
It was **agreed** to send NCC photographs of the sign which had caused injury and to ask whether this could be raised in height.
- 6.4 Wylam Entrance sign. NCC Country Park staff are agreeable to this to be installed on the eastern boundary of Wylam parish on the Waggonway and would have been happy to meet on site to discuss an exact location. Other members of the Parish Council felt that the sign should be installed as previously. It was **agreed** to contact the owner of Fallen Tree Farm to discuss this possibility.
- 6.5 Locations for silent soldiers. The Perspex soldier has been installed near Charlie's Corner. It was **agreed** that J. Henderson and K. Trobe would contact the resident in possession of the other silent soldier with a view to installing it near Wylam War Memorial.
- 6.6 Granite rumble strips at Holeyn Hall Road. NCC had been notified that the Parish Council would like these to remain and they will be replaced in due course. (See **item 4a** above).

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- 6.7 NCC Local Transport Plan 2019/20: highway priorities.
These had not been forwarded as a road safety meeting is still to be held. Road works in Wylam at present make a site meeting impossible. It was suggested that safety measures for Wylam Wood Road were a priority. It was **agreed** to put this forward to NCC.
- 6.8 Wylam Parish Council's Tree Policy. A final draft of this would be brought to a future meeting of the Parish Council.
- 6.9 Wylam Parish Council's Social Media Policy and Press and Media Policy. These documents had been uploaded to the Parish Council's website.
- 6.10 Meeting to discuss possible projects using the remainder of the donation from the Reece Foundation. Members of the Parish Council met informally on 17th September to consider various options. When projects have been firmed up, they will be presented to a future Parish Council meeting. (See discussion at **Items 9 and 12** below).
- 6.11 Tree Warden's report: riverside path signage at the Plantation. NCC had not yet been contacted.

7. ACCEPTANCE OF THE CLERK'S NOTICE OF RESIGNATION

It was noted that the Clerk had written to the Chairman of the Parish Council and given the required 3 months' Notice of resignation as Clerk/RFO to the Parish Council and as Clerk to Ovingham Joint Burial Committee with effect from 1 October 2018. K. Trobe, as Chairman of the meeting, accepted the Notice of resignation with sadness, recognising the great debt that the Parish Council and the Wylam community owed the Clerk for her work during 14 years of service. It was **agreed** that the Clerk would forward the following draft documents for members' consideration: a Job Description, Person Specification and Application Form. It was **agreed** that the recruitment process would be handled by the Personnel and Employment Advisory Group (J. Joures, A. Francis) with input from other members of the Parish Council as appropriate.

8. CONSIDERATION OF THE PARISH COUNCIL'S RESPONSE TO ENCLOSURES OF LAND BY RESIDENTS OF THE DENE ESTATE

The Parish Council had been contacted regarding the above issue by a resident of Wylam and by Sam Talbot, Northumberland County Council's Green Spaces Officer. The Parish Council was asked to form a view on enclosures of land bordering properties at 96 Dene Road and 85 Dene Road, Wylam. It was **agreed** that members would inspect the areas concerned and report back to the next meeting of the Parish Council.

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9. REPORT OF MEETING AT WYLAM FIRST SCHOOL.

A copy of K. Trobe's report had been circulated to members prior to the meeting. K. Trobe and S. Robinson had met with Mrs Gibbon (Head Teacher) and John Sedgewick, Chair of Governors and a Director of the Tynedale Community Learning Trust. The process of setting up the Multi-Academy Trust had been outlined and it was emphasised that the main concern had been to retain early years education in the village by maintaining 3-tier education in the area. A School Improvement Partner would provide support and challenge to the new structure. The issue of parent parking during drop-off and collection times had been discussed and Mrs. Gibbon had indicated that she was willing to talk to the Wylam Road Safety Group about this in due course. Mrs. Gibbon had responded very positively to Wylam Parish Council's plans to engage with young people in the village and the school is keen to be involved with the *Wylam Past, Present and Future* project in particular through a participatory community arts project partly funded by the Parish Council from the Reece Foundation funds remaining. The school hoped that this would be tied to curriculum themes and generate permanent outcomes. It was **agreed** that Mrs. Gibbon would be invited to a meeting with Wylam Parish Council when ideas for this were firmed up.

10. UPDATE ON THE PROPOSED CLOSURE OF RIVERSDALE SURGERY

K. Trobe reported that, according to information on its website, the Practice had hoped to have the further information requested by the Primary Care Commissioning Committee (PCCC), but the October agenda for the PCCC meeting did not feature Riversdale Surgery.

11. REPORTS FROM MEMBERS OF THE COMMUNICATIONS WORKING GROUP

S. Robinson tabled a preliminary proposal for community engagement with families, children and young people in Wylam. It was **agreed** that S. Robinson would send the proposal by email to members for comments. It was **agreed** that the Communications Working Group would meet before the next monthly meeting of the Parish Council to produce concrete proposals. It was **agreed** that the proposals would be discussed at the next monthly meeting of the Parish Council. It was **noted** that J. Henderson and J. Martin were working on a proposal for engagement with older people in Wylam and that no progress had been made with forward planning of communications themes.

12. PROGRESS REPORT ON THE WYLAM PAST, PRESENT AND FUTURE (WPPF) PROJECT

A copy of C. Percy's report had been circulated to members prior to the meeting. Progress was being made on preparing a programme of short, medium and long term actions with a view to producing firm proposals. Some members of the Parish Council had met with Bryan Dixon of Amber Films to explore the possibility of community engagement involving young people using video. An outline proposal had been received from Bryan. It was **agreed** in principle that the Parish Council would like proceed with this project and that Bryan Dixon would be asked to provide a detailed specification/costing for the project with details of expected outcomes,

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especially those relating to Wylam's industrial and railway heritage. It was agreed that S. Robinson would inform Bryan Dixon of this decision and request a detailed proposal. It was **agreed** that C. Percy would compile a list of desired heritage outcomes in time for the next meeting of the Parish Council. It was noted that C. Percy would attend a meeting of the County Durham initiative, Land of Oak and Iron to collect transferable ideas. C. Percy also reported that Network Rail had agreed that the Mess Room at the Station could be used for a Wylam Winter Tales Festival pop-up event in early 2019.

13. UPDATE ON NEGOTIATIONS WITH GENTOO ON THE TREES AT THE ORCHARD CORNER

C. Percy reported that the Parish Council had written to Gentoo Homes regarding the trees and the route of the path at the site, as agreed at the last meeting, but had so far received no response. Gentoo had not confirmed that there would be finance available for tree felling and replacement. It was **agreed** that a copy of the letter would again be sent to Gentoo for an urgent response. C. Percy had met on-site with two residents of Hedley Meadows to discuss the Parish Council's future plans for the trees at The Orchard corner. The original phased removal plan did not include the two Ash trees at the site, which the Parish Council planned to keep. It was **agreed** that the Parish Council would seek an itemised quotation for tree work in relation to the two Ash trees, the Elms and the diseased Maple and that a separate quotation would be sought for replacement trees. It was **agreed** that C. Percy would meet with residents of The Orchard to discuss the Parish Council's plans with respect to the trees.

14. REVIEW OF CONTRACT FOR REPAIR AND MAINTENANCE OF THE TRACK NEXT TO WYLAM ALLOTMENTS AND THE PLANTATION

It was noted that to date work had not begun on this contract which had been agreed in June of this year. It was **agreed** that the Clerk would contact the contractor for further information.

15. REVIEW OF SEASONAL PLANTING IN WYLAM VILLAGE 2018 SEASON AND DISCUSSION OF FUTURE ARRANGEMENTS

A report from Wylam Nurseries, the contractor, had been circulated to members prior to the meeting. The Clerk, J. Henderson and C. Percy had met with T. Martin of Wylam Nurseries to discuss his report and possible arrangements for the 2019 season. The contractor's report was **noted**. It was further **noted** that Wylam Nurseries had agreed to provide a quotation in time for the next meeting of the Parish Council.

16. APPROVAL OF TERMS OF REFERENCE FOR THE RIGHTS OF WAY AND ENVIRONMENT WORKING GROUP

A copy of the document, incorporating amendments agreed at the last meeting, had been circulated to members prior to the meeting. The document was approved. It was noted that full membership of the Group and the Railway Museum & Heritage Group needed to be finalised and a work programme for both groups planned. It was **agreed** that C. Percy would write an article for a future Globe about both groups.

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17. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (10/09/2018) had been attached for information only.

18. PLANNING APPLICATIONS**18.1 Planning Applications considered by Parish Council since last meeting (10/09/2018)**

None.

18.2 Planning applications approved by NCC since last meeting (10/09/2018).

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

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

18.3 Planning applications withdrawn since last meeting (10/09/2018).

None.

18.4 Planning applications refused permission by NCC since last meeting (10/09/2018).

None.

19. FINANCIAL MATTERS.**19.1 Financial reports to 30/09/2018.**

These could not be compiled as the bank statements for September were not available. A report would be made to the next meeting.

19.2 Consideration of schedules of payments to be approved at the meeting (08/10/2018).

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 |
|-----------|------------------------------------|----------------------|----------------|----------|---------|------------------------|
| 30/08/18 | Ward Hadaway Solicitors | Legal advice | LGA 1972 s 111 | 103411 | 053 | £1,150.20 ¹ |
| 10/09/18 | Wylam Winter Tales Festival 2019 | Grant | LGA 1972 s 145 | 103412 | 054 | £2,825.00 ² |
| 12/09/18 | Northumberland & Newcastle Society | Subscription 2018/19 | LGA 1972 s144 | 103413 | 055 | £25.00 |

¹ Paid after last meeting.

² Paid after last meeting

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|----------|----------------------------|------------------------------|---|--------|-----|---------------------|
| 13/09/18 | Royal British Legion | Poppy wreath & donation | LGA1972 s 137 | DC | 056 | £50.00 ³ |
| 17/09/18 | PKF Littlejohn LLP | Audit 2017/18 | Local Audit & Accountability Act 2014; Accounts & Audit Regulations 2015. | 103414 | 057 | £360.00 |
| 18/09/18 | Wellers Hedleys Solicitors | Legal advice | LGA 1872 s111 | 103359 | 058 | £870.00 |
| 19/09/18 | Community Action N'land | Donation | Local Government Act 1972 s.133 | 103360 | 059 | £75.00 |
| 19/09/18 | GN Air Ambulance | Donation | Local Government Act 1972 s.133 | 103361 | 060 | £50.00 |
| 21/09/18 | NCC | Payroll recharges Aug & Sept | NALC/SLCC Conditions of Service 1996, LGA 1972 s112 | 103362 | 061 | £2,547.82 |
| 24/09/18 | SLCC | Book | LGA1972 s 111 | 103364 | 062 | £6.00 |
| 01/10/18 | Steve Gibbon Web Designs | Website hosting & support | LGA 1972, s142 | 103365 | 063 | £200.00 |
| 01/10/18 | SLCC | Reference book | LGA1972 s111 | 103366 | 064 | £103.99 |
| 28/09/18 | Clavering Stationers | Toner/paper | LG(FP) Act 1963 | 103367 | 065 | £331.57 |
| 02/10/18 | OJBC | Maintenance fund 2 | LGA 1972 s.214(6) | 103368 | 066 | £2,160.00 |
| 02/10/18 | Wylam Nurseries | Plants, autumn 2018 | LGA 1972 s144 | 103369 | 067 | £140.70 |
| 01/10/18 | NCC | Falcon Centre Rent 3 | Local Government Act 1972 s.145 | 103370 | 068 | £300.00 |

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

b. Wylam Post Office Account Payments schedule.

No invoices had been received.

20. 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.**

³ Paid by PC Debit Card.

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- b. Wylam Community Playing Fields Association Committee (S. Robinson, J. Henderson)
The Committee would hold its AGM on 13th November. The Clerk tabled M. Hadden's request to store his litter cart at the Jubilee Field and it was **agreed** that this request would be passed on for inclusion on the agenda of the AGM.
- c. Ovingham Joint Burial Committee (OJBC) (K. Trobe, J. Joures)
Work on repointing sections of the Chapels was in progress. Trees were to be removed on the southern border of the cemetery where they overshadowed adjacent gardens. Production of a digital map of the cemetery was proceeding.
- d. Tree Warden (Liz Bray)
- (i) The Orchard Corner. The two mature Ash trees are surviving, despite having substantial limbs sawn off at the boundary to the Hedley Meadows development. Some pruning of these trees to balance the crowns may be indicated after two more years, but removal is not recommended at present.
- (ii) Back lane at Stephenson Terrace. NCC are to arrange an inspection of the retaining wall and the trees bordering it in the car park.
- (iii) Chinese Field. A date is to be fixed to meet with nearby residents to discuss management of the area.
- (iv) TPO application at "The Bothy", Wylam Hall. No objection to the proposed crown lifting of 3 protected Oak trees.
- (v) Damage by Storm Ali. Damage to trees on riverbank at front of Stephenson Terrace and in Wylam Nature Reserve. Remedial action has or is being taken.
- e. Wylam Institute Committee (J. Martin)
No report.
- 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.
No report.
- i. NALC County Committee.
No further report had been received.
- j. SITA: Crawcrook Quarry Liaison Committee.
The Committee would meet in February and C. Percy would attend.

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

- a. Use and development of Charlie's Corner. J. Henderson offered to bring ideas to the next meeting.
- b. Remembrance Sunday. The Clerk updated members on arrangements for this. The Church service would be held in Wylam Methodist Church at 10am followed by an Act of Remembrance at Wylam War Memorial. The wreath of poppies had arrived. An Event Notification Form had been completed and sent to NCC and a TTRO ordered.

22. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

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 9.35pm.

Signed: Date:
 Chairman of Meeting