



Wylam Parish Council

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

Councillors present: Mr. T. Appleby; Mrs. J. Henderson; Mr. J Joures (Chairman); Mr. J. Martin; Mr. C. Percy; Mr. K. Trobe.

Also present: Mrs. D. Carney (Clerk); County Councillor Karen Quinn; 6 members of the public.

1. APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors A. Francis and S. Robinson.

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. Anti-social behaviour (ASB): fires and tree felling at riverside on area east of the picnic area near George Stephenson's Birthplace. A Wylam resident had reported this behaviour to the Police. The Police had advised that they were unable to take any action as there were no preventive notices in the area. The ASB had been going on for several months and members of the public had felt intimidated on being spoken to by the perpetrator. There had been camping here in the summer and the Fire Brigade had been called to deal with campfires. It was noted that this area is not owned by Northumberland County Council (NCC). There are multiple ownerships in this area: the Northumberland Wildlife Trust (SSSI) and Close House. It was **agreed** that the Parish Council would report this to NCC in the first instance and contact the Police. The Parish Council would also contact Sam Talbot, NCC's Green Spaces Officer to ask for information on land ownership in the area.

4. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- a. Granite setts at Holeyn Hall Road. These would be replaced later in the week.
- b. Hedley Meadows development – wall. The wall should not have been demolished and a further planning application will be submitted for its reinstatement.

Signed: Date:
Chairman of Meeting

- c. Footpath fronting 15-21 Dene Road. This is on the list for resurfacing following safety concerns expressed by residents.
- d. Wylam First School. Councillor Quinn had contributed £7,000 towards a new Multi-Use Games Area at the school.
- e. Road safety – Wylam’s LTP 2019/20 priorities. Councillor Quinn indicated that there would be an LTP meeting on 13th November and asked Wylam to send in its top priority in time for the meeting.
- f. Completion of 20mph speed limit. NCC are waiting for Gentoo to rectify the condemned kerb before completing signage. K. Trobe suggested that NCC should consult the community regarding repeater signage. He also suggested that 20mph signs on the road surface at speeding points through the village would be effective. Councillor Quinn agreed to raise these ideas at the LTP meeting on 13th November.
- 5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 8th OCTOBER 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. Road surface signage is now complete.
- 6.2 Hazardous sign at north end of Wylam Bridge. The photos had been sent to NCC. R. McKenzie had indicated that no action would be taken as the sign is not on the public footpath and therefore should not constitute a danger.
- 6.3 Wylam entrance sign. J. Henderson had contacted the owner of Fallen Tree Farm who had approved the re-installation of the Wylam entrance sign on his land at Holeyn Hall crossroads. She had also spoken to Tom Martin of Wylam Nurseries, who had offered to maintain the sign’s floral display on the Wylam side and the grassed areas east and west of the crossroads. It was **agreed** that the sign should be sited at the crossroads as formerly. It was noted that a quotation from Wylam Nurseries for maintenance of the area had been received and **agreed** that this would be tabled at the next meeting of the Parish Council.
- 6.4 Silent Soldiers. It was **agreed** that J. Martin would liaise with the residents concerned as to the future of the two figures.
- 6.5 NCC Local Transport Plan 2019/20: priorities. NCC had been asked to put making Wylam Wood Road safer on the list. (See also **items 4e and 11**)

Signed: Date:
Chairman of Meeting

- 6.6 Wylam Parish Council's Tree Policy. A final draft would be brought to the December meeting of the Parish Council.
- 6.7 Signage on riverside path near the Plantation. NCC would be notified of the need for signage directing walkers away from the riverbank.
- 6.8 Reports from the Parish Council's Communications Group. None have been received, but **item 7** refers. See also **item 13**.
- 6.9 Repair and maintenance of track near Wylam Allotments. The work had been completed satisfactorily, following further work on 3rd November. It was **noted** that R. Charlton had indicated that the Parish Council should notify him of any further work required to the area just completed and he would undertake any further minor repairs free of charge.

7. REPORT AND RECOMMENDATIONS ON THE PROPOSED DOCUMENTING WYLAM PROJECT IN PARTNERSHIP WITH WYLAM FIRST SCHOOL

A copy of the budget proposal for this project, received from Bryan Dixon together with the notes and recommendations from the meeting of members held on 6th November had been circulated prior to the meeting.

- It was **noted** that the agreement of Wylam First School to participate in the project had not yet been obtained and that this was essential if the project were to proceed. It was **agreed** that S. Robinson and K. Trobe would again meet with the Head Teacher of Wylam First School.
- It was **agreed** subject to the agreement of the School, that Wylam Parish Council would fund the "Celebrating Points Bridge" project, using some of the funds remaining from the Reece Foundation donation.
- It was **noted** that an initial quotation of £14,250.00 had been received from Bryan Dixon for this project.
- It was further **agreed** that Community Learning and Drama Workshop strands should be added to the project specification.
- It was **agreed** that Wylam Parish Council would seek a revised quotation from Bryan Dixon once the specification had been agreed together with further advice on approaches to external sources of funding.
- It was **agreed** that members of the Parish Council would meet to identify issues that needed clarification on Monday 3rd December.

8. REPORT ON MEETING REGARDING HERITAGE PROJECTS IN WYLAM

C. Percy's report had been circulated to members prior to the meeting. J. Joures, J. Henderson and C. Percy had met with S. Pardue of Differentia Design to explore heritage interpretation in Wylam. It was **noted** that S. Pardue was willing to introduce the Parish Council to those involved with flagship heritage interpretation projects in the local area (Land of Oak and Iron,

Signed: Date:
Chairman of Meeting

Revitalising Redesdale) and to sources of funding and professional advice. It was **agreed** that C. Percy would liaise with S. Pardue to arrange the proposed introductions and visits. The Chairman emphasised that the work reflected a change in direction to a more holistic, ambitious exploration and presentation of the village's heritage than previously envisaged, with the potential for, for example, significant involvement of external partners and external funding. The Parish Council **endorsed** this approach.

9. UPDATE ON THE APPOINTMENT OF A NEW CLERK/RFO FOR WYLAM PARISH COUNCIL

The Chairman reported that the Employment and Personnel Advisory Group had met to finalise the Information Pack and Application Form. The closing date for applications is 22nd November and interviews would take place on 4th and 5th December. The interview panel would consist of J. Joures, A. Francis and J. Martin. J. Joures invited other members to suggest interview questions. The Clerk reported that 11 expressions of interest had been received to date.

10. REPORT OF MEETING AT THE FALCON CENTRE

C. Percy had attended this meeting held on 30th October convened by A. Haddon to explore setting up a Falcon Centre Users Group, and his report had been circulated to members. Members had also been provided with documents from NCC's website relating to Assets of Community Value. It was **noted** that there had been no indication of any change to the Falcon Centre's present status and uses. The meeting had also been attended by the Wylam Surgeries Users' Group, Dawn Goodwill-Evans, NCC's Tourism Development Officer, Library staff and other potential users. It was **agreed** that the Parish Council supported the principle of retaining the site in broadly defined community use, provided that widespread community engagement was central in determining how the Centre was utilised and developed. It was **agreed** that the Parish Council would be happy to facilitate a community consultation as to the future use of the Falcon Centre.

11. REPORT ON ROAD SAFETY MEETING WITH NCC.

Members of the Parish Council, County Councillor Karen Quinn and members of the Wylam Road Safety Group met with Alex Thompson of NCC on 9th November. K. Trobe's report had been circulated. A. Thompson advised that proposals should be forwarded to NCC by the Parish Council after consultation with residents. Sites of concern in the village were visited: Holey Hall Road, Wylam Wood Road, Main Road near the Fox & Hounds Inn and Bell Road near Wylam First School. The following action points regarding each location were agreed:

- Wylam Wood Road (WW Rd): the Parish Council would consult residents of WW Rd and The Crescent on ideas for improving safety. A. Thompson would then draw up some options for WW Rd which the Parish Council and local residents would consider. Feedback would be sent to NCC.
- 20mph speed limit: Holey Hall Road and Main Road: Concern was expressed about lack of repeater signs. The Parish Council would make recommendations to NCC on the most effective locations for 20mph road markings.

Signed: Date:
Chairman of Meeting

- Area near the Fox & Hounds Inn: In consultation with residents, consideration to be given to traffic calming measures and a safe crossing point in this area.
- Bell Road/Wylam First School: Concerns included congestion, safety concerns and inconvenience for residents at school drop-off and collection times. Possible actions would liaising with the Head Teacher of the school.

It was **agreed** to confirm Wylam Parish Council's priorities for the NCC's Local Transport Plan 2019/20 as follows:

1. Measures to improve safety along Wylam Wood Road especially near the houses on the approach to the junction at The Crescent.
2. Completion of the 20mph scheme as per current plans.
3. Additional 20mph signage painted on the road at speeding points in the village.

12. 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. NCC had asked the Parish Council to communicate its view on enclosures of land bordering properties at 96 Dene Road and 85 Dene Road, Wylam. It was **agreed** that the Parish Council's position is to oppose any such enclosures of public open space, unless there was a demonstrable benefit to the community.

13. PROGRESS REPORTS FROM MEMBERS OF THE COMMUNICATIONS WORKING GROUP

The following reports are still outstanding

- Approach to engaging with children, young people and families (S. Robinson; K. Trobe) – **item 7** above refers.
- Forward planning of Communications themes (Globe and other media) (J. Martin; J. Henderson);
- Engagement with older people (J. Martin).

No updates were given. K. Trobe reported that the closing date for copy for the December issue of the Globe is 30th November.

14. PROGRESS REPORT ON DISCUSSIONS WITH GENTOO ON THE TREES AT THE ORCHARD CORNER AND OTHER ISSUES

C. Percy reported that he would be meeting with the new Site Manager on 14th November and would report to the next meeting of the Parish Council. The Clerk was awaiting a specification for work required to trees at The Orchard corner in order to obtain quotations. It was **agreed** that three quotations would be sought and brought to the next meeting of the Parish Council.

15. CONFIRMATION OF WORDING FOR WAGGONWAY SIGNAGE

It was **agreed** that the wording on the A3 yellow signs should read: *Shared Use Path; [cyclist pictograph] please slow down and give way; [dog walker pictograph] Please keep dogs under control; For all to enjoy.*

Signed: Date:
Chairman of Meeting

16. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (08/10/2018) had been attached for information only. The following items were discussed:

- a. Email from Wylam resident. The resident had asked the Parish Council to contact Gentoo regarding a new tree planted too close to the road. The Village Tree Warden had confirmed that this tree would suffer as a result of its position. It was **agreed** that the Parish Council would contact Gentoo Homes. The resident had also requested installation of a handrail on Cherry Tree Lane. It was **noted** that the surface of the path was in a poor state. It was **agreed** that the Clerk would pass the email to J. Henderson who would contact NCC.
- b. Email from Wylam Resident regarding poor Broadband quality in Wylam. It was **agreed** that this was an issue that the Parish Council should be involved in. It was **agreed** to contact BT.

17. PLANNING APPLICATIONS**17.1 Planning Applications considered by Parish Council since last meeting (08/10/2018)**

18/02973/FUL Brynthorn, Holeyn Hall Road, Wylam

Removal of existing garage & erection of 2-storey side extension, single-storey rear extension and new garage.

WPC Comment: No objections.

18/03633/VARYCO

Stanleyburn House Residential Home, Station Road, Wylam.

Variation of Condition 2 (approved plans) pursuant to planning application 16/00503/FUL for the reduction of 1no. apartment from the ground floor, alterations to ridge and eaves heights, relocation of balcony and amendments to fenestration.

WPC Comment: No objections to these minor changes.

17.2 Planning applications approved by NCC since last meeting (08/10/2018).

18/03215/PRUTPO Wylam Hall, The Bothie, The Orchard, Wylam

Crown lift 3 Oak trees to height of 5 metres removing secondary branches only where possible.

17.3 Planning applications withdrawn since last meeting (08/10/2018).

None.

17.4 Planning applications refused permission by NCC since last meeting (08/10/2018).

None.

18. FINANCIAL MATTERS.

Signed: Date:
Chairman of Meeting

18.1 Financial reports to 30/09/2018.

It was agreed to defer consideration of these, along with the Half Year Accounts, to the December meeting of the Parish Council.

18.2 Consideration of schedules of payments to be approved at the meeting (12/11/2018).

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
17/10/18	Tyne Rivers Trust	Japanese Knotweed treatment (2 years)	Open Spaces Act 1906 ss 9 & 10; Local Government Act 1972 ss126 & 127 as amended by Local Government Planning & Land Act 1980 sch. 23.	103371	069	£180.00
19/10/17	NCC	Installation of bins & Bench	Litter Act 1983 & Parish Councils Act 1957 ss1(1) & 7	103372	070	£480.00
20/10/18	Charlton Drainage	Repair of allotments track	Open Spaces Act 1906 ss 9 and 10	103373	071	£12,583.80
24/10/18	Liz Bray	Expenses (tree course)	LG(FP) Act 1963	103374	072	£36.00
25/10/18	Solo Press	Lest we Forget display	LGA 1972 Section 145	DC	073	£32.40
25/10/18	NCC	Winter opening of public toilets	Public Health Act 1936 s87	103375	074	£2,400.00
26/10/18	Tynedale Hospice	Donation	Local Government Act 1972 s.133	103376	075	£75.00
31/10/18	SLCC	Outstanding amount VAT	Local Government Act 1972 Section 111	103377	076	£4.80
05/10/18	ICO	Data protection fee	Freedom of Information Act 2000	DD ¹	077	£40.00
05/11/18	East Tynedale Forum	Donation	LGA 1972 s143(1)	103378	078	£50.00
12/11/18	Wylam Institute	Use of office fee	LGA 1972 s111	103379	079	£900.00
12/11/18	Wylam Institute	Grant	Local Government (Miscellaneous Provisions) Act 1976 s19	103380	080	£3,000.00

¹ Direct Debit approved at the meeting.

Signed: Date:
Chairman of Meeting

12/11/18	WCPFA	Grant	Local Government Act 1972 s.143	103381	081	£3,000.00
12/11/18	Age UK Northumberland	Donation	Local Government Act 1972 s.133	103382	082	£50.00
12/11/18	Northumberland Wildlife Trust	Donation	Local Government Act 1972 s.143	103383	083	£100.00
12/11/18	Citizens Advice Bureau	Donation	Local Government Act 1972 s.133	103384	084	£100.00
12/11/18	Prudhoe Community Band	Donation	Local Government Act 1972 s.145	103385	085	£50.00
12/11/18	M. Hadden	Expenses	LG(FP) Act 1963	103386	086	£20.92
08/11/18	CSN Service	Xmas lights service	LGA 1972 ss 144 & 145	103415	087	£60.00
12/11/18	NCC	Payroll recharge	NALC/SLCC Conditions of Service 1996; LGA 1972 s112	103416	088	£1,249.84

It was **agreed** to hold over the payments to Tynedale Hospice, Wylam Institute, Wylam Community Playing Fields Association, Age UK Northumberland, Northumberland Wildlife Trust, Citizens Advice Bureau and Prudhoe Community Band for consideration at the next meeting of the Parish Council. The remaining payments were **approved** and cheques duly signed. It was **agreed** that the Parish Council would set up a Direct Debit of £40.00 for the annual Data Protection Fee payable to the Information Commissioner's Office.

b. Wylam Post Office Account Payments schedule.

Inv. Date	Payee	Details of supply	Legal Power	Chq. No.	Voucher	Amount
23/10/18	British Gas	Careplan & Landlord Safety Cert	Local Government Act 1972 s.143	100049	PO-002	£422.93

It was **agreed** that more competitive quotations for this service would be sought and tabled for consideration at the December meeting of the Parish Council.

18.5 To consider quotations received since last meeting (10/09/18)

Quotation for seasonal planting 2019 season. A copy of the quotation from Wylam Nurseries had been circulated. The quotation was **approved**.

18.6 To consider requests for financial assistance received since last meeting (08/10/18)

The Clerk advised that a request for funding from Wylam Brownies would be tabled at the December meeting of the Parish Council.

Signed: Date:
Chairman of Meeting

19. **REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON THE FOLLOWING COMMITTEES AND GROUPS.**
- a. Museum and Heritage Advisory Group (C. Percy, T. Appleby)
C. Percy was considering ways to relaunch and promote the group.
- b. Wylam Community Playing Fields Association Committee (S. Robinson, J. Henderson)
The Committee's AGM would be held on 13th November.
- c. Ovingham Joint Burial Committee (OJBC) (K. Trobe, J. Joures)
K. Trobe reported that some tree felling had been taking place at the cemetery.
- d. Tree Warden (Liz Bray)
L. Bray reported and made recommendations on the following matters:
- (i) Ivy-clad Oak trees on Holeyn Hall Road. Recommend that the Parish Council contact NCC as highway authority. This was **agreed**.
 - (ii) The Orchard corner. First phase of tree felling can be progressed, keeping local residents informed. **Agreed**. See **item 14**.
 - (iii) Back lane, Stephenson Terrace. NCC Tree & Woodland team has indicated that large trees close to the retaining wall are to be felled.
 - (iv) Project for the green space at Jackson Road/The Dene. Awaiting dates for a meeting with residents.
 - (v) Wylam Parish Council Tree Policy. Some amendments would be made informed by information from the Arboricultural Association's recent training seminar.
 - (vi) Large trees in verge at front of Stephenson Terrace. Local residents had commented on the need for management of these trees. **Recommend** a survey or a meeting with residents prior to any approach to the landowner. Also **recommend** TPO for these large trees.
 - (vii) Horsley Wood. Forest Stewardship Council has asked for feedback on the management of this woodland and L. Bray invited users of the footpaths in the area to respond. **Recommend** that the Parish Council contacts NCC regarding the damaged fence at the top of the cliff above Ovingham Road and the possible dangers posed by Beech trees above Ovingham Road which show decay, fungi or exposed roots. **Agreed**.
- e. Wylam Institute Committee (J. Martin)
J. Martin reported that the Institute had been awarded £2,000 from the NCC Community Chest fund which would be spent on redecorating the Heritage and Centenary Rooms. The ceiling in the Blakett Room is to be restored and the flat roof on the extension is to be replaced. The Institute had been awarded Hallmark 2 status. The PAT testing had been completed.
- f. Rights of Way and Environment Group (C. Percy)
C. Percy was considering ways to relaunch and promote the group.

Signed: Date:
Chairman of Meeting

- g. East Tynedale Community Forum.
The Minutes of the last meeting had been circulated. It was **noted** that Wylam Parish Council had not sent a representative. The discussion about a shared Environmental Enforcement Officer was also **noted**.
- h. Tynedale Local Area Committee.
It was **noted** that the next meeting would be on 13th November, but that there were no Wylam matters on the agenda.
- i. NALC County Committee.
Notes from meetings of the Committee were sent to the Parish Council.
- j. SITA: Crawcrook Quarry Liaison Committee.
The invitation to the next meeting in February 2019 was passed to C. Percy who would attend.
- k. Essity Community Consultation Forum, Prudhoe Mill.
A. Francis had attended this meeting and the Minutes had been circulated.

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

- a. Request from Wylam Nurseries to place Christmas Tree at Charlie's Corner and for a Christmas Celebration on the morning of 21st December. This was **agreed**.
- b. Ticket machines at Wylam Station. It was **noted** that these machines had been installed but were not yet operational.
- c. Rush hour trains. It was noted that trains at peak hours, especially mornings, were overcrowded. It was **agreed** that the Parish Council would notify Northern of concerns.
- d. 3-4 Laburnum Terrace. It was **noted** that the tenant had indicated his intention to vacate the premises in the near future. It was **agreed** that the Parish Council would explore future options for the property.

21. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

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 10.10pm.

Signed: Date:
Chairman of Meeting

Signed: Date:
Chairman of Meeting