



Wylam Parish Council

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| <p>MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 11th APRIL 2016 AT 7.00 p.m. IN THE INSTITUTE</p> |
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Councillors Present: Mrs. A. Francis (Chairman), Mr. S. Barlow, Mrs. R. Creighton, Mrs. M. Gillis, Mr. B. Japes, Mr. T. Martin (Vice-Chairman), Mr. A. Mitcham, Mr. W. Nicholson.

Also Present: Mrs. D. Carney (Clerk); County Councillor Paul Kelly; Mr. D. Peel.

174. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. S. James (Village Tree Warden).

175. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (DPI) IN ITEMS ON THE AGENDA AND APPLICATIONS FOR DISPENSATIONS.

T. Martin declared a DPI in Items 182 and 186.2a. Mr. B. Japes declared a non-Pecuniary Interest in Item 186.3.

176. QUESTIONS FROM MEMBERS OF THE PUBLIC

Mr. D. Peel reported on implications for the Tyne Valley Line of the new franchisee, Arriva, which had begun operations on 1 April. He also reported on the incidence of invasive plants in Wylam.

177. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

County Councillor Kelly reported on the following matters:

- a. Request for junction markings at The Crescent. This matter had been passed to Northumberland County Council (NCC) Highways department. The Parish Council was advised to contact the officer responsible, Martin King.
- b. Relocation of NCC Headquarters to Ashington. All 11 members of the Strategic Planning Committee had voted in favour of the move to Ashington. The case for moving had been made by two consultancy firms and examined by Ernst and Young who had found the case to be proven and the benefits underestimated. Sufficient parking will be provided to cater for current requirements and if it proves necessary, a multi-storey solution would be implemented.

Signed

Alice Francis

Date: 09/05/2016

- c. New Policy on Open Plan housing estates. All future planning applications to fence frontages will be refused permission. This Policy will also apply to owner-occupied housing on Council estates.
- d. Planning Service. This had been reviewed and performance has improved.
- e. Morpeth Neighbourhood Plan. This would be reviewed in line with latest Government guidance.
- f. Ovingham Bridge. The predicted period of closure of 7 months from January 2016 had not so far been revised.

178. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 14th MARCH 2016.

After amending the numbering system to include Minute 156(b) the Minutes were **agreed** to be a true record of proceedings and signed by the Chairman.

179. CLERK'S REPORT AND CONSIDERATION OF MATTERS ARISING FROM THE MINUTES

- a. Highway and traffic issues in the Wylam area. A request for a meeting was sent by email to County Councillor Ian Swithenbank on 29th March. To date, no reply had been received, but this would be followed up.
- b. Junction markings at The Crescent. See **Item 177a**.
- c. Maintenance of village benches. No quotation is available yet.
- d. Falcon Centre maintenance and Library signage issues. A letter would be sent to NCC as soon as possible.
- e. Seating for bus stop at Charlie's Corner. The perch seat had now been installed.
- f. Assets of Community Value. No further progress had been made.
- g. Maintenance of Christmas lighting display. A quotation had been received. See **Item 186.4a**.
- h. Annual Village Meeting. Speakers from the Tyne Valley Community Rail Partnership had confirmed their attendance. St. Oswin's Church Hall had been booked for this event.
- i. Village Litter Pick 2016. Around 20 volunteers representing 9 village organisations had participated. Retaining the skip for a week had enabled more litter to be cleared. Only the area below the eastbound platform at Wylam Station had not been cleared. It was noted that the recent floods had left a great deal of debris on the south shore of the river Tyne, but this fell within Gateshead's remit.
- j. Wylam Post Office. See **Item 183**.

- k. Footpath Closed signage. No response had been received from NCC regarding improved signage. It was noted that people were still attempting to use the closed area. It was **agreed** to continue to monitor the barrier fencing.
- l. Meeting with Neighbourhood Services. David Hunt had indicated his willingness to meet members. It was agreed that a meeting would be arranged. A quotation for 2016 season grass cutting had been received. See **Item 186.4b**.
- m. Engine Dene footpath. M. Gillis would meet with M. Hadden to discuss the work required.
- n. Wylam Parish Council Internal Controls/ Risk Assessment. The document had been amended as agreed.
- o. Wylam Parish Council Litter Pick Risk Assessment. The document had been updated as agreed.
- p. Meeting with Gentoo. A meeting regarding green spaces at the site had been arranged for 12th April at 2pm.
- q. Wylam Parish Council's web site. Two quotations have been obtained. When these had been reviewed by the Website Working Group, a report and recommendation would be made to the full Parish Council.
- r. Damaged Riverside path at End Stephenson Terrace. See **Item 182**.
- s. Prudhoe Town Council's request for support for a new Tyne Crossing. A letter declining support has been sent as agreed.
- t. Litter bin outside the Spar shop. It was **agreed** not to commit to a new bin but to monitor the use of the existing bin.
- u. Audit arrangements for Ovingham Joint Burial Committee. See **Item 181**.
- v. Replacement trees for Engine Dene. The Village Tree Warden was not present at the meeting and so no further information was available.
- w. Repair/renewal of fencing at old allotments and The Haughs Nature Reserve. The work had been commissioned from G. Hodgson & Son as agreed.
- x. Albemarle Barracks visit to Wylam Railway Museum. This visit to Wylam had been organised by the Barracks' Community Development Worker as a result of an initiative by the East Tynedale Parish and Town Council Forum. T. Martin reported that the visit had been very successful and well-received by the families involved.

- y. Quotation for work to Crack Willow at Wylam riverside. A quotation had been received. See **Item 186.4c**.
- z. Trees bordering development at Wylam Hills Farm. The Clerk had replied to the resident.
- aa. Footpath on Dene Road. The Clerk would meet on-site with the resident to clarify the issues. See **Item 177c**, which is relevant to the Dene Estate.

180. INSPECTION OF PARISH COUNCIL ASSETS 2016.

Members were allotted responsibility for inspection of named assets. It was **agreed** that reports would be made to the next meeting of the Parish Council. It was noted that in future, the Parish Council could have responsibility for inspecting the assets of the Ovingham Joint Burial Committee.

181. UPDATE ON AUDIT ARRANGEMENTS FOR OVINGHAM JOINT BURIAL COMMITTEE.

S. Barlow reported that the Committee would meet on 19th April. David Francis of NALC would attend the meeting to advise and answer questions. It had been proposed that, as the largest financial contributor to the Committee, Wylam Parish Council should host the OJBC Accounts. If the other Parish Councils involved agree to this, the OJBC Accounts will be included in the 2015/16 Wylam Parish Council Audit process.

182. CONFIDENTIAL ITEM: REVIEW OF INFORMATION RECEIVED REGARDING DAMAGE TO SECTION OF RIVERSIDE FOOTPATH EAST OF STEPHENSON 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).

Councillor T. Martin, having declared a DPI in this item, left the room during discussion of this item.

It was agreed:

- (i) That there remain serious uncertainties as to the cause or causes of the riverbank landslip. Responsibilities (if any) for remedial actions are also not clear.
- (ii) Now that the River Tyne had returned to normal levels, it is possible to make a proper assessment of the landslip and possible remedial action.
- (iii) Following advice from the Tyne Rivers Trust (TRT) previously reported (Ordinary Meeting of Wylam Parish Council 08/02/2016; Minute 2015/143), contact would be made with Haywood Contracting, a firm recommended by TRT for an initial opinion on a possible scheme. Other firms would also be contacted as appropriate.

- (iv) Having obtained expert advice (iii) above) the Parish Council would seek to involve all the relevant parties, including NCC, the Environment Agency, the Coal Authority and adjacent landowners in drawing up a fully costed remedial plan.

183. CONFIDENTIAL ITEM: TO RECEIVE UPDATE ON MATTERS RELATING TO WYLAM POST OFFICE PREMISES.

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 (personal information).

It was **noted** that the new Lease for the premises had been drafted and a copy sent to S. Loveday's solicitor for comment.

184. CORRESPONDENCE RECEIVED SINCE LAST MEETING 14/03/16

A list of correspondence received since the last meeting (14/03/16) had been attached for information only.

185. PLANNING APPLICATIONS

The following report is included for information only. The applications had been considered by the Parish Council's Planning Group since the last meeting and a summary of the Group's comments forwarded to Northumberland County Council by the Clerk.

Please note that the Planning Portal is now open again and applications can be viewed online. **The Parish Council's comments are now filed online and can be viewed with other comments at <http://publicaccess.northumberland.gov.uk/online-applications> .**

185.1 Planning Applications considered by Parish Council since last meeting 14/03/16

16/00365/FUL 7 Woodcroft Road, Wylam.
Extension to side of property consisting of kitchen, utility and WC.

WPC Comment: Support the application. The materials for the proposed extension match those of the existing dwelling and there is enough space for the extension without intruding on the amenity of the neighbouring property.

16/00503/FUL Stanley Burn Residential Home, Station Road, Wylam.
Conversion of former care home to 14 residential apartments.

WPC Comment: Support the application. Conversion of this building will be a welcome addition to Wylam's housing stock. The Parish Council requests that parking provision in the plans is reviewed, as the application states that 22 unassigned parking spaces have been included, but the plans show only 19. This is outside national

guidelines. Also, developments of this nature are difficult to sell without assigned parking spaces. Parking could be a problem if the apartments are occupied by 2-car families and the provision should be re-examined before a decision is made. The Parish Council applauds the provision of cycle racks in line with national guidelines.

16/00738/FUL Sunnybank, The Crescent, Wylam.
Single-storey rear extension.

WPC Comment: Support the application. Many properties on The Crescent have rear extensions and the proposed materials are in keeping with the existing dwelling.

16/00748/FUL Falcon Centre, Falcon Terrace, Wylam.
Change of use from storage and produce sales to operational bakery.

WPC Comment: No objection, but the Parish Council is concerned that the proposed 24 hours a day/7 days a week operation (including Bank Holidays) might cause disturbance to residents in Swindale Cottages adjacent to the Falcon Centre.

185.2 Planning Applications approved by NCC since last meeting 14/03/16

15/04296/FUL Kenmore, Acomb Drive, Wylam.
Construction of single-storey side extension with associated decking area, demolition of existing garage and construction of new garage/office with associated landscaping.

16/00302/FUL Land north of Merrybent, Holeyn Hall Road, Wylam.

Change of use of land from agricultural to garden.

16/00287/FUL Close House Mansion, Close House Estate, Heddon on the Wall.

Erection of entrance gates and fencing to existing driveway (as amended 03.03.2016).

185.3 Planning Applications withdrawn since last meeting 14/03/16

None.

185.4 Planning Applications refused permission by NCC since last meeting 14/03/16

None.

185.5 Planning Appeal

14/02608/FUL Former Home Farmstead, Oakwood, Wylam.
Demolition of existing hayshed, former squash court/sports pavilion with shed and former building.
Reconstruction of farm steading/house with

associated access track and replacement sewage treatment plant.

No further information received.

186. FINANCIAL MATTERS

186.1 Report on Income Received since the last meeting (08/02/16)

The Clerk had provided the following report on Income received by the Parish Council for members' information prior to the meeting.

a. Wylam Parish Council.

| DATE | SOURCE | AMOUNT |
|----------|---------------------------|--------|
| 07/03/16 | Interest – BP a/c | £1.84 |
| 07/03/16 | Interest – Play Equip a/c | £0.25 |
| 07/03/16 | Interest – Museum a/c | £1.13 |

b. Wylam Post Office Community Account.

| E | DAT | SOURCE | AMO UNT |
|------|------|--------------|------------|
| | 04/0 | S. Loveday – | £1,00 |
| 3/16 | | rent | 0.00 |

The report was **accepted**.

186.2 Consideration of Schedule of Payments to be approved at the meeting (14/03/16).

The following schedule of payments is to be considered for approval at the meeting. Any payments marked (*) are to be made under Section 137 of the Local Government Act 1972.

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 | Chq.No. | Voucher | Total |
|-----------|---------------------------|-----------------------|---------|---------|---------|
| 05/02/16 | The Children's Foundation | Donation | 103124 | 001 | £50.00 |
| 11/03/16 | Wylam Community Orchard | Grant | 103125 | 002 | £168.00 |
| 16/03/16 | Glasdon UK Ltd. | Perch seat | 103126 | 003 | £520.95 |
| 18/03/16 | Mrs D. Carney (O'Brien's) | Litter pick skip hire | 103127 | 004 | £256.00 |
| 29/03/16 | Wylam Community Orchard | Wild flower plugs | 103128 | 005 | £25.00 |
| 30/03/16 | NCC | Payroll – March | 103129 | 006 | £883.48 |
| 11/04/16 | M. Hadden | Expenses | 103130 | 007 | £13.41 |
| 11/04/16 | Wylam Methodist Church | Litter pick | 103132 | 008 | £5.00 |
| 11/04/16 | Wylam Institute | Litter pick | 103133 | 009 | £15.00 |
| 11/04/16 | Wylam Community Orchard | Litter pick | 103134 | 010 | £15.00 |
| 11/04/16 | St. Oswin's Church | Litter pick | 103135 | 011 | £10.00 |
| 11/04/16 | Wylam Tennis Club | Litter pick | 103136 | 012 | £5.00 |

Signed

Ann Francis

Date: 09/05/2016

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|----------|----------------------------------|------------------------------|--------|-----|---------|
| 11/04/16 | Wylam Allotments Assoc. | Litter pick | 103137 | 013 | £15.00 |
| 11/04/16 | Wylam First School PTA | Litter pick | 103138 | 014 | £20.00 |
| 11/04/16 | Wylam Playing Fields Association | Litter pick | 103139 | 015 | £5.00 |
| 11/04/16 | The Northumbrian | 1 year, 6 issue subscription | 103140 | 016 | £18.50 |
| 11/04/16 | Wylam Scouts | Litter pick | 103140 | 017 | £10.00 |
| 06/04/16 | CJL Fenwick | Fitting perch seat | 103141 | 018 | £84.00 |
| 01/04/16 | NCC | Falcon Centre rent | 103142 | 019 | £300.00 |

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

- b. Wylam Post Office Payments Schedule.
No invoices presented.

186.3 Consideration of requests for Financial Assistance received since last meeting (14/03/16).

Wylam Methodist Church. It was **agreed** to defer a decision to the next meeting to enable members to study information on the application form.

186.4 Consideration of quotations received.

- a. CSN Services – for maintenance of Christmas lighting display. The quotation was **approved**, subject to the work schedule being cleared with Wylam Institute. It was also **agreed** to enquire about alternatives to the suggested recycled telegraph pole.
- b. NCC – for grass cutting and maintenance of Hagg Bank Play Area 2016 season. It was **agreed** to accept the quotation. It was noted that 10 visits for general grass cutting during the 2016 season were not enough and it was **agreed** to ask whether extra visits would be possible for an increased payment.

187. REPORTS

Reports were received from Parish Council representatives on the following groups and committees:

- a. Museum (B. Japes; T. Martin)
No report.
- b. Wylam Playing Field Association (A. Francis)
A. Francis reported that the MUGA had been installed. The Committee would welcome suggestions as to the use of the free play area. A grand opening was to be arranged and a plaque acknowledging donors to the scheme would be put in place. The roundabout was being refurbished and the missing swing would be replaced. Quotations had been received for security options. Some of the old storage sheds were deteriorating and in need of replacement. Planning for the Summer Fair is in progress. A Quiz Night would be held at the Institute on 20th May.
- c. Ovingham Joint Burial Committee (S. Barlow; M. Gillis)

Signed

A. Francis

Date: 09/05/2016

The Committee would meet on 19th April.

- d. Tree Warden's Report. (S. James)
No report.
- e. Wylam Institute Committee (A. Mitcham).
There had been no meeting.
- f. East Tynedale Parish & Town Councils Forum (T. Martin).
T. Martin reported that the Forum would meet on 14th April. Greg Gavin, Neighbourhood Services Area Manager, would speak about enhanced service provision.
- g. NCC Central Area Committee (T. Martin).
No report.
- h. East & West Tynedale Community Safety Hub. (CoSH) (B. Japes).
CoSH would next meet on 9th May.

188. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. Enquiry from Wylam resident regarding a Defibrillator. The resident would be referred to the Parish Council's decision on this matter, which had been made after much deliberation. (Minute 2014/95, 10/11/14)
- b. Graffiti in public toilets. The graffiti have not been removed. It was **agreed** that the Clerk would follow this up.
- c. Traffic and parking issues. It was noted that most issues mentioned by residents had been explored with NCC already.
- d. Fly tipping at Hagg Bank Play Area. T. Martin agreed to remove the item.

189. DATES OF FUTURE MEETINGS

The following dates of future meetings of the Parish Council were confirmed:

Monday 9th May 2016 at 7.00pm. (Annual Meeting of the Parish Council).

Wednesday 18th May 2016 at 7.30pm. (Annual Village Meeting).

The meeting closed at 9.50pm.

Signed

Ann Francis

Date: 09/05/2016

Signed

Ann Francis

Date: 09/05/2016

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