



WYLAM PARISH COUNCIL

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

Present: Councillors A Armstrong, D Carney (Chair), L Barker, M Jones, C Percy

Also present: T Wood (Parish Clerk)

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. M Jones asked if there was any indication of when the scheme for the Tyne View one way system would be implemented.

Resolved that

- i. Clerk to contact Councillor Waddell and NCC for an update.

Report of the Volunteer Tree Warden.

The Volunteer Tree Warden report was received by members. The request from Wylam Allotments Association will be discussed at a future meeting following receipt of a formal written request. Members thanked L Bray for liaising with the Allotment Association.

Resolved that

- i. Item to be added to a future agenda following receipt of written request.
- ii. Councillors to inspect the areas bordering the allotments site following receipt of written request.

1. Apologies for absence.

Liz Bray, County Councillor Holly Waddell, John Hanley.

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

The Clerk declared an interest in item 18.

3. Minutes of the Meeting held on 13th November 2023.

Resolved that

- i. At item 7, Road Safety Group: areas relating to Local Transport Plan be amended to reflect letter sent to NCC.
- ii. Insert an apostrophe in 'Charlie's Corner' at item 3
- iii. Following these amendments the Minutes of the Ordinary Parish Council Meeting held on 13 November be confirmed as a correct record and signed by the Chair.

4. Update on Actions arising from the previous Meetings.

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

Signed: Diana McCarney Date: 08/01/2024
Chair of Meeting

Resolved that

- i. The report be received. Once updated to reflect actions agreed at the meeting it will be circulated to Members for information and action as necessary.
- ii. Grassed Zones Policy item be added to the Agenda of the February meeting of the Parish Council. Paper to be prepared and circulated with February meeting papers.

5. Clerk's Report.

The Clerk's Report had been circulated to Members. The document was discussed. The Clerk updated members on the current status of Hagg Bank Playground.

Resolved that

- i. The report be received.
- ii. M Hadden to continue to monitor large Parish Council owned bin in the Old Station car park.
- iii. Clerk to research playground equipment with supplier.
- iv. Proposals for Hagg Bank Playground to be added to March agenda.

6. Wylam Parish Council Advisory Groups Update

- **Road Safety Working Group**

Road Safety article written for Globe. Members of the Group had discussed when the outcome of the Local Transport Plan submission would be received.

Resolved that

- i. Clerk to contact NCC regarding feedback on the status of the Local Transport Plan priorities.
- ii. Clerk to circulate date of the Group's next meeting.

- **Haughs Local Nature Reserve Management Group**

M Jones was unable to attend last meeting, a formal meeting of the group is to be arranged. New blackboards to be installed in the Nature Reserve.

Resolved that

- i. M Jones and L Bray to report to the next meeting.
- ii. Blackboards to be installed.

- **Climate Action Group:**

Meeting to be arranged. Members reviewed 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 January.
- ii. C Percy to compile a report to the Parish Council outlining all activities the Climate Action Group are currently working on.
- iii. This report to be considered by the Parish Council at its February meeting.

- **Museum and Heritage Working Group**

Following the meeting attended by C Percy and the Clerk, an actions update had been received from the National Trust. Follow up on latest Rail 200 information to be obtained from TVCRP.

Resolved that

- i. Clerk to meet with National Trust re marketing of Volunteer opportunities.
- ii. Clerk to meet with National Trust re charges for guided walks.
- iii. C Percy to provide further Rail 200 information at next meeting.
- iv. C Percy to ask Fiona (TVCRP) for an update on outstanding actions.

Signed: Hannah Carney
Chair of Meeting

Date: 08/01/2024

- **Wylam Litter Group**

Members discussed village litter picks. To maximise attendance, members agreed on two litter picks a year: one in March as part of the 'Great British Spring Clean' and one later in the year.

Resolved that

- Spring litter pick date is confirmed as 16th March.
- M Jones to update information in the Winter Globe.
- M Jones to update Wylam Litter Pick poster.
- Clerk to circulate date of next litter pick on village notice boards and via posters and social media.
- Clerk to circulate dates to interested groups.

7. Wylam Interactive Speed Signs.

Discussions with contractor and NCC are ongoing.

Resolved that

- Item be added to February Agenda.

8. Riverside Camping and Community Police update.

No meeting with Community Police took place during November. They will recommence in January. No incidents have been reported to the Clerk. Members discussed camping and signage.

Resolved that

- Members to report back to February meeting with thoughts on signage for Camping.
- Clerk to add item to February Agenda.

9. Wylam Parish Council – Email and Website

The new Parish Council website is almost ready to go live, with some pages to be noted as under construction. Village groups to have their own page which will be reviewed every 6 months.

Resolved that

- Members to provide support for import of information.
- Members to have responsibility for page information.
- Clerk to contact village groups for updated information and confirm page requirements.
- D Carney to proof material on the website.

10. Winter Globe

Winter Globe is completed and is to be sent for printing on 12th December.

Resolved that

- Following printing, circulation of Globe to be arranged.

11. Wylam Entrance Sign Placement

An article has been included in the Globe. A decision will be made on the final location following feedback from residents.

Resolved that

- Resident feedback to be circulated and reviewed at the next meeting of the Parish Council.

12. Wylam Community Flood/Resilience Plan

The Volunteer Flood Warden Group has actively monitored flooding risks across the village during recent periods of heavy rainfall. Clerk to attend meeting of Wylam Institute Committee to discuss Resilience planning.

Resolved that

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

Signed:

Diana M Carney

Date:

08/01/2024

Chair of Meeting

- iii. Clerk to organise Resilience planning meeting with Wylam Institute for early 2024, following attendance at Wylam Institute Committee meeting.

13. Neighbourhood Plan Update

The NCC Officer supporting the Wylam Neighbourhood Plan has returned from Paternity leave. Clerk to confirm meeting with members to discuss an 'options paper' prepared by NCC's Neighbourhood Planning Officer on potential policy topics to be included in the Neighbourhood Plan.

Resolved that

- 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 November 2023. Bank reconciliations to October 2023 were not available.

Resolved that

- i. The payments detailed in Appendix E be approved.
- ii. The Budget Update November 2023 be received.

15. To review correspondence received

No correspondence had been circulated due to Clerk's absence on annual leave.

16. Planning Matters

No planning applications had been circulated due to Clerk's absence on annual leave.

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).

17. Riverside Land

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

18. Clerk Working Hours

The Clerk outlined the variance between her contracted hours and her actual working hours, which were giving rise to an accumulation of Time Off In Lieu (TOIL). Following discussion, Members agreed in principle to the proposed increase in the working hours of the Clerk. Budgetary constraints on this increase for the current year would be reviewed at the January meeting of the Parish Council prior to a formal decision.

Resolved that

- i. Clerk to circulate budget information relating to the suggested increase in hours.
- ii. Item to be added to January Agenda.

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

- D Carney gave an update on the signage on the fence of the Angling Association. The sign is in place to satisfy the needs of their insurance company and to deter unauthorised anglers. Members discussed an alternative colour to red as a solution for the resident who had raised concerns.

Resolved that

- i. D Carney to provide Clerk with Angling Association contact information.
- ii. Clerk to contact Angling Association.
- iii. Clerk to provide update to resident.

Signed: Dravath Carney Date: 08/01/2024
Chair of Meeting

- Members discussed confirmation of the date of the proposed away day for Councillors.
Resolved that:

- i. Members to provide details of their availability on a Saturday during January and February.

20. Date of next meeting

Ordinary Meeting – Monday 8 January 2024 at 7pm

The meeting closed at 8.30 p.m.

Signed: *David McCarney* Date: 08/01/2024
Chair of Meeting