



Wylam Parish Council

**MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL
HELD ON 13th MAY 2019 AT 7 PM. IN THE INSTITUTE**

Present: Councillors J Joures (Chairman), T Appleby, J Henderson, J Martin and C. Percy,

Also present: Marie Moore (Parish Clerk) and 3 members of the public.

1. Election of Chairman of the Parish Council

Councillor J. Joures was elected as Chairman, proposed by J Henderson and seconded by T Appleby.

In accepting the Office of Chairman J Joures stressed the need for commitment from all parish councillors in taking the work of the Council forward.

2. Election of Vice Chairman of the Parish Council

It was **Resolved** that the election of Vice Chair be deferred to the next meeting.

3. Apologies for absence

Apologies had been received from A Francis.

4. Declarations of Interest from members on items on the Agenda

There were no declarations of interest.

5. Appointment of Parish Council representatives on outside bodies

It was **Resolved** that this item be deferred to the next meeting.

6. To appoint Members to Parish Council Committees and Groups

It was **Resolved** that this item be deferred to the next meeting.

7. Questions from Members of the Public

- i. Gentoo Development/Orchard Corner Trees – a local resident commented that two trees on the site looked to be dead and questioned whether these could also be removed during the Phase 1 works. It was agreed that these would be checked by the Tree Warden.

With regard to the water filled dip (SUDS) adjacent to the highway, Gentoo had confirmed that it would clear and re-grade the site and install some fencing 1m from the kerb in addition to some mixed planting. Work was due to commence on 6th May but had not started.

Gentoo had been made aware of resident complaints with regard to the signs in the footpath and had indicated that they would be removed.

- ii. Emotional Wellbeing - R Andrews of Access Services in Northumberland, Tyne and Wear NHS Foundation Trust referred to the recent unfortunate deaths near the river in the Village and suggested that there was perhaps a need for further work with local people and community groups on the issue of emotional wellbeing so that they may be better paced to respond in future. It was suggested that the Parish Council may want to host a meeting/event that would bring together local people and groups alongside statutory and third sector organisations working in the field of mental health. Ideally this should take place before the summer. It was **Resolved** that such an initiative should be supported and that arrangements be made to gauge the interest of groups within the Village.

Signed: Date:

Chairman of Meeting

8. Minutes of the Meeting held on 8th April 2019 and their signature by the Chairman

Resolved that the minutes of the meeting held on 8th April 2019 be confirmed as a correct record and signed by the Chairman subject to 'Pardew' being amended to 'Pardue' in 14 (i)

9. Clerk's Report and to consider Matters arising from the Minutes

- i. **Orchard Corner Trees – (see also 7i above)** Gentoo had confirmed that they would be willing to accept one quote but had said that they will pay for bare root trees rather than root ball which were approximately £340 + VAT cheaper.
- ii. It had been confirmed that the removal of the 5 trees identified for Phase 1 could go ahead subject to careful checks for nesting birds, by the tree surgeon. If any were found the work would be held over until they had fledged. The planting of the new trees and the pruning would be held over until the Autumn. Arrangements would be made to notify affected residents.
- iii. **Summer Planting** – an order had been placed for 10 Amberol 'self-watering' cup and saucer hanging baskets which would reduce the frequency of watering and feeding required. 3 Amberol barrel planters had also been ordered as part of a programme to replace the wooden barrels which were no longer fit for purpose. A further 7 barrel planters would be purchased in the next financial year. In the event that the baskets were not delivered in time for this season the existing arrangements would be used.
- iv. **Silent Soldier** – St Oswin's Church had advised that they did not wish to host the Soldier. Arrangements are therefore being made for it to be installed within the garden at the Institute.

With regard to the Silent Soldier at the War Memorial it was reported that the Group that paid for it wanted it to remain in situ. T Appleby would again try to contact G Macchiarelli regarding this.

- v. **Grass Cutting** – NCC had advised that the reason for more cuts at Hagg Bank Play Area was at the request of this Council. NCC had therefore been asked to confirm whether 10 cuts was the norm for play areas and also what difference this would make to the price.
- vi. **Library Subscriptions** – at the last meeting it had been reported that a subscription renewal had been received for the Northumbrian Magazine which the Council then donated to the Library. This prompted members to question this arrangement and to seek clarification on the matter.

The Council also paid a subscription of £65 to the Hexham Courant in September 2018 for the supply of the Courant to the Library in 2017/18.

It was considered that if the County Council wished to provide these publications from the Library then it should meet the cost. It was therefore **Resolved** that these subscriptions be discontinued

- vii. **Road Safety/Local Transport Plan Priorities/Village Highway Issues** – A letter had been sent to the County Council on 25th April 2019, a copy of which had been circulated to members, requesting clarification as to why the Council's priorities had not been included in the LTP for 2019/20 and also setting out current concerns. An early meeting to discuss concerns and agree a way forward had been requested. To date a response had not been received.

It was acknowledge that there was still widespread concern about road safety within the village and discussion with the County Council was imperative. Further Member involvement in the road safety work was essential particularly given the resignation of K Trobe, although he had indicated that he would still be involved in this area of work.

Signed: Date:

Chairman of Meeting

- viii. **Request for Hedgehog Warning Signs** – a resident had contacted the Council to ask if it would consider erecting signs warning drivers about Hedgehogs. As a highways matter this was referred to the County Council who had advised that it had provided signage for red squirrels but this required special permission from the Department for Transport plus a supporting written authoritative statement from the Northumberland Wildlife Trust (NWT) which was a lengthy process. Any other such signs on the highway did not comply with Highway Safety regulations, could not be placed within the highway and were therefore not legal. The resident who raised this issue had been informed of this.

Reference was made to a sign warning of deer on Holeyn Hall Road which had been removed. As there had been a couple of collisions recently with deer it was **Resolved** that the County Council be asked to look at reinstating this sign

- ix. **Request for Additional Litter Bins** – a resident had contacted the County Council to ask for more litter bins in the Hagg Bank area and on the Waggonway into Wylam. This request had been referred to the Parish Council. The Clerk had spoken to the resident who had said that the bin in Hagg Bank needed to be bigger as it was regularly overflowing. She had also mentioned the litter and anti-social behaviour on the private access track between Hagg Bank and the Cottages at Hagg Farm and again the County Council had been asked to look at this.

It was understood that the litter bin at Hagg Bank was this Council's responsibility and if this was the case then the Council should look at installing a larger bin at this location. It was therefore **Resolved** that this be investigated and if it is the Parish Council's responsibility arrangements be made to purchase and install a larger bin.

- x. **Traffic in Falcon Terrace** – a letter had been received from Mr & Mrs Fisher of 32 Falcon Terrace regarding caravans and motor homes trying to turn left at the bottom of the terrace and also HGVs wrongly using the street. They had asked the Parish Council to arrange for someone from NCC to visit with a view to signs being erected. The issue had been raised with the County Council and County Councillor Quinn had been made aware of the request. T Appleby confirmed that the owner of the Caravan Site was happy to be involved in this meeting as he had been trying to improve the situation through discussion with the 'Sat Nav' providers.

10. Arrangements for the Annual Village Meeting

It was **Resolved** that the

- i. Arrangements for the meeting, which was to be held on 22nd May 2019 at 7.30pm, be approved and that it be advertised via Facebook and posters as well as the Council's website.
- ii. The Council's Annual Report for 2018/19 be approved.

11. Annual Governance and Accountability Return for 2018/19

- i. **Report of the Internal Auditor 2018/19** – The report of the internal auditor was considered which highlighted the need for the Council to have an Asset Register and to carry out inspections of its assets. As a Register was now being prepared it was **Resolved** that the report be received and the comments with regard to the Asset Register be noted.
- ii. **Annual Governance Statement 2018/19** – It was **Resolved** that the Annual Governance Statement for 2018/19 be approved.
- iii. **Draft Annual Accounts for 2018/19** – It was **Resolved** that the annual accounts for 2018/19 be approved
- iv. **Accounting Statement and Explanation of Variances 2018/19** – it was **Resolved** that the Accounting Statement and Explanation of Variances for 2018/19 be approved.

12. Financial Matters

After considering the information submitted it was **Resolved** that:

Signed: Date:

Chairman of Meeting

- i. The financial reports to 30th April 2019 be approved
- ii. The following schedules of payments to be approved

General Community Account Payments Schedule

Inv. Date	Payee	Details of Supply	Amount
12/04/19	Came & Company	Insurance Premium	1,056.08
01/04/19	NALC	Subscription including National Affiliation Fee	394.31
23/04/19	Tyne Tees Business Machines	Paper and Toner	96.00
12/04/19	Rialtas Business Solutions Ltd	Year end on-line check	330.00
1/04/19	NCC	Falcon Centre Rent	300.00
23/03/19	Wylam Brownies	Village litter pick	70.00
23/03/19	Wylam Community Orchard	Village litter pick	40.00
23/03/19	Wylam Scouts/Cubs	Village litter pick	110.00
23/03/19	Wylam Methodist Church	Village Litter pick	10.00
23/03/19	WCPFA	Village litter pick	10.00
18/04/19	WCPFA	Stall at Summer Fair	15.00
7/05/19	M Hadden	Expenses	12.95

Post Office General Account

Inv. Date	Payee	Details of Supply	Amount
1/04/19	Wave	Post Office Water Supply charges	- 46.53 (credit)
2/05/19	Scottish Power	Post Office Electricity Charges	£45.84

- iii. The following receipt be noted

Date	Payer	Details	Amount
9/04/19	NCC	Precept (1)	22,000

- iv. The transfer of £5,000 from the Post Office Saver Account to the Post Office Current Account be approved.

13. Draft Asset Register

It was noted that the Council was required to maintain a register of the fixed assets it holds. This requirement was contained within the Governance and Accountability Guide for Smaller Authorities and had been commented upon by the internal auditor. A draft Asset Register had therefore been prepared for initial consideration however there was still a need to clarify the location and type of the assets held, their purchase price if known and their estimated replacement value. This document would then support future insurance arrangements and also the required inspection of assets.

Signed: Date:
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It was **Resolved** that

- i. The draft asset register be approved subject to the addition of a further seat at Engine Dene and the old telephone box on land outside 3-4 Laburnum Terrace.
- ii. Further investigations be carried out to determine the ownership of the War Memorial and the toilets in the Jubilee Field.
- iii. The ownership of the memorial seats at Charlies Corner be clarified.

14. Insurance Renewal

After reviewing the quotation and schedule of insurance it was **Resolved** that the quotation be received and the insurance be renewed.

15. Riverside Path

It was noted that a meeting with the County Council on this issue was to be held on Tuesday 14th May. As Tom Martin was unable to he would be updated on the outcome after the meeting. Another nearby resident had also contacted the Council on this issue and he also would be advised of the outcome.

16. Grants and Donations Policy

After considering a report prepared, by J Joures, which outlined a proposed Grants Policy for the Council for 2019/20 it was **Resolved** that:

- i. All organisations be required to make a formal application for a grant.
- ii. The Council should be proactive in engaging with the organisations who provide services using grant money to ensure planned activity and outcomes using grant money are focussed on the Council's guiding principles and current priorities, so that organisations can develop their applications accordingly.
- iii. That each organisation receiving a grant will be required to agree a statement setting out required outcomes, monitoring arrangements and other conditions of receiving a grant. Such statements will be adapted to suit the nature of the organisation and the size of grant awarded.
- iv. The Council should begin its engagement with its three main recipient organisations now so the organisations are aware of the revised approach and can plan their 2019/20 activity accordingly.
- v. Grant application forms and guidance notes for both large and small grants be finalised and added to the Council's website alongside the Council's guiding principles and priorities.
- vi. A review be carried out of the 'historic' donations made by the Council.
- vii. The process by which grant applications are invited and considered be discussed at the next meeting

17. Correspondence received

It was **Resolved** that the correspondence received since the last meeting, for information only, be noted.

18. Planning Applications

It was **Resolved** that the following be noted:

- i. Planning applications considered by Parish Council since last meeting – 19/01214/FUL Proposed internal alterations plus living room extension to the rear of the bungalow and entrance porch to the front
- ii. Planning applications approved by NCC since the last meeting - None.
- iii. Planning Applications withdrawn since last meeting - None
- iv. Planning Applications refused permission by NCC since last meeting – None
- v. Planning Appeals since the last meeting – Change of use from 3 bay garage to single dwellinghouse with adjacent change of use of land to garden. Land North West of Hague Cottage, Wylam Wood Road, Wylam.

Signed: Date:

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19. Reports from Parish Council representatives on Advisory Groups and External Bodies

It was **Resolved** that the following reports be received:

- i. Wylam Railway Museum & Heritage Group - discussions were ongoing with a view to updating the 'Wylam Walks' leaflet and it was hoped to do this as soon as possible. A meeting with the Land of Oak and Iron project had also been arranged to discuss how Wylam could be involved.
- ii. Wylam Community Playing Field Association – it was noted that the roof of the toilets had been damaged by youths climbing on to it. Door locks had also been damaged.
- iii. Ovingham Joint Burial Committee – a meeting was scheduled for 14th May 2019.
- iv. Village Tree Warden – a copy of the Tree Warden's report was circulated.
- v. Wylam Institute Committee – the ceiling in the main hall was to be lowered at a cost of £6,000 so fundraising for this was ongoing.
- vi. Rights of Way & Environment Group - the plan was to relaunch this group at the Summer Fair.

20. Resignation of K Trobe

The Clerk reported that Councillor K Trobe's resignation had been received on 9th May 2019. Arrangements would be made to notify Northumberland County Council of this. In addition to the vacancy on the Parish Council there would also now be a vacancy on the Ovingham Joint Burial Committee.

It was **Resolved** that the Council's appreciation and thanks for his work on the Parish Council be formally recorded.

21. Confidential Item (Sensitive Information) 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 report that the Council had commissioned on future options for the building should be available by the end of next week.

22. Minor items & items for the agenda of a future meeting

- i. C Percy reported that a cyclist had hit a pedestrian on Sled Lane which had resulted in the pedestrian breaking her wrist. The incident had been reported to the Police.
- ii. Wylam Station was now a 'penalty station' which meant tickets had to be purchased in advance.

23. Dates of future meetings

It was **Resolved** that the schedule of meetings for 2019/20 as follows. Unless otherwise specified, all meetings will take place at 7pm at Wylam Institute.

Monday 10th June 2019
 Monday 8th July 2019
 Monday 9th September 2019
 Monday 14th October 2019
 Monday 11th November 2019
 Monday 9th December 2019
 Monday 13th January 2020
 Monday 10th February 2020
 Monday 9th March 2020
 Monday 13th April 2020
 Monday 11th May 2020 (Annual Meeting)

The meeting closed at 9.45pm

Signed: Date:

Chairman of Meeting