



Wylam Parish Council

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 8th APRIL 2019 AT 7 PM. IN THE INSTITUTE**

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

Also present: Marie Moore (Parish Clerk), County Councillor Karen Quinn, Matthew Hadden (Village Handyman) and 3 members of the public.

1. Apologies for Absence.

Apologies had been received from Councillors A Francis, J Henderson, S Robinson and K Trobe and from L Bray (TreeWarden)

2. Declarations of Disclosable Pecuniary Interests in Items on the Agenda

C Percy declared an interest in 6 x.

3. Questions/Issues from members of the public.

- i. Severe traffic congestion – an incident had occurred whereby a large number of vehicles and buses bringing guests to a wedding at St Oswin’s Church had resulted in traffic being gridlocked from ‘Orchard Corner’ back up to Holeyn Hall Crossroads. It was understood some vehicles waited a considerable length of time while vehicles were unable to pass at this point and were unable to see oncoming traffic. It was suggested that the top end of Church Road may need some parking restrictions which would be raised with the County Council. In the meantime however it was **Resolved** that the Vicar be contacted to ask that people attending events at the Church be encouraged to avoid parking on the corner and park considerately and that buses should use the public car park.
- ii. Highway/Traffic Management Issues – it was stated that parking outside the Fox and Hounds seemed to be getting worse and was a concern given that people often tried to cross at this point.
With regard to the issues on Wylam Wood Road/Hagg Bank Karen Quin reported that this had been looked at when she had toured her ward with Andy Oliver from the County Council. He had indicated that there would be improvements to the road surface next year. However, beyond widening the road, which was not an option, he felt that there was little that could be done to ease the issues being experienced. T Appleby indicated that he had been advised by a County Council Officer that chicanes may be an option so this would need to be pursued. Whilst a letter was to be sent to the County Council setting out the highway/traffic management issues within the Village and identifying the Council’s priority for action it was acknowledged that the Village collectively needed to be more proactive in pushing for solutions.
- iii. Damage to flower tub – this had been caused by a vehicle mounting the grass verge. The Clerk had contacted Tom Martin about this, it had been tidied and would be replaced in due course.
- iv. Highway drainage adjacent to the War Memorial – Karen Quinn stated that this was a network rail issue given the proximity to the railway line and they would need to look at this.
- v. Cycling on footpath on Wylam Bridge – the Clerk reported on the response from the County Council on this issue which stated that they wanted to carry out a video survey to identify the problems being experienced. There was considerable frustration with this response when all

Signed: Date:

that was wanted was the original 'cyclists dismount' signs at either end reinstated. Karen Quinn stated that it was important that actions were evidence based.

- vi. Grassed area adjacent to Hedley Meadows – there was a pool of standing water which was an eyesore. This was a Sustainable Urban Drainage System (SUDS) but it was not considered fit for purpose. A meeting was to be held between Officers from Gentoo, Northumbrian Water and local residents to discuss the issue.

Given that there were a number of ongoing issues with regard to highways and footpaths within the Village it was **Resolved** that this should be a standing item on the agenda for future Parish Council meetings.

4. Report from County Councillor Karen Quinn

Councillor Quinn reported on the following matters:

- i. Following a tour of her ward with NCC Officer Andy Oliver he had agreed that improvements would be carried out on Bluebell Lane. J Joures added that there had been a couple of minor accidents on this road due to speeding.
- ii. The debris at the bottom of the wall on Holeyn Hall Road was to be removed. Trees had been pruned and a gully cleaner was to be used to clear the debris.
- iii. The repainting of lines at the junction at Hagg Bank would not be done. This was a concern and it was **Resolved** to pursue this with the County Council. Karen Quinn explained that County Council Officers were responsible for decisions therefore if the Council required further explanation he would be able to attend a future meeting to discuss matter in more detail.
- iv. Weeds on Bluebell Close path would be removed.
- v. The Tyne Community Learning Trust was now up and running.
- vi. She had attended the 'Wear a Hat' day in aid of the brain tumour charity and also a local coffee morning.

In response to a question from T Appleby about whether the speed indicator signs in the village also recorded the speeds Councillor Stated that she had funded some in other villages that did but she was not sure about the ones in Wylam. This would need to be checked.

J Joures asked whether she had been able to identify an officer who would be able to speak to the Council about local healthcare/demographics issues. No one had been identified yet.

5. Confirmation of the Minutes of the Meeting held on 11th March 2019

Resolved that the minutes of the Parish Council Meeting held on 11th March 2019 be confirmed as a correct record and signed by the Chairman subject to an amendment to the wording of the final paragraph on page 1 as follows 'Councillor Percy noted that he had seen improvement works to footpaths being carried out. He indicated we were awaiting the formal diversion of the footpath round the old pit heap away from the river at which time the NCC Rights of Way Officer would need to look at a footpath diversion sign. He would talk to the Ramblers about their Heritage Way signs.'

6. Clerk's Report

- i. **Preparation for end of year accounts** – work was ongoing to close down the accounts for 2018/19 to prepare for the submission of the Annual Governance and Accountability Return. The Clerk would be attending a NALC training event on Tuesday 9th April to support this process.
- ii. **Village Litterpick** – this event took place on Saturday 23rd March and was attended by approximately 55-60 people, many of whom were children. Groups attending included the Scouts, Cubs, Brownies, Community Orchard, Wylam Co-op and Methodist Church. One resident collected approx. 12 bags of litter from the verges at the top of Holeyn Hall Road. Tom Martin worked with Matthew Hadden to collect larger items of rubbish. Each participating

Signed: Date:

organisation would be formally thanked would receive a small donation based on the number of participants.

- iii. **Celebrating Points Bridge** – the signed terms and conditions of grant had been received and an invoice had been submitted for payment of the first instalment. Bryan Dixon had been making contact with local people who could provide information and he was also planning an event after the Easter holidays to secure more community involvement.
The Heritage Working Group were to meet the following week and it would be good to have an update at that meeting.
- iv. **Wall debris, Holey Hall Rd** – see County Councillor report.
- v. **Dog Bin, Holey Hall Road** – Councillor Henderson had looked at the suggested location and noted that there were no dog bins in the vicinity despite being heavily used by dog walkers. A formal request for a dog bin in this area had therefore been submitted to the County Council with a request that they consult Tim Fish, Rights of Way Officer, about the best location.
- vi. **Silent Soldier** – unfortunately the Soldier opposite the Institute had been removed due to damage. J Martin was arranging for it to be repaired by Impressive Welding at Ryton who had agreed to do the work free of charge.
Both the Institute and St Oswin's Church had been asked if they would be prepared to host the soldier permanently. The Institute had indicated that it would be willing to do so and had spoken to its insurers who had said it would not be a problem. Sue Monaghan had indicated that she would cover the cost of it being relocated. A response from the Church was awaited. T Appleby would contact G Macchiarelli about the relocation of the soldier at the War Memorial.
- vii. **Damage to flower tub near Fox and Hounds** – see 3 iii above.
- viii. **Waggonway signage** – The County Council indicated that the installation had been delayed due to higher priority tasks being carried out but that they would be installed as soon as possible.
- ix. **Trees at Orchard Corner** – Despite reminders no further information had been received from the other contractor asked to quote. Gentoo had therefore been asked if it was prepared to accept one quote but as yet had not responded.
- x. **Dangerous wall to the rear of Stephenson Terrace** – a resident had reported that this wall had recently moved again and was in danger of collapse. NCC had marked the trees at the east end to be felled but no further action had been taken and the bird nesting season was now upon us. The wall was felt to be a serious hazard to users of this lane and blocking the lane would be a great inconvenience to residents. The officer dealing with the tree removal had been informed of this with a request that urgent action be taken to inspect the wall to determine if any immediate action was required. It was suggested that they could perhaps try to measure any movement.
- xi. **Camping on Riverside** – the Clerk reported that she had been made aware of issues similar to those being experienced last year e.g. camping, fires etc. Although signs had been erected by Close House, the land owner, this had not deterred the individuals and some walkers were concerned at the situation.

It was **Resolved** that the Police, Close House and Heddon Parish Council, within whose boundary to area was located, be informed of the situation.

7. Risk/Internal Controls Assessment

As part of the Council's Strategic Management Policy members were required to review the Internal Audit Plan.

It was **Resolved** that the document be approved and a further review be carried out in March 2020.

8. Asset Register

A review of the Council's Asset Register was required together with an inspection of the assets held. To support this process an extract from the Council's accounts for year ended 31st March

Signed: Date:

2018, in relation to the assets held by the Council had been circulated together with an example of the suggested layout.

With regard to the two signs on land to the West of Points Bridge, although these included the name of the Parish Council they were not on Parish Council Land nor did they belong to the Council.

It was **Resolved** that a new asset register be drafted in the revised format and that this should include an additional 4 new litter bins purchased in the last year..

9. **Road Safety/Local Transport Plan Priorities**

T Appleby reported that it had not been possible to convene a further meeting to discuss possible solutions to the issues being experienced. This would be done as soon as possible.

10. **Riverside Footpath**

It was reported that since the last meeting an email has been received from Tom Martin (copy circulated to all Members on 19/3/19) setting out his concerns about the current position with the footpath adjacent to his property.

The Land Registry title plan showing the extent of the Council's land ownership on the riverside, east of Stephenson Terrace showed that the public footpath and the area where the landslip has occurred were on Parish Council land.

The County Council had indicated that it had no plans to carry out any further work at the location nor did it have any plans to permanently divert the existing right of way.

Members referred to previous investigations carried out by the County Council and agreed that there was a need to revisit this information. There was also a need to clarify the responsibilities of each of the parties involved.

It was **Resolved** that J Joures would respond to T Martin and would also write to the County Council in an attempt to gain further clarity on the issue and to seek a meeting of all parties with a view to agreeing a way forward.

11. **Grass Cutting**

At the last meeting it had been reported that quotations for grass cutting at Hagg Bank Play Area and Engine Dene had been received at a total cost of approximately £2,600. The budget for grass cutting for 2019/20 had been set at £3,100.

In 18/19 the grass cutting budget had been set at £3,700 but to date actually spend was £5,825. The reason for this was that the invoice for 2017 in the sum of £2,391 was paid in 18/19 as well as the actual cost for 2018 of £3,167.67. The invoice for 2018 also included an amount of £704.52 for additional cuts.

In light of this information it was **Resolved** that the quotations for 1919/20 for Hagg Bank Play Area and Engine Dene be approved.

12. **Planning Group Terms of Reference**

It was **Resolved** that this item be deferred to a future meeting.

Signed: Date:

13. Grants and Donations Policy

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

14. Wylam Haughs Nature Reserve Management Plan

It was reported that arrangements for the future management of the site had been established in October 2017 but this had not been taken forward. There was therefore a clear foundation on which to build.

It was **Resolved** that:

- i. All interested parties would be approached, including T Martin and S Pardue, and an appeal for volunteers would be included in the next edition of the Globe,
- ii. D Peel be consulted on invasive species.

15. Arrangements for Annual Village Meeting

The meeting was to be held on 22nd May 2019 at St Oswin's Church Hall. J Joures stated that at the last meeting he had done a presentation on the Council's budget and strategic priorities and it was felt that this should also be covered this year.

It was **Resolved** that the agenda for the meeting should include the Council's Budget and Strategic Priorities as well as a presentation by Bryan Dixon on the Celebrating Points Bridge Project and a session on how to increase public participation which would include the Globe and Social Media to be led by T Appleby.

16. Stall at Summer Fair

At the last meeting it was agreed that the Council should have a stall at the fair so it now needed to consider how it should be used. A rota for staffing the stall would be agreed.

It was **Resolved** that the focus should be on increasing public participation and on road safety and traffic management within the Village.

17. Correspondence

It was **Resolved** that:

- i. The correspondence submitted since the last meeting for information only be noted.
- ii. A Francis be asked about subscriptions we arrange on behalf of the Library and this be included on the agenda for the next meeting.

18. Planning Applications

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

- i. Planning applications considered by Parish Council since last meeting – Demolition of 1 no. storage shed and 1 no. small storage garage and replace with 40ft shipping container placed on same footprint and painted dark green. Land at North East of Jubilee Field, Main Road, Wylam.
- 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 – Change of use from three bay garage to single dwellinghouse with change of use of adjacent land to garden on land North West of Hague Cottage, Wylam Wood Road, Wylam.

19. Financial Matters

After considering the information submitted It was **Resolved** that

- i. The financial reports to 31st March 2019 be received

Signed: Date:

- ii. The following schedule of payments be approved and the cheques duly signed.

General Community Account Payments Schedule

Inv. Date	Payee	Details of Supply	Amount
29/03/19	NCC	Payroll Costs	2221.31
11/03/19	M Hadden	Expenses	4.47

Post Office General Account

Inv. Date	Payee	Details of Supply	Amount
27/02/19	Scottish Power	Electricity Bill for 3-4 Laburnum Terrace (Estimated)	225.54
7/02/19	Scottish Power	Gas Bill for 3-4 Laburnum Terrace	11.66
25/02/19	NCC	Council Tax Bill for 3-4 Laburnum Terrace	2299.40
4/03/19	NCC	Non Domestic Rate Bill for Wylam Post Office	1638.00

Post Office Saver Account

Inv. Date	Payee	Details of Supply	Amount
18/03/19	Coachroad Productions	Celebrating Points Bridge Project Stage 1 Payment	5000.00

- iii. A receipt of £70.00 income from the Railway Museum be noted.

20. Reports from Parish Council Representatives

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

- i. Wylam Railway Museum & Heritage Group – A meeting of the Group had been arranged for 15th April. C Percy was liaising with the Land of Oak and Iron initiative and they would be talking to the Heritage Lottery Fund about proposals in order to avoid any duplication in applications. He was also getting involved in an initiative to map waggonways and was looking at doing a trail around the village using QR codes. A plaque had been donated by Barbara Brooks which related to Charles Parsons. This was timely given that it was the centenary of the Women's Engineering Society.
- ii. Ovingham Joint Burial Committee – the next meeting was scheduled for 14th May 2019.
- iii. Village Tree Warden – the latest report would be circulated to members.
- iv. Rights of Way and Environment Group – work was ongoing on the footpath linking Falcon Terrace to the Waggonway as a result of a void being discovered.
- v. Tynedale Local Area Committee – the next meeting was to be held on 25th April at Newton. The agenda would be circulated in due course.

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)

Signed: Date:

It was reported that a letter of appointment had been issued to the Surveyor to enable him to commence work, as per the proposal agreed at the last meeting. His report would be submitted to the Council in due course.

The Clerk was liaising with utility providers and Northumberland County Council with regard to Council Tax and Non Domestic Rates. Contact would also be made with the Post Office regarding the post boxes. A BT junction box at the property which would need to be relocated.

It was **Resolved** that the information be noted

22. Minor Items and Items for Future Agenda

There were none reported.

23. Dates of Future Meetings

It was **Resolved** that the next meeting of the Parish Council be held at 7pm at Wylam Institute on Monday 13th May 2019 (Annual Meeting)

The meeting closed at 9.40pm

Signed: Date: