



WYLAM PARISH COUNCIL

MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 13th November 2023

Present: Councillor D Carney (Chair), L Barker, C Percy

Also present: T Wood (Parish Clerk), L Bray (Volunteer Tree Warden)

Questions from Members of the Public

No members of the public were present.

Report from County Councillor H Waddell

Councillor Waddell was unable to attend.

Resolved that

- i. Councillor Waddell to email report to Clerk.

Report of the Volunteer Tree Warden

The Volunteer Tree Warden report was received by members.

1. Acceptance of Co-opted Councillor

Acceptance of Office was signed by L Barker and the Clerk. Declaration of Interests to be completed within 28 days.

Resolved that

- i. The Clerk to send the signed acceptance to NCC.
- ii. L Barker to complete the Declaration of Office and return to the Clerk.

2. Apologies for absence

A Armstrong, J Hanley, M Jones.

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

None. The Chair asked if C Percy should declare an interest in item 8, Charlies Corner. C Percy confirmed that a declaration was not required.

4. Minutes of the Meeting held on 9th October 2023

Resolved that the Minutes of the Ordinary Parish Council Meeting held on 9th October 2023 be confirmed as a correct record and signed by the Chair.

5. Clerk's Report and update on Actions

The Clerk's Report and the update on actions taken since the last meeting had been circulated to Members. The documents were discussed.

Resolved that

Signed: Date:
Chair of Meeting

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

6. Review of the New Councillor Induction Pack

Document received and reviewed by members. C Percy suggested changes to section 5.2, the role the Councillors.

Resolved that

- i. C Percy to send suggestions for section 5.2 to D Carney and Clerk.

7. Wylam Parish Council Advisory Groups Update

• Road Safety Working Group

Notes of the last meeting were circulated to members. The Local Transport Plan was discussed and the progress with NCC on the three areas for improvement, Wylam Wood Road, Fox and Hounds and Holeyw Hall Road.

Resolved that

- i. Neighbourhood Plan to include Road Safety.
- ii. Clerk to circulate date of next meeting.

• Haughs Local Nature Reserve Management Group

No meeting has taken place, update to follow at next meeting. M Jones is preparing new blackboards. The members discussed the item from the Volunteer Tree Warden report, a request from a volunteer to set up hidden cameras in the Nature Reserve to record the activity of wildlife.

Resolved that

- i. M Jones and L Bray to report to the next meeting.
- ii. Setting of hidden camera approved.
- iii. Clerk to inform volunteer of Parish Council decision.

• Climate Action Group:

Meeting to be arranged. Members discussed the activity of the Climate Action Group in line with the original remit of the group.

Resolved that

- i. C Percy to organise one meeting of the Group in December.
- ii. Climate Action Group members to send a report to the Parish Council outlining all activities they are currently working on.
- iii. Clerk to add report to next meeting agenda.

• Museum and Heritage Working Group

C Percy and the Clerk attended a meeting with the National Trust. The guided walks are to continue in 2024 with a push for more volunteers. Volunteer training will be provided by the National Trust. A 'call for volunteers' to be added to the Winter Globe article.

Resolved that

- i. Call for volunteer in the Winter Globe.
- ii. C Percy to provide further Rail 200 information at next meeting.
- iii. C Percy to ask Fiona (TVCRP) for an update on outstanding actions.

• Wylam Litter Group – The Clerk updated on this item.

Resolved that

- i. M Jones to update Wylam Litter Pick poster.
- ii. Clerk to circulate date of next litter pick on village notice boards and via posters and social media.

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- iii. Clerk to circulate dates to interested groups.
- iv. A Armstrong/Clerk to confirm 2024 litter pick dates.
- v. Winter Globe to include article and notice of advance dates.

8. Charlie's Corner Proposals

The proposals for Charlie's Corner were shared with residents for consultation. A report of comments had been circulated in advance for comment. Due to the number of apologies from Councillors, the decision would be deferred until the February 2024 Parish Council Meeting.

Resolved that

- i. Charlie's Corner Proposal to be added to the February 2024 agenda.

9. 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. The website is almost ready to go live, with some pages to be noted as under construction.

Resolved that

- i. Members to provide support for import of information.
- ii. Members to have responsibility for page information.

10. Winter Globe

Winter Globe is underway. PDF of the draft Globe to be shared with members.

Resolved that

- i. Members to write articles for the Winter Globe.

11. Wylam Entrance Sign Placement

Members had reviewed location of the sign on the Waggonway or Wylam Station. Members discussed mounting the sign on the hillside.

Resolved that

- i. Members to review areas for the entrance sign on the Waggonway.

12. Wylam Community Flood/Resilience Plan

The Volunteer Flood Warden Group had a successful meeting with Colin Hall, Environment Agency. The group is working well and a number of Flood Wardens have been visible in the Village during the recent storms, blocked drains have been reported directly to Northumberland Council Council via FixMyStreet.

Resolved that

- i. Lead Flood Warden to continue to update volunteers of action notifications.
- ii. Lead Flood Warden to provide update at next meeting.
- iii. Clerk to promote individual flood plans via social media.
- iv. Flood planning article to be included in the Winter Globe.
- v. Clerk to organise Resilience planning meeting with Wylam Institute for early 2024.

13. Neighbourhood Plan Update

The NCC Officer supporting the Wylam Neighbourhood Plan returns from Paternity leave during November. Following his return a meeting will be confirmed. The suggested first steps of identifying local green spaces (LGS) and heritage assets as defined in the National Planning Policy Framework (NPPF) to commence following the meeting with the Officer.

Resolved that

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- i. Clerk to confirm date of initial meeting with Neighbourhood Planning Officer.
- ii. Clerk to confirm date of Neighbourhood Plan meeting for members.
- iii. Neighbourhood Planning Officer to confirm availability of funding.

14. Finance

Members reviewed receipts and payments, the Budget Update to September 2023 and bank reconciliations to August 2023.

Resolved that

- i. The payments detailed in Appendix E be approved.
- ii. The Budget Update for September 2024 be received.
- iii. The bank reconciliations for September be received.
- iv.

15. To review correspondence received

Correspondence received was reviewed.

Resolved that

- i. The report at Appendix I be received.
- ii. The correspondence received since last meeting be noted and actioned where appropriate.
- iii. Clerk to discuss signage with the Angling Association.

20. Planning Matters

Information on planning matters received was reviewed. The Clerk raised Delegation of Authority with members.

Resolved that

- i. The report at Appendix J be received.
- ii. The Clerk to progress Delegation of Authority with NCC Planning team.

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).

18. Riverside Land

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

19. Data Protection

Data Protection policy in relation to the Code of Conduct for Councillors was discussed in relation to the working group memberships and permissions.

- i. Clerk to circulate paper to members who were not present at the meeting.

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

Away Day for Councillors in January 2024.

23. Date of next meeting

Ordinary Meeting – Monday 11th December 2023 at 7pm

The meeting closed at 8.50 pm.

Signed: Date:
Chair of Meeting