



## WYLAM PARISH COUNCIL

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### MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 15<sup>th</sup> May 2023 AT 7PM

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**Present:** Councillors A Armstrong, D Carney (Chair), John Hanley, and C Percy

**Also present:** T Wood (Parish Clerk)

#### Questions from Members of the Public

No questions.

#### Report from County Councillor H Waddell

Councillor Waddell not in attendance.

#### 1. Election of Chair of the Parish Council

##### Resolved that

- i. Councillor Diana Carney be elected as Chair, proposed by C Percy, seconded by A Armstrong.

#### 2. Election of Vice-Chair of the Parish Council

##### Resolved that

- i. Councillor Colin Percy be elected as Vice-Chair, proposed by D Carney, seconded by J Hanley.

#### 3. Apologies for absence

Councillor M Jones, County Councillor Waddell

#### 4. Declarations of Interest from members on items on the Agenda

J Hanley declared an interest in item 15, Wylam on Wheels.

#### 5. Appointment of Parish Council representatives on Outside Bodies

The Clerk had circulated a report which detailed the outside bodies to which the Council had previously appointed representatives.

**Resolved** that the following appointments to outside bodies for 2023-24 be approved:

- i. Wylam Community Playing Fields Association – J Hanley
- ii. Wylam Institute Community Association – C Percy
- iii. East Tynedale Parish and Town Council's Forum – C Percy with others attending if there is a particular item of interest.
- iv. SITA Crawcrook Quarry Liaison Committee – C Percy
- v. Essity Community Consultation Forum – J Hanley and D Carney
- vi. Tyne Valley Community Rail Partnership – M Jones
- vii. Tynedale Local Area Council – determined each meeting after review of agenda items.
- viii. Falcon Centre Action Group – D Carney as observer
- ix. Clean River Group – J Hanley as observer

Signed: Diana M Carney Date: 12/06/23

Chairman of Meeting

- x. Tyne Valley Cycling Development Group – J Hanley
- xi. Clerk to contact groups to update membership and confirm with FCAG and CRG if observers from the Parish Council are acceptable.

#### 6. Appointment of Parish Council Members to Parish Council Committees and Groups

The Clerk had circulated a report which detailed the Parish Council Committees and Groups to which the Council had previously appointed representatives.

**Resolved** that the following appointments to working groups for 2023-24 be approved:

- i. Wylam Railway Museum and Heritage Group – C Percy
- ii. Ovingham Joint Burial Committee – D Carney and M Jones
- iii. The Haughs Nature Reserve Management Advisory Committee – D Carney, M Jones and L Bray
- iv. Riverside Land Working Group – D Carney, C Percy and T Wood
- v. Climate Action Working Group – J Hanley
- vi. Road Safety Working Group – C Percy and T Wood
- vii. Neighbourhood Plan Working Group – All (Lead - D Carney)
- viii. Communications and Publicity Advisory Group (to include the website and Globe) – M Jones, C Percy and T Wood.

#### 7. Minutes of the Ordinary Parish Council Meeting held on 17<sup>th</sup> April 2023

**Resolved** that the Minutes of the Ordinary Parish Council Meeting held on 17<sup>th</sup> April 2023 be confirmed as a correct record and signed by the Chair.

#### 8. Update on Actions arising from the Meeting on 17<sup>th</sup> April 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.

#### 9. Report of the Village Handyman

No report.

#### 10. Report of the Volunteer Tree Warden

No report.

#### 11. Annual Village Meeting

The format of the Annual Village Meeting was discussed, to include a report from the outgoing Chair, role of the Parish Council, Neighbourhood Plan and questions from residents.

**Resolved** that

- i. C Percy to circulate draft Annual Report.
- ii. Clerk to prepare annual finance report.
- iii. Clerk to display Agenda on village notice boards and advertise on social media.

#### 12. Advisory Groups Update

- **Road Safety Working Group:** No further meeting had been held.

**Resolved** that

- i. Clerk to contact the Road Safety Working Group to organise the next meeting.

- **Climate Change Action Group:** J Hanley will attend the next meeting and will report to the next meeting of the Parish Council.

Signed: *Diana M Carney* Date: 12/06/23

Chairman of Meeting

- **Wylam Railway Museum and Heritage Group** – No report.
- **Nature Reserve Advisory Group** – No report.

### 13. Wylam Flood Plan

Following a meeting with C Hall from the Environment Agency to finalise a Community Flood Plan for Wylam Parish, D Carney and C Percy have become Volunteer Flood Wardens. Further volunteer Wardens are required, C Hall has prepared an article for the Summer Globe and will give a short presentation at the Annual Village Meeting. The development of a Resilience Plan will begin following a meeting with Nigel Fisher. It was noted that St Oswin's Church have begun development of a Warm Hub space. The Clerk will contact St Oswin's Church and the Environment Agency in connection with village resilience planning and the development of a village Warm Hub.

**Resolved that**

- Clerk to confirm meeting with Environment Agency to include D Carney and C Percy
- Clerk to contact St Oswin's for a status update on the Warm Hub.

### 14. Village Litter Pick

Following the success of the Spring Litter Pick, there are to be regular events in the village. Interested groups have requested more notice, and have expressed a preference for a mid-week evening event.

**Resolved that**

- Clerk to contact interested groups to co-ordinate event timings and dates.
- Dates to be circulated to members via email once confirmed.
- A Armstrong to lead on litter pick events with support from other members.

### 15. Wylam on Wheels

J Hanley reported on the Wylam on Wheels event 2022, which was organised by the Wylam Sprockets to raise awareness of inclusive cycling and to fundraise for the Wylam Community Playing Fields Association. The previous event was supported by the local Spar shop. There is an opportunity to support the event through the Parish Council Grant scheme and members of the Parish Council asked that an application for funding be submitted for consideration at the next meeting.

**Resolved that**

- Clerk to send grant application forms to J Hanley.
- J Hanley to return forms to Clerk.
- Grant application to be considered at the next meeting of the Parish Council.

### 16. Summer Globe

Members were reminded this is a Parish Council publication and a list of suggested articles was discussed.

**Resolved that**

- Members to write articles for the Summer Globe.
- The list of suggested articles to be sent to M Jones.
- M Jones to confirm deadline for submissions.
- Call for articles to be advertised on social media.

### 17. Finance

Signed: *Diana M Carney* Date: 12/06/23  
Chairman of Meeting

Members reviewed Receipts and Payments, the Budget Update to March 2023 and bank reconciliations to March 2023. The Clerk reported that the Year-End shut down had taken place on 18<sup>th</sup> April and the internal auditor is currently reviewing the paperwork for 2022-23. The application received from Wylam First School for a grant was considered in the light of additional information provided by the Head Teacher and approved.

**Resolved that**

- i. The payments detailed in Appendix A be approved.
- ii. The Budget Update for March 2023 be received.
- iii. The bank reconciliations for March 2023 be received.
- iv. The grant application from Wylam First School be approved and Clerk to inform them of decision and arrange for payment of funds.

**18. To review correspondence received**

Correspondence received was reviewed.

**Resolved that**

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

**19. Planning Matters**

Planning applications and notifications received were reviewed.

**Resolved that**

- i. The report at Appendix F be received.
- ii. No comments be submitted in relation to the application for Bell Road 23/00563/FUL.

**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.

**Resolved that**

- i. The Clerk to report damaged Heras fence at the eastern end of the slip area to Northumberland County Council.

**21. Minor items & items for the agenda of a future meeting**

- Library Signage – Clerk to contact Northumberland County Council regarding the lack of signage for the Library.
- Neighbourhood Plan for Wylam – this to be on the Agenda for the next meeting. Councillors to meet with S Brannigan from NCC's Neighbourhood Planning Team to discuss details.

**22. Date of next meeting**

Annual Village Meeting – 24<sup>th</sup> May 2023

Ordinary Meeting – 12<sup>th</sup> June 2023

The meeting closed at 8.30pm

Signed: Diana M Carney Date: 12/06/23  
Chairman of Meeting