

Clerk's Report and update on actions – 11 December 2023

Village Handyman

- Update received on current issues in the Village:
- **Pavement Maintenance**
 - **Lane/Pavement from Hedley Road to Falcon Terrace past Wylam Library**
 Uneven surface in areas with Holes, concrete step nearest to Falcon Terrace is lifting causing a tripping hazard.
 NCC have said that this unadopted Highway
 Can anything be done to look into adoption of Highway by NCC.
 - **Cherry Tree Lane**
 Pavement from Algernon Terrace & Back Lane to Main Road
 Damaged & Uneven surface with holes.
 NCC have said this is unadopted Highway.
 Can anything be done to look into adoption of the Highway by NCC.
 - **Lane/Pavement from Woodcroft Road to Bumbler Box Bridge, Jubilee Field & Riverside**
 Area of eroded surface on north side near to Bridge.
 Is this Highway adopted by NCC?
- **General Issues**
 - **Use of Car Park Parish Council Large General Waste Container Bin & Wheelie Bin**
 Household waste bags, duvets, lumps of wood concrete etc are often placed in the container bin which should be taken to the West Wylam Household Waste Site.
 I think the size of the Large Bin is attracting people to bring large items to be brought there.
 A general Waste Bin & Recycling wheelie Bin for card/cardboard Paper Plastic Bottles Tins & Cans would be a good idea as these materials especially cardboard from carrying Bottles are put into the wheelie bin or the Large Container Bin.
 I could keep an eye on this Recycling Bin so it is not contaminated - if NCC emptied this every fortnight.
 - **Ingham Terrace Bus Stop**
 Bus Stop sign is broken off.
Red Bin next to Bumbler Box Bridge
 Has been name tagged.
Cherry Tree Lane
 Street lights are out.

- **Woodcroft Road near to junction with Main Road**

Grass Verge on south side before cul de sac

Recent Internet cabling works by Virgin Media the soil was reinstated. However, this has not been grass seeded & has also been driven over so now is damaged & uneven verge.

The next area of grass before the cul de sac has also been damaged by works at the house.

Can NCC be asked to look at this area.

- **Cobbled Lane from Spar Shop to the Ship Inn**

Cobblestone lifted causing a tripping hazard behind the Bird Inn House.

Is this NCC adopted?

- **Outstanding items**

- List of blocked drains.

- Purchase safety items related to role.

Wylam Parish Council - Actions Arising from Meetings

Subject	Action	Who	Comment
Parish Council Meeting 12.12.22			
Falcon Centre	NCC be contacted to express the Parish Council's concern at the current situation and its wish to be actively involved in the process of generating options for the future of the building.	Clerk	Add to future agenda when an update is available.
	Informal advice be obtained with regard to site potential and development options so that the PC is prepared when NCC does present its options.	C Percy	Contact associate and report back to Parish Council.
Parish Council Meeting 13 March 2023			
NCC Speed Surveys	Seek an update from NCC	Clerk	Ongoing, NCC/Cllr Waddell to send copy of survey to Clerk.
Parish Council Meeting 15 May 2023			
Village Fencing	Engine Dene/Foster Gardens Gentoo Homes fences damaged. Clerk to contact Gentoo homes regarding repair	Clerk	Ongoing M Haddon has sent locations, Clerk to obtain photographs.
	Dene Road Fence remains damaged. Clerk to contact NCC regarding repair	Clerk	Ongoing M Haddon has sent locations, Clerk to obtain photographs.
Climate Change Action Group	Northumbrian Water and Land Registry to be contacted in connection with sewer mapping and land ownership	Clerk	Ongoing
Parish Council Meeting 12 June 2023			
Points Bridge	Seek update from NCC re timescale for repainting	Clerk	Ongoing.

Finance – Internal Auditor	Due to the retirement of our current Internal Auditor a new Auditor is required. Clerk has spoken to a Wylam resident who may be interested in taking up this role.	Clerk	Clerk to arrange phone call between current IA and possible new IA.
Parish Council Meeting 10 July 2023			
Grassed Zones Policy	Policy to be prepared and presented at future meeting.	Clerk/A Armstrong	Draft grass zones policy to be prepared for discussion at PC meeting.
Jackson Road	Clerk to write to residents of Jackson Road reconfirming that weed killer is not to be used and advise of NCC grass cutting.	Clerk	Letter to be sent to residents
Clean River Group Grant Application	Grant approved by WPC. Funds released pending constitution and bank account	Clerk	Draft constitution is in place, not finalised and bank account is not in the name of the group. Awaiting update.
Parish Council Meeting 11 September 2023			
NCC Street Sweeping/Blocked drains	A number of drains have been unblocked. Blocked drains remain a problem in the village. M Hadden/Flood Volunteers to inform Clerk which drains remain blocked for reporting via FixMyStreet	Clerk/M Hadden/Flood Volunteers	Blocked drains have been sent to NCC and some drains have been unblocked and streets swept. M Hadden/Flood Volunteers to inform Clerk of drains that remain blocked, to be reported to NCC and EA.
Village Handyman	Following appraisal, M Hadden to organise required equipment. Clerk to organise training	Clerk/M Hadden	M Hadden to purchase boots and waterproof trousers and coat. Links to screwfix in hexham shared with Matthew.

			Clerk to organise manual handling and COSH training.
Parish Council Meeting 9 October 2023			
Volunteer Tree Warden	Unscheduled Tree Felling	L Bray/Clerk	To continue to monitor unscheduled felling of trees.
	Monitoring of invasive plants	L Bray/Clerk	To continue to monitor invasive plants and inform Clerk. Clerk to discuss monitoring with L Bray, D Peel and L Richmond .
	Biodiversity report to be discussed at future meeting following discussion with Climate Action Group	L Bray	Ongoing.
	Bee friendly planters	Clerk	Clerk to update quote request to include bee friendly planting for 24/25
Village Signage Review	Policy review to be added to a future agenda. Clerk to meet with village groups about signage and report back to future meeting.	Clerk	To be added 2024 Agenda
Riverside Camping and Community Police Update	Monthly meetings continue to be helpful for CP and WPC. Co-op security door approved. Camping signage to be brought to a future meeting.	Clerk	Signage to be discussed at future meeting. Clerk to inform CP and Co-op on decision of WPC.
Email and Website	Launch of website and email system	Clerk/M Jones	M Jones has access and councillors to provide input support.

Wylam Sign Placement	Members to review suitable areas on Waggonway or Wylam Station	All	Ongoing
Correspondence – NWA/MMB Community Project	Costings for refurbishment of bus stop to be obtained	Clerk	Contractor asked for quote for roof repair. Artist on hold following repair of roof. NWA have confirmed funding for the roof repair and the artwork.
Riverside Footpath	Members of the public using footpath. Insurance advice needed	Clerk	Clerk to ask insurance company for advice. Ongoing.
Parish Council Meeting 14 November 2023			
Haughs Local Nature Reserve Management Group	Clerk to inform volunteer of camera decision	Clerk	
Climate Action Group	Meeting of group to be organised in December Climate Action Group to send a report of current activities	C Percy C Percy	
Museum and Heritage Working Group	Rail 200 information to be available at next meeting TVRCP update on outstanding actions to be obtained	C Percy C Percy	
Wylam Litter Group	Litter Posters to be updated. 2024 dates to be confirmed. Dates to be circulated.	A Armstrong M Jones Clerk	Ongoing
Village Green Spaces	Charlies Corner Proposals Proposal to be added to the February agenda	Clerk	
	Engine Dene Inspection from NCC for management of trees at Engine Dene	Clerk	Report from NCC to be received.
	Jackson Road/The Dene Inspection and quotes for work required to trees at Jackson Road/The Dene	Clerk	Inspected, awaiting quote from Tyne Valley Woodlands.

Wylam Community Flood/Resilience Plan	Lead Flood Warden to provide update at next meeting. Clerk to promote individual flood plans via social media	C Percy Clerk	
Neighbourhood Plan	Meeting date and funding to be confirmed with Planning Officer.	Clerk	
Planning Matters	Delegation of Authority to be progressed with NCC Planning team	Clerk	Ongoing

Other issues:

Policy Reviews	Review all Council policy documents. Prepare spreadsheet with review dates. To include: ➤ Risk Management Statement ➤ Volunteer Policy/Details form	Clerk	In progress
Risk Assessment Reviews	Review existing risk assessments and revise as necessary. Prepare spreadsheet with review dates	Clerk	In progress
Grant Making	Review and agree WPC Grants Policy, application form and guidance.	Clerk	
OS Mapping	Make arrangements to join OS Geospatial Agreement	Clerk	1.5 hours required to review licence terms so will do once things are a bit quieter.
Community Art Project	Suggested by resident		Could this become part of the work with NWL?