



**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL
HELD ON 11th September 2023**

Present: Councillors A Armstrong, D Carney (Chair), M Jones.

Also present: T Wood (Parish Clerk), M Hadden (Village Handyman), 1 member of the public.

Questions from Members of the Public M Hadden raised his road safety concerns across the village and those of residents he has spoken to. M Hadden is to ask concerned residents to email the Clerk with their concerns. V Hedley had taken photographs of dangerously parked cars which will be sent to the Clerk.

Resolved that:

- i. M Hadden to ask residents to email the Clerk with road safety concerns.
- ii. V Hedley to send photographs to the Clerk.

Report from County Councillor H Waddell

Councillor Waddell was unable to attend, a written report is to be sent to the Clerk for circulation.

1. Apologies for absence

J Hanley, C Percy, L Bray (Volunteer Tree Warden)

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

None. T Wood declared an Interest in Item 22 (Clerk's Appraisal).

3. Minutes of the Meeting held on 10th July 2023

Resolved that the Minutes of the Ordinary Parish Council Meeting held on 10th July 2023 be confirmed as a correct record and signed by the Chair.

4. Update on Actions arising from the Meeting on 10th July 2023

The update on actions taken since the last meeting had been circulated to Members. The action document was discussed.

Resolved that:

- i. The report be received, it be updated to reflect actions agreed at this meeting and circulated to Members for information and action as necessary.

5. Report of the Village Handyman

M Hadden had provided an update to the Clerk, and gave a brief update to the meeting.

Resolved that

- i. M Hadden continue to monitor the issues highlighted and report to the Clerk.
- ii. M Hadden to report blocked drains via FixMyStreet and inform the Clerk.

Signed:
Chair of Meeting

Date: 9/10/2023

6 Report of the Volunteer Tree Warden

L Bray not in attendance. The Annual Tree Survey report had been circulated in advance to Councillors. The report was accepted, and thanks given to L Bray for the thoroughness of the report. D Carney had prepared a document outlining the priority actions from the Annual Tree Survey. Following discussion, it was agreed that the Clerk would arrange for the trees on Parish Council land at Jackson Road/The Dene and the trees on Parish Council and NCC land at Engine Dene to be inspected by NCC's Trees and Woodlands Officer. The Clerk and the Volunteer Tree Warden had walked Parish Council land. Following this the Clerk had raised concerns with the Chair over a riverside tree. Following discussion, it was agreed that the health of the tree structure should be assessed by Northumberland County Council's Trees and Woodlands Officer. Invasive plants on NCC land had been reported to the Clerk by village volunteers and will be treated by NCC. Volunteers will continue to monitor their growth and report to the Clerk. The Parish Council's Tree Policy requires updating with input from L Bray and Councillors.

Resolved that

- i. L Bray to continue to monitor unscheduled tree felling.
- ii. Clerk to organise inspection from NCC for management of trees at Engine Dene.
- iii. Clerk to organise inspection and quotes for tree work at Jackson Road/The Dene.
- iv. Clerk to organise an inspection from NCC of the riverside tree.
- v. Clerk to add Annual Tree Report to next meeting agenda.
- vi. L Bray and Clerk to monitor invasive plants. Clerk to report these to NCC.
- vii. Clerk to add a review of the Parish Council's Tree Policy to the next meeting agenda.

7. Advisory Groups Update

- **Wylam Litter Group** – Dates of litter picks are confirmed as 7 October and 30 December. Wylam Brownies will organise a litter pick this academic year and will confirm dates with the Clerk.

Resolved that

- i. Clerk to circulate dates on village notice boards and via posters and social media.
- ii. Clerk to circulate dates to interested groups.

- **Road Safety Working Group:** Meeting took place on 13 July and was attended by three new members. Group are to think of three priority areas ahead of the next meeting. The issue of off-road cycling was discussed: this is dangerous for both pedestrians and cyclists. *No Cycling* signs were discussed as an option, bylaws permitting.

Resolved that

- i. Clerk to arrange the next meeting of the Road Safety Working Group.
- ii. Clerk to contact NCC for bylaw information and report to the next meeting of the Group.

- **Haughs Local Nature Reserve Management Group**

Dates for meadow strimming and felling of 3 oak trees are to be confirmed with the contractor. Method statement for the oak tree work is to be circulated to Councillors.

Resolved that

- i. Clerk to confirm commencement dates and to liaise with L Bray in relation to the date of meadow strimming.
- ii. Clerk to circulate method statement to members.

- **Climate Action Group:**

Resolved that

- i. J Hanley to provide update at next meeting.

Signed:
Chair of Meeting

Diana M Carney

Date:

9/10/2023

- **Museum and Heritage Working Group** – A meeting with the National Trust and the Parish Council is scheduled for 9th November. C Percy and Clerk to provide update at the November meeting of the Parish Council.

Resolved that

- C Percy and Clerk to provide update at the November meeting of the Parish Council.

8. **Wylam Interactive Speed Signs**

NCC has confirmed the status of the interactive speed signs in the village. NCC will pay for two signs (at the Fox and Hounds and Wylam Bridge), and the Parish Council will take on maintenance of these two signs following their repair. No further updates available.

Resolved that

- Clerk to provide update at next meeting.

9. **Village Signage Review**

Village signage policy to be discussed in more detail following review of current signage in village. Clerk to discuss signage with village groups.

Resolved that

- Village signage policy to be added to future agenda.
- Clerk to meet with village groups and report back to future meeting.

10. **Local Transport Plan 2024-2025**

The LTP 24/25 was successfully submitted to NCC following the notification of a change to the submission date.

Resolved that

- LTP to be discussed at the Road Safety Working Group meeting.
- Clerk to provide an update on outcomes of LTP submission.

11. **Riverside Camping and Community Police Update**

Monthly meetings with Community Police (CP) continue to be a successful sharing of knowledge. Camping is ongoing by the riverside. CP have advised that any issues with camping should be reported via 101. CP have advised on signage for camping which is to be progressed by the Parish Council. Following the recent break-ins at the Co-op, the CP have recommended a roller shutter door for the building. This suggestion was supported by the Parish Council.

Resolved that

- Camping signage be reviewed at the next meeting.
- Clerk to inform Community Police and Co-op of the Parish Council's support for roller shutter doors at the Co-op store.

12. **Wylam Parish Council – Email and Website**

The new Parish Council website is under construction and members will assist in the import of information and proof reading. Clerk and M Jones will produce a work plan for this implementation and circulate to Councillors.

Resolved that

- Clerk and M Jones to arrange meeting.
- Members to provide support for import of information.
- Clerk to provide an update on progress at the next meeting.

Signed:
Chair of Meeting

Diana M. Carney Date: 9/10/2023

13. Summer Globe

M Jones gave an update on the Summer Globe. Clerk reported that the Summer Globe had received positive feedback from residents. Thanks were given to M Jones for his continued work on the Globe. The Winter Globe is to be finalised by October and Councillors are to suggest and write articles ahead of the deadline.

Resolved that

- i. Members to write articles for the Winter Globe.
- ii. Clerk to arrange social media post inviting resident contributions.

14. Wylam Entrance Sign Placement

Members discussed the placement of a fourth Wylam entrance sign on the Waggonway, the fourth entrance to the village. It was noted that the planting next to the Holeyn Hall Road sign is blocking the sign and will need to be replaced by more suitable planting.

Resolved that

- i. Members to review suitable areas for the entrance sign on the Waggonway and report finding to the Clerk.
- ii. Clerk to obtain a quote for the entrance sign plinth.
- iii. Clerk to obtain permission from NCC to site the sign on the Waggonway.
- iv. Clerk to organise suitable planting for the Holeyn Hall Road entrance sign.
- v. Item to be added to the October agenda for review.

15. Wylam Community Flood Plan Update

Flood wardens continue to monitor the village during flooding, and issues are reported to Colin Hall of the Environment Agency for follow up.

Resolved that

- i. Lead Flood Warden to continue to update volunteers of action notifications.
- ii. Lead Flood Warden to provide update at next meeting.

16. Neighbourhood Plan Update

D Carney reported on the Neighbourhood Planning meeting with NCC and the designation of Wylam Parish as a Neighbourhood Area. Following designation, an NCC Planning Officer from the Neighbourhood Planning Team will be appointed to support the production of the Neighbourhood Plan. Designation of Wylam as a Neighbourhood Area was agreed and the requisite form was signed by the Chair.

Resolved that

- i. Clerk to return the signed form to NCC's Neighbourhood Planning Team.

17. Finance

Members reviewed receipts and payments, the Budget Update to and bank reconciliations to 31 May 2023. The paper listing Annual Grants was received. The quotes and method statements for village tree work were approved.

Resolved that

- i. The payments detailed in Appendix A be approved.
- ii. The Budget Update for June 2023 be received.
- iii. The bank reconciliations for June 2023 be received.
- iv. The Clerk to inform tree contractor of the decision.

18 To review correspondence received

Correspondence received was reviewed.

Resolved that

Signed: _____
Chair of Meeting

Date: _____

9 / 10 / 2023

- i. The report at Appendix E be received.
- ii. The correspondence received since last meeting be noted and actioned where appropriate.

19. Planning Matters

Information on planning matters received was reviewed.

Resolved that

- i. The report at Appendix F be received.
- ii. C Percy to review the decision detailed on NCC's Planning Portal for application 23/00134/FUL – Oakwood Hall and report back to Clerk.

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).

20. Riverside Footpath

The Parish Council received the report from the latest monthly inspection.

21. Village Handyman Appraisal

Clerk reported on the successful appraisal with M Hadden. Appraisal reviewed equipment, training and hours recording. M Hadden to be thanked for his work for the residents and Parish Council.

Resolved that

- i. Clerk to relay thanks to M Hadden.
- ii. Clerk and M Hadden to organise purchase of required equipment.
- iii. Clerk to organise required training.

At this time (8.30 p.m.), the Clerk left the meeting.

22. Clerk Appraisal

D Carney reported on the Appraisal that she and A Armstrong had carried out with the Clerk, T Wood on 30th August, following her completion of a six-month probationary period in post. It was unanimously recognised that T Wood's performance during that period had been outstanding and in recognition of this, It was agreed to grant her a salary increase from Point 18 to Point 19 on the 2022/23 salary scale for Part-Time Clerks, with effect from 1 October 2023. T Wood had produced an Action Plan for the coming year, which would be shared with members for review in due course.

Resolved that:

- i. T Wood's salary be increased from Point 18 to Point 19 on the 2022 Salary Scale.
- ii. This increase be effective from 1 October 2023.
- iii. T Wood be thanked for her outstanding service to date.
- iv. T Wood's Action Plan be reviewed by members in due course.

At this time (8.40 p.m.) the Clerk returned to the meeting.

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

Councillors agreed that a tour of Parish Council land with NCC's Trees and Woodlands Officer would be useful. It was felt that this would promote closer working in respect of Parish and County Council land and trees, and better inform Councillors as to possible tree work and Parish Council policy reviews.

Resolved that

- i. Clerk to contact NCC 's Trees and Woodlands Officer to arrange a tour of village green spaces.

Signed:

Chair of Meeting

Date:

9/10/2023

