



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 10th DECEMBER 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; Mrs. S. Robinson.

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

Road Safety. M. Hadden asked whether the Parish Council would consider carrying out a survey of residents views on this topic via a questionnaire. It was **agreed** that the Parish Council was broadly in favour of this course of action and that it would be tabled at the next meeting of the Parish Council.

4. REPORT FROM COUNTY COUNCILLOR KAREN QUINN.

Councillor Quinn reported on the following matters:

- a. 684 Bus Stops at Holeyn Hall crossroads. Councillor Quinn, Alex Thompson of NCC and residents had met on site to review issues of safety, accessibility and lighting and consider solutions.
- b. Speeding traffic on Station Road. Councillor Quinn had followed up a complaint from a resident of Station Road. It was **noted** that safety measures such as granite setts had not been discussed for Station Road at the recent road safety meeting. It was also **noted** that the NCC-owned Vehicle Activated Speed Sign at Station Road may not be working. It was **agreed** that the Clerk would contact NCC to have it checked.
- c. Gentoo Homes planning application for rebuilding the wall at the Hedley Meadows site. This application may be considered by the Tynedale Local Area Committee.

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- d. Cherry Tree Lane. This is unadopted so NCC is unable to take remedial action.
- e. Wylam First School Christmas Fair and performances. Councillor Quinn would attend these.
- f. Licence for Hexham Lions Santa visit. This had been granted and a visit to Wylam would take place.

5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 12th NOVEMBER 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 Land ownership east of George Stephenson's Birthplace. S. Talbot, Northumberland County Council's (NCC) Green Spaces officer had sent information which seemed to confirm that the land is owned by Close House.
- 6.2 Anti-social behaviour on land east of George Stephenson's Birthplace. It seems likely that this land is owned by Close House. It was **agreed** that the owners would be asked to install signage prohibiting fires and camping.
- 6.3 Granite setts on Holeyn Hall Road. These had been replaced.
- 6.4 Silent Soldiers. J. Martin reported that the sponsor of the soldier at the War Memorial would like it to be left permanently in place. It was **noted** that the Royal British Legion had suggested dates for removal of these soldiers on its website. It was **agreed** that a decision on this would be made in 2019. J. Martin also reported that the "There but not there" soldier had been gifted to the village by Sue and David Monaghan and that they were happy for it to be placed in various locations in the village at the Parish Council's discretion. It was **agreed** that the Parish Council would review locations at a future meeting.
- 6.5 Signage on riverside path near the Plantation. NCC had not yet been contacted to ask for signage diverting walkers from the riverside.
- 6.6 Meeting at the Falcon Centre. A report and request for feedback from the community would appear in the Wylam Globe. It was **agreed** that C. Percy would produce a report for consideration at a future meeting of the Parish Council.
- 6.7 Wylam Parish Council's priorities for NCC's Local Transport Plan 2019/20. These had been confirmed with NCC.
- 6.8 Land enclosures by residents on the Dene Estate. S. Talbot, NCC's Green Spaces Officer had been notified that Wylam Parish Council's policy is to oppose all enclosures of public open space unless there is a demonstrable community benefit. S. Talbot had advised that the

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residents concerned have been contacted by Planning Enforcement and will be required to remove the enclosures.

- 6.9 Progress reports form the Communications Working Group. No further reports had been received.
- 6.10 Trees at The Orchard. A specification for the work required had been received and three quotations would be sought.
- 6.11 Waggonway signage. Following further discussion of the wording following the last meeting, it was **agreed** to review the Parish Council's decision at its January meeting.
- 6.12 Cherry Tree Lane. NCC had confirmed that this lane is unadopted. It was **agreed** that J. Henderson would table a proposal at the January meeting of the Parish Council.
- 6.13 Poor quality Broadband in Wylam. BT had not yet been contacted.
- 6.14 Direct Debit for Data Protection fee. The ICO had confirmed that an annual Direct Debit of £40.00 is now in place and will be debited on or around 17th December each year.
- 6.15 Quotations for gas inspection and Landlord's Safety Certificate at 3-4 Laburnum Terrace. Quotations had not yet been obtained.
- 6.16 Ivy-clad Oak trees at Holeyn Hall Road. NCC had not yet been notified.
- 6.17 Horsley Wood Footpath. Tim Fish of NCC has been notified of the damaged fence and the possible dangers posed by Beech trees on the cliff above Ovingham Road.
- 6.18 Christmas Tree and Carols at Charlie's Corner. Wylam Nurseries had been given the go-ahead for this.
- 6.19 Overcrowded rush hour trains on the Tyne Valley line. Northern had not yet been contacted about this.

7. CONFIRMATION OF WYLAM PARISH COUNCIL'S BUDGET FOR 2019/20

A copy of the Draft Budget had been circulated to members prior to the meeting. The Budget was **agreed**. It was **agreed** that a Precept demand of £44,000.00 would be sent to NCC. It was further **agreed** that the Budget-setting process would be tabled at the Annual Village Meeting.

8. REVIEW OF WYLAM PARISH COUNCIL'S ACCOUNTS FOR THE HALF YEAR TO 30 SEPTEMBER 2018

A copy of the accounting information had been circulated to members prior to the meeting. It was **agreed** to review the presentation, visibility and accessibility of the Parish Council's financial information at a future meeting. The Accounts were **approved**.

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9. **REPORT OF THE INTERNAL AUDITOR ON THE HALF YEAR ACCOUNTS TO 30 SEPTEMBER 2018**

The report of the internal auditor had highlighted the need to review the Parish Council's Asset Register. It was **agreed** to review the Parish Council's Asset Register.

10. **CONFIDENTIAL ITEM: RATIFICATION OF THE APPOINTMENT OF A NEW CLERK/RFO FOR WYLAM PARISH COUNCIL AND ARRANGEMENTS FOR TRANSITION**

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).

The Chairman outlined the application and interview process and gave brief details of each of the five candidate interviewed. The Chairman **recommended** that Marie Moore be appointed as Clerk and RFO to Wylam Parish Council with effect from 1 January 2018. Her appointment was duly **ratified** by the Parish Council. It was **agreed** that the Chairman would telephone Mrs. Moore to confirm that she wished to accept the offer of employment, and would also telephone all unsuccessful candidates. It was **agreed** that each candidate would receive confirmation of the outcome of their interview in writing. It was **agreed** that references would be taken up for the successful candidate. It was **agreed** that the current Clerk, Diana Carney, would remain in post on full pay until 31 January 2019 to ensure a smooth transition period.

11. **CONFIDENTIAL ITEM: UPDATE ON LEASE AT 3-4 LABURNUM TERRACE.**

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).

It was **noted** that the tenant of the property had given notice of his intention to vacate the premises and surrender the Lease with effect from 31 December 2018. The following actions were **agreed**:

- i. The Clerk would contact the relevant insurance company to ensure adequate insurance cover;
- ii. The Parish Council's solicitors Ward Hadaway would be asked to draw up legal documentation to expedite surrender of the Lease;
- iii. The security of the property would be reviewed by members of the Parish Council;
- iv. The Clerk would telephone the tenant to arrange for J. Joures and J. Martin to make a final inspection of the property on behalf of the Parish Council and for the tenant to hand over the keys and a copy of the lease.
- v. The Parish Council would meet informally to discuss future arrangements for the building.

It was **noted** that Wylam Winter Tales Festival organisers had requested use of part of the property during the 2019 Festival. It was **agreed** to refuse permission for this.

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12. PROGRESS REPORT ON THE DOCUMENTING WYLAM PROJECT.

S. Robinson reported on the meeting held at Wylam First School on 4th December. The purpose of the meeting had been for the interested parties to introduce themselves and formalise plans with Wylam First School with regard to the *Documenting Wylam Heritage Project* primarily aimed at Year 4 children but also involving the Wylam community. Dixon outlined the proposed project, in which the children would use an enquiry-based learning model, taking as its focus Points Bridge at Hagg Bank, and would utilise STEM subjects in all aspects of the project. Bryan would provide all technical equipment needed for the purpose of producing photographs and documentary film. The drama strand of the project would be led by Stephanie Pearce working with Wylam First School pupils. It was **agreed** in principle that the Parish Council would support the project. It was further **agreed** that S. Robinson would liaise with Bryan Dixon regarding exact costings and the Parish Council would review and approve these for the project at its meeting on 14th January. It was **noted** that protocols for safeguarding children and others involved in the project and measures to protect personal and other data would need to be formulated and put in place. It was **noted** that the Parish Council had plans for further promotion of Wylam's heritage (see Item 13) and **agreed** that it would be useful for all parties involved to meet informally before the next meeting of the Parish Council. It was **agreed** that C. Percy would organise this meeting aimed at mapping a way forward and co-ordinating activities.

13. PROGRESS REPORT ON PROPOSED HERITAGE PROJECTS IN WYLAM

It was **agreed** that C. Percy would continue discussions with S. Pardue and would contact those involved with *The Land of Oak and Iron* project.

14. REPORT ON MEETING WITH GENTOO REGARDING TREES AND OTHER ISSUES AT HEDLEY MEADOWS

C. Percy reported on his meeting with the Gentoo Site Manager at which it had been confirmed that Gentoo would pay in advance for tree felling work at The Orchard and for replacement trees. It was **agreed** that three quotations for the work would be obtained. It was **agreed** that C. Percy and L. Bray (Village Tree Warden) would obtain quotations for replacement trees.

15. REPORT ON NCC SOCIAL MEDIA TRAINING EVENT

J. Martin and J. Henderson had attended this event and had found it to be very worthwhile. It was **agreed** that the Parish Council's website and its associated Facebook page needed more input. C. Percy offered to help with the website and J. Henderson and J. Martin offered to take responsibility for the Facebook page. It was **agreed** that the Clerk would notify the Webmaster so that these offers could be followed up. It was noted that, at the training event WhatsApp had been highlighted as a useful means of communication between Councillors and Clerk.

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16. REPORT ON PROPOSAL FOR A CITIZENS ADVICE SESSION IN WYLAM

It was **agreed** that J. Martin would follow this up with his contact at the Citizens Advice Bureau and report to a future meeting of the Parish Council.

17. REVIEW OF WYLAM PARISH COUNCIL'S TREE POLICY

A copy of the revised policy was tabled at the meeting and **agreed**.

18. REVIEW OF WYLAM PARISH COUNCIL'S GRANT AND DONATIONS AWARD POLICY

A copy of the Parish Council's Grant Award Policy had been circulated to members prior to the meeting. It was **agreed** that J. Joures, J. Henderson and D. Carney would examine the document and bring any amendments to a future meeting of the Parish Council.

19. REVIEW OF NCC'S RECOMMENDATIONS IN ITS CONSULTATION ON CAR PARKING CHARGES AT SELECTED COASTAL AND RAILWAY CAR PARKS

This item had been included due to a request from Stocksfield Parish Council. NCC is proposing to impose charges at Prudhoe Station car park, a move which is opposed by Prudhoe Town Council and Stocksfield Parish Council. It was **agreed** that the Parish Council would respond to the consultation as follows:

- Concern as to the potential effects of the scheme on local infrastructure due to displacement of commuter traffic seeking free parking at Wylam and
- that this aspect of the scheme had not been fully considered by NCC;
- That the Parish Council could not support the proposed scheme in the absence of proper analysis of its impact;

20. CORRESPONDENCE (As listed).

A list of correspondence received since the last meeting (12/11/2018) had been attached for information only. The following items were considered:

- a. NCC Consultation on recovery of costs for traffic management and other services to event organisers. It was **noted** that this would not affect the Remembrance Sunday event and it was **agreed** that no response was necessary.
- b. Tyne Rivers Trust newsletter. The Clerk would forward this to C. Percy.

21. PLANNING APPLICATIONS

21.1 Planning Applications considered by Parish Council since last meeting (12/11/2018)

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 objection.

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

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

WPC Comment: Object to the application on the grounds that insufficient information has been given on the likely impacts of the proposed development on the natural environment, heritage, the suitability of the site, its impact on neighbouring households and future development of the site.

18/03892/NONMAT Gentoo Homes, Hedley Meadows, Holeyn Hall Road, Wylam

Rebuilding of wall at site

WPC Comment: Comments by residents of Hedley Meadows had been noted. It was **agreed** that Wylam Parish Council would remain neutral on the issue and not send a response.

21.2 Planning applications approved by NCC since last meeting (12/11/2018)

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

Two-storey rear extension to new build dwelling.

18/03334/FUL Westlands, Holeyn Hall Road, Wylam.

Conservatory replacement using existing base.

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

Removal of existing garage & erection of two-storey side extensions, single-storey rear extension & new garage.

21.3 Planning applications withdrawn since last meeting (12/11/2018).

None.

21.4 Planning applications refused permission by NCC since last meeting (12/11/2018).

None.

22. FINANCIAL MATTERS.

22.1 Financial reports to 30/11/2018.

The financial reports were **noted**.

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22.2 Consideration of schedules of payments to be approved at the meeting (10/12/2018).

a. General Community Account Payments Schedule

Inv. Date	Payee	Details of Supply	Legal Power	Chq. No.	Voucher	Amount
26/10/18	Tynedale Hospice	Donation	LGA 1972 s133	103376	075	£75.00
12/11/18	Wylam Institute	Maintenance Grant	LGA (MP) Act 1976 s19	103380	080	£3,000.00
12/11/18	WCPFA	Maintenance grant	LGA 1972 s143	103381	081	£3,000.00
12/11/18	Age UK Northumberland	Donation	LGA 1972 s133	103382	082	£50.00
12/11/18	Northumberland Wildlife Trust	Donation	LGA1972 s143	103383	083	£100.00
12/11/18	Citizens Advice Bureau	Donation	LGA 1972 s133	103384	084	£100.00
12/11/18	Prudhoe Community Band	Donation	LGA 1972 s 145	103385	085	£50.00
24/10/18	Azure Printing	Globe (autumn)	LGA 1972 S.142	103418	089	£236.00
09/11/18	Go Daddy	Domain Name renewal	LGA 1972, S142	Debit Card	090	£9.59
15/11/18	Clavering Stationers	Toner	LG (FP) Act 1963	103419	091	£77.99
19/11/18	M Hadden	Expenses	LG (FP) Act 1963	103420	092	£10.43
20/11/18	SLCC	Membership Fee	LGA 1972 s112	103421	093	£122.00
30/11/18	Simply Shredding	Shredding	LG (FP) Act 1963	Debit Card	094	£18.00

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

b. Wylam Post Office Account Payments schedule.

Date	Payee	Details of supply	Legal Power	Chq No	Voucher	Amount
10/12/18	Wylam PC	Reimbursement of legal fees	LGA 1972, s111	100050	18-PO-002	£3,227.40

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

22.5 Consideration of quotations received since last meeting (12/11/18)

- a. Wylam Nurseries: quotation for management of grassed areas at South side of Holeyn Hall Road crossroads. It was **agreed** to accept the quotation of £240.00 (inclusive of VAT).

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- b. Wylam Nurseries: quotation for floral displays 2019.
It was **agreed** to accept the quotation of £396.00 (inclusive of VAT).
- 22.6 Consideration of request for financial assistance from Wylam Brownies: request for grant aid to cover purchase of new programme resources. A copy of the completed grant application form had been circulated to members prior to the meeting. The application was **approved** and the award of the amount of grant requested (195.00) was **agreed**.
- 23. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON THE FOLLOWING COMMITTEES AND GROUPS.**
- a. Museum and Heritage Advisory Group (C. Percy, T. Appleby)
C. Percy advised that the storage cupboard had been tidied.
- b. Wylam Community Playing Fields Association Committee (S. Robinson, J. Henderson)
J. Henderson reported that the Committee would now have its own website. The public toilets at the field had been closed at 3.30pm each day by NCC. The auto-lock facility would not be reinstated due to previous vandalism. The Committee had donated a refrigerator to the Institute.
- c. Ovingham Joint Burial Committee (OJBC) (K. Trobe, J. Joures)
The Committee had met on 27th November. The Minutes of the meeting would be uploaded to the Parish Council's website as soon as approved at the next meeting on 19th February.
- d. Tree Warden (Liz Bray)
L. Bray reported that she would be composing a note to residents of Stephenson Terrace informing them of NCC's intention to fell trees adjoining the back lane wall. She noted that NCC had carried out necessary works to the Lime trees on Ingham Terrace.
- e. Wylam Institute Committee (J. Martin)
The Committee had not met.
- f. Rights of Way and Environment Group (C. Percy)
C. Percy would relaunch the group soon.
- g. East Tynedale Community Forum.
It was **noted** that the Parish Council did not have a representative on this Forum and it was agreed that it would be helpful if a Councillor would attend.
- h. SITA: Crawcrook Quarry Liaison Committee.
The Committee would next meet in February and C. Percy would attend.

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

- a. Vandalism at Hagg Bank Play Area. The notice board had been vandalised and would need attention.

- b. Principles and Priorities for 2019/20. It was **agreed** that these would be considered at a future meeting of the Parish Council.

25. CONFIRMATION OF DATES OF FUTURE MEETINGS.

The schedule of meetings was confirmed as follows:

Monday 14th January 2019

Monday 11th February 2019

Monday 11th March 2019

Monday 8th April 2019

Monday 13th May 2019 (Annual Meeting of the Parish Council)

The meeting closed at 10.15pm.

Signed: Date:
Chairman of Meeting