



Wylam Parish Council

<p>MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL HELD ON 9th MAY 2016 AT 7.00 p.m. IN THE INSTITUTE</p>

Councillors Present: Mr. S. Barlow, Mrs. R. Creighton, Mrs. A. Francis (Chairman), Mr. B. Japes, Mrs. M. Gillis, Mr. T. Martin (Vice-Chairman), Mr. A. Mitcham, Mr. W. Nicholson.

Also Present: Mrs. D. Carney (Clerk), County Councillor Paul Kelly, Mr. S. James (Village Tree Warden).

1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.

Anne Francis was elected Chairman of the Parish Council (Proposer: Brian Japes; Seconder: Stephen Barlow), but gave notice that she would only serve for a further year and stand down as Chairman at the next Annual Meeting of the Parish Council.

2. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL.

Tom Martin was elected Vice-Chairman of the Parish Council (Proposer: Tony Mitcham; Seconder: Ruth Creighton).

3. APOLOGIES FOR ABSENCE

No apologies had been received.

4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (DPI) AND APPLICATIONS FOR DISPENSATIONS.

Councillor B. Japes declared an Interest in Item 21.3; Councillor T. Martin declared a DPI in Item 11.

5. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following members agreed to represent the Parish Council on the following outside bodies:

- a. Ovingham Joint Burial Committee; S. Barlow, R. Creighton. (M. Gillis agreed to advise the representatives as necessary). M. Gillis was thanked for her work on the Committee through some challenging projects and issues.
- b. Wylam Playing Field Association: A. Francis.
- c. Wylam Institute Community Association Committee: A. Mitcham, W. Nicholson.
- d. East Tynedale Parish & Town Councils Forum: T. Martin.
- e. NCC Area Committee Central. T. Martin.
- f. NCC Community Safety Hub (West). B. Japes.
- g. SITA Crawcrook Quarry Liaison Committee: No representative, but the Parish Council continues to receive Minutes of meetings.

Signed:

Anne Francis

Date: 13/06/2016

- h. SCA Community Consultation Forum: A. Mitcham.
- i. Tyne Valley Rail Users Group: It was noted that the Parish Council receives regular bulletins from the Group. It was **agreed** to write to D. Peel to ask whether he would continue to attend meetings and report to the Parish Council.

6. APPOINTMENT OF MEMBERS OF PARISH COUNCIL COMMITTEES AND GROUPS.

The following people were appointed to Parish Council committees and groups:

- a. Wylam Railway Museum
B. Japes, T. Martin.
- b. Planning Advisory Group.
S. Barlow, A. Mitcham, W. Nicholson.
- c. Tree Warden.
Mr. Sam James agreed to serve for a further year.
- d. The Haughs Local Nature Reserve Management Committee.
T. Martin, Sam James.
- e. Wylam Globe Editorial Group.
R. Creighton, A. Francis, B. Japes, A. Mitcham.
- f. Supervisor of Village Handyman.
M. Gillis.
- g. Web Site Working Group.
S. Barlow, A. Francis, T. Martin, W. Nicholson, D. Carney.
- h. Personnel/Employment Advisory Group. A. Francis, R. Creighton, M. Gillis.

7. QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present and no questions were put.

8. REPORT FROM COUNTY COUNCILLOR PAUL KELLY

Councillor Kelly reported on the following matters:

- a. Fencing on the Dene Estate. Northumberland County Council's (NCC) new planning policy means that there will be a presumption against granting permission for fencing in areas of land on open plan estates, including the Dene Estate. Councillor Kelly is aware of the expressed wishes of certain residents in this regard.
- b. NCC's Planning Enforcement Team is to be strengthened.
- c. Potholes. Councillor Kelly reported that strategic repairs had now been completed and other areas would now be in the schedule for pothole repairs.
- d. Education. NCC's Cabinet is to consider the closure of Whitfield Primary School. The prospect of a new national *per capita* funding formula would threaten the viability of similar schools in the County. Amble High and Middle Schools would merge to become one 9-18 establishment.
- e. NCC's Cabinet will consent to a Mayoral Regional Authority after further clarification assured rural proofing, infrastructure improvements and limited powers for the elected Mayor.

Signed: 

Date: 13/06/2016

- f. Asylum Seekers. Northumberland plans to accept 4 Asylum Seeker families every 4 months over a five year period.
- g. Morpeth Neighbourhood Plan will be approved.

9. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 11th APRIL 2016.

The Minutes had been circulated to members in advance of the meeting and were **agreed** to be a true record of proceedings. The Minutes were then signed by the Chairman.

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

- a. Request for junction markings at The Crescent. This would be followed up with NCC Highways as soon as possible.
- b. Highway and traffic issues in the Wylam area. Ian Swithenbank had still not replied.
- c. Maintenance of village benches. No quotation is available at present.
- d. Falcon Centre: Library signage. The Clerk had written to NCC clarifying the requirements for signage.
- e. Perch seat at Charlie's Corner bus stop. It was noted that several elderly residents had complained that the seat is too high. It was **agreed** that use of the seat would be monitored.
- f. Assets of Community Value. No progress had been made.
- g. "Footpath Closed" signage, end Stephenson Terrace. T. Fish of NCC had confirmed that new signage would be provided giving details of an alternative route.
- h. Meeting with Neighbourhood Services. This would be arranged as soon as possible.
- i. Engine Dene footpath. M. Gillis reported that the top path had always been narrow. It was **agreed** to review the situation in autumn.
- j. Meeting with Gentoo. See **Item 13**.
- k. Wylam Parish Council website. See **Item 14**.
- l. Footpath behind Dene Road. The resident had been informed about NCC's new planning policy of not approving applications to enclose land on open-plan estates and that the issue of care of public amenity land would be raised at the Parish Council's meeting with Neighbourhood Services. See also **Item 8**.
- m. Assets Inspection 2016. See **Item 15**.

Signed: 

Date: 13/06/2016

- n. Audit arrangements for Ovingham Joint Burial Committee. See **Items 16 and 21.4.**
- o. Christmas Lighting display maintenance. Wylam Institute had approved installation of the recycled telegraph pole in the Institute garden. The work had been commissioned but no start date had been given. It was noted that the Clerk would follow this up with the contractor.
- p. NCC quotation for grass cutting, 2016 season. D. Hunt had confirmed that the quotation for 10 visits reflected feasibility, but said that more visits would be made if possible.
- q. Graffiti in public conveniences. NCC had been contacted but no action had yet been taken.

11. 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.

A written report on the most recent meeting with Tim Fish of NCC on 5th May 2016 had been circulated to members (Councillor T. Martin excluded) prior to the meeting. It was **agreed** that a copy of this report would be forwarded to Councillor Martin. NCC had received £300,000 from the Government's Flood Alleviation Scheme fund. Subject to this project fulfilling the terms and conditions particular to the funding, NCC is willing to make a contribution towards the cost of an initial investigation into the causes of the landslip and possible remedial works. NCC would go out to private tender for this project and the cost is not yet known. It was proposed at the meeting with Tim Fish that all interested parties, which may include NCC, Wylam Parish Council, the Environment Agency, the Coal Authority and private owners of land adjacent to the damaged area of path should collaborate and contribute proportionately to the cost of an initial investigative study. This proposal was **agreed** by Wylam Parish Council. It was **agreed** that the Parish Council would confirm in writing to NCC its agreement to contribute proportionately to the cost of the scheme along with other interested parties. It was **noted** that the costs of the proposed investigative study and any recommended remedial works are not yet known and that the issue of proportionality with regard to any financial contribution by Wylam Parish Council, NCC and other interested

Signed: 

Date: 13/06/2016

parties would need to be agreed by the parties, or, otherwise independently determined.

Councillor T. Martin rejoined the meeting following the discussion of this item.

12. CONFIDENTIAL ITEM: 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).

The Clerk reported on progress with the new Lease Agreement. It was noted that the date for closure of the present Post Office facilities and their transfer to the Spar Shop had not yet been publicly announced.

13. REPORT OF MEETING WITH GENTOO REGARDING GREEN SPACES AND SECTION 106 FUNDING AT HEDLEY MEADOWS DEVELOPMENT.

Members of the Parish Council had met with a representative of Gentoo on 12th April 2016. Gentoo were made aware at the meeting that there had been no agreement between the Parish Council and NCC on management of green spaces on the estate and the allocation of Section 106 funding for play areas. Gentoo's representative at the meeting had agreed to approach NCC to meet with the Parish Council to discuss the issues of green space management and Section 106 play area funding which had been discussed at the meeting. It was **agreed** that the Clerk would contact Gentoo's representative for a progress report.

14. PROGRESS REPORT ON WYLAM PARISH COUNCIL'S WEBSITE.

Following a very positive meeting, with Steve Gibbon on 4th May 2016, S. Barlow recommended that the Parish Council commission Steve Gibbon to build the Council's website. It was likely that the work could be completed by July 2016. The quotation of £1,000.00 plus £120.00 per annum for support services, with the first year's support free of charge, was **accepted**. It was further **agreed** that the website would link to a Parish Council Facebook page. It was **noted** that the page would post information, with restricted facilities for public comments.

15. REPORTS ON INSPECTION OF PARISH COUNCIL ASSETS 2016.

Reports had been delivered to the Clerk. It was noted that the fence and gates at Charlie's Corner were in need of painting.

Signed: 

Date: 13/06/2016

16. REPORT ON PROGRESS OF ARRANGEMENTS FOR AUDIT OF Ovingham Joint Burial Committee (OJBC), AND ITS IMPLICATIONS FOR Wylam Parish Council's End of Year Audit Process.

S. Barlow and M. Gillis reported to the meeting. The OJBC had been advised by D. Francis and S. Rickitts of NALC, that it should function as a Committee of a host Parish Council. Any one of its constituent Parish Councils: Wylam, Ovingham, Ovington and Horsley Parish Councils could act as host for the OJBC and its Accounts. The Constitution for the OJBC had been re-drafted to include provision for a host Council. A significant change would be that the officers of OJBC would be employed by the host Council. It was **noted** that decisions about which Council would host the OJBC would be made at the Annual Meetings of its constituent Parish Councils. It was further **noted** that if none of these Councils were willing to act as host then NCC would assign it to one of the constituent parish councils. It was **agreed** that, should Wylam Parish Council agree to act as host to the OJBC, the Clerk would take advice from Wylam Parish Council's auditors BDO LLP as to the correct way to consolidate the Parish Council's and the OJBC Accounts.

17. INFORMATION ON FUNDING OF CHURCH PREMISES.

It had come to the Clerk's attention through an article in *The Clerk Magazine* of 2016, that it is, and always has been, illegal for Parish Council's to fund works to Church premises. This is enshrined in Local Government legislation in the 1894 Burial Act. There is currently a campaign to get this legislation overturned to enable Parish Councils to fund improvements to church buildings that are used for community activities. It was **agreed** that the Parish Council should write to the Local Government Minister, asking for the outdated legislation in question to be repealed.

18. ALLOCATION OF ROUTES FOR THE 2016 SURVEY OF HIGHWAY AND FOOTPATH FAULTS IN WYLAM.

To date, this survey has been conducted by B. Japes and the information is usually submitted to NCC in September each year. It was **agreed** that all members of the Parish Council would survey the current Globe delivery routes. It was further **agreed** that the Clerk would forward a copy of the most recent survey as a template.

19. CORRESPONDENCE RECEIVED SINCE LAST MEETING 11/04/16.

A list of correspondence received since the last meeting (11/04/16) had been attached for information only.

20. 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.

20.1 Planning Applications considered by Parish Council since last meeting 11/04/16.

16/002019/FUL 28 Woodvale Gardens, Wylam.
Demolition of existing garage; extension of house to create larger entrance, kitchen & dining area. New roof to old extension to tie in with existing property.

WPC Comment: No objections. The position of the house at the end of Woodvale Gardens means that the impact on neighbours of this large extension should be minimal. The materials for the proposed scheme are in keeping with existing property and there should be no access problems.

20.2 Planning Applications approved by NCC since last meeting 11/04/16.

16/00219/FUL 28 Woodvale Gardens, Wylam.
Demolition of existing garage, extension of house to create larger entrance, kitchen & dining area. New roof on old extension to tie in to existing property.

16/00651/FUL 29 Woodvale Gardens, Wylam.
Two-storey side extension, single storey front & rear extension.

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

20.3 Planning Applications withdrawn since last meeting 11/04/16.
None.

20.4 Planning Applications refused permission by NCC since last meeting 11/04/16.
None.

21. FINANCIAL MATTERS

21.1 Report on Income Received since the last meeting (11/04/16)
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. (at 27/05/16)

DATE	SOURCE	AMOUNT (£)
07/03/16	Interest – Bus. Saver	£0.37
13/04/16	NCC- Precept 1	£19,000.00
12/05/16	NCC – Cemetery double charge repayment	£194.92

Signed:

Alan Francis

Date: 13/06/2016

b. Wylam Post Office Community Account.

DATE	SOURCE	AMOUNT (£)
13/04/16	S. Loveday -rent	£1,000.00

The report was **accepted**.

21.2 Consideration of Schedule of Payments to be approved at the meeting (09/05/16).

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
01/04/16	OJBC	Maintenance (1)	103141	020	£2,050.00
03/04/16	PHS Group	Annual Waste Transfer Note	103144	021	£83.94
11/04/16	Trees Please Ltd	Engine Dene trees	103145	022	£27.00
11/04/16	Aviva	WPC Insurance 2016/17	103146	023	£870.12
14/04/16	JennySys	Computer advice	103147	024	£40.00
21/04/16	JRB Enterprise Ltd.	12,000 poop scoop bags	103148	025	£191.52
28/04/16	NCC	Payroll recharge – April	103149	026	£848.16
21/04/16	Tyne Valley Woodlands	Branch removal	103150	027	£48.00
06/05/16	Hexham Courant	APM Advert	103151	028	£68.04

b. Wylam Post Office Account Payments Schedule.
No invoices had been presented.

21.3 Consideration of Requests for Financial Assistance received since last meeting 11/04/16: Wylam Methodist Church.

Notwithstanding Item 17, it was **agreed** to award a grant of £2,500.00 to the project to refurbish facilities for community use.

21.4 Review of Wylam Parish Council's Accounts for the year ended 31 March 2016.

A copy of the Parish Council's Accounts for 2015/16 had been circulated to members prior to the meeting for information only. The Annual Return (Sections 1 and 2) cannot be approved until a decision is made as to which Parish Council will host the Ovingham Joint Burial Committee Accounts. (See **Item 16**). It is hoped that a decision will be made soon. In the meantime, the Clerk will keep in close touch with BDO LLP about the matter. If the Audit timetable requires it, the Parish Council could hold an Extraordinary Meeting to approve Sections 1 & 2

Signed:

Alan Francis

Date: 13/06/2016

of the Annual Return. Otherwise, the Annual Return could be approved at the next monthly meeting of the Parish Council. It was **agreed** that the Clerk and members serving on the OJBC would report any further information to the Parish Council as it becomes available.

- 21.5 Consideration of the Clerk's request to attend SLCC's Regional Training Conference. Information on this had been circulated to members prior to the meeting. It was **agreed** that the Parish Council would pay the Clerk's Conference Fee and any travel expenses.

22. **REPORTS**

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

- a. Museum (T. Martin, B. Japes)
B. Japes reported that all Museum exhibits were in good order.
- b. Wylam Playing Field Association (A. Francis)
A. Francis reported that the new MUGA was well-established, but that the free-play area needed fencing to prevent damage to nearby buildings. The new basket swing is well-used especially by disabled children. The gym equipment would be repaired free of charge and the missing swing would be replaced. CCTV to combat vandalism is being investigated. A Music Quiz will be held on 20th May.
- c. Ovingham Joint Burial Committee (M. Gillis, S. Barlow)
See **Items 16 and 21.4** above.
- d. Tree Warden's Report. (Sam James).
S. James reported on the following:
 - (i) Willow on riverbank has been pruned and no longer has a broken branch overhanging the path.
 - (ii) Engine Dene. The Maple which blew down has been replaced and an additional Crab Apple tree has been planted.
 - (iii) Complaint regarding Sycamore near 78 Dene Road. The tree is on land owned by NCC and is its responsibility. It appears healthy. The resident would be invited to contact NCC regarding the tree.
- e. Wylam Institute Committee (A. Mitcham).
The AGM would be held on 16th May 2016.
- f. East Tynedale Parish & Town Councils Forum. (T. Martin).
The Forum's April meeting heard a presentation from Greg Gavin of NCC Local Services on enhanced service provision. A Local Action Group is being formed to combat the spread of Himalayan Balsam in the Tyne valley downstream from Hexham. The Group will monitor the effectiveness of work being done.
- g. NCC Central Area Committee (T. Martin).
T. Martin would attend the next meeting.

Signed:

Alex Francis

Date: 13/06/2016

- h. SCA Community Forum. (A. Mitcham)
A. Mitcham had attended the Forum's meeting on 28th April 2016. The Minutes of the meeting are on file in the Parish Council's office. It was noted that funding is available for local events and organisations through SCA's Community Relations Charity Committee.
- i. NCC Community Safety Hub - CoSH (B. Japes).
B. Japes had not attended the last meeting.

17. URGENT ITEMS AND ITEMS FOR FUTURE AGENDA

- a. NCC Planning training. The Parish Council had not received the slides from the presentations.
- b. Progress at the Gentoo site (Hedley Meadows). Grouting of the site was still continuing.
- c. Election of Police and Crime Commissioner. It was **agreed** to send a letter of congratulation to Vera Baird, who had been re-elected to the above post.
- d. NCC Joint Town & Parish Councils meeting. T. Martin indicated that he would attend this meeting on 12th May 2016.
- e. Nature Reserve: path strimming. It was noted that this work was now necessary. It was **agreed** that the Clerk would commission the work.
- f. Himalayan Balsam at the Nature Reserve. It was noted that recent floods meant that this plant had invaded the Nature Reserve. It was **agreed** that members would help with clearance as far as they were able from May onwards.

18. DATES OF FUTURE MEETINGS

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

Monday 13th June 2016
Monday 11th July 2016
Monday 12th September 2016
Monday 10th October 2016
Monday 14th November 2016
Monday 12th December 2016
Monday 9th January 2017
Monday 13th February 2017
Monday 13th March 2017
Monday 10th April 2017
Monday 8th May 2017 (Annual Meeting – subject to NCC/PC election requirements).

The meeting closed at 9.50pm.

Signed: 

Date: 13/06/2016

Signed: *Ann Francis*

Date: 13/06/2016