



**WYLAM PARISH COUNCIL**

**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL  
HELD ON 9<sup>th</sup> October 2023**

**Present:** Councillor D Carney (Chair), M Jones, C Percy

**Also present:** T Wood (Parish Clerk), County Councillor H Waddell, 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 reported on NCC’s updated Constitution, noting that there are shorter Full Council meetings with limited time for debate, allowing one question per Councillor. This is being challenged. The Boundary Review has been published. From 2025, Bywell Ward will cease to exist and Wylam will form part of Prudhoe South Ward, which will also include Ovingham, Castlefields (Prudhoe) and Low Prudhoe. No consultation with Wylam Councillors has taken place.

**Resolved that**

- i. Wylam Parish Council to write to Democratic Services at NCC to lodge a comment about lack of consultation.

**1. Apologies for absence**

A Armstrong, J Hanley.

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

None.

**3. Minutes of the Meeting held on 11<sup>th</sup> September 2023**

**Resolved** that the Minutes of the Ordinary Parish Council Meeting held on 11<sup>th</sup> September 2023 be confirmed as a correct record and signed by the Chair.

**4. Update on Actions arising from the Meeting on 11<sup>th</sup> September 2023**

The update on actions taken since the last meeting had been circulated to Members. The action document was discussed. Members approved the change of this item to the Clerk’s Report.

**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.
- ii. Clerk to replace the “Update on Actions” item on the November agenda with “Clerk’s Report”.

**5. Report of the Village Handyman**

M Hadden had provided an update to the Clerk who reported briefly to the meeting.

**Resolved that**

Signed:           *Danath Carney*           Date:           13 | 11 | 2023            
 Chair of Meeting

- i. M Hadden continue to monitor the issues highlighted and report to the Clerk.
- ii. M Hadden to review blocked drains and inform the Clerk.
- iii. M Hadden to provide a report to Clerk for inclusion in the Clerk's Report for future meetings.

## 6 Report of the Volunteer Tree Warden

The Annual Tree Survey report was discussed. Following an inspection of the trees on Jackson Road/The Dene by D Carney, L Bray and Tyne Valley Woodlands, a report and quotation would be tabled at the next meeting. It was noted that NCC had completed some tree work in the areas of Engine Dene, Jackson Road and The Dene. The work to pollard 3 Sycamores and re-pollard 3 Willows below Tyne View will commence (weather permitting) on 17<sup>th</sup> October, Tyne View residents will be informed of the work. The Tree Warden will write a note highlighting issues with trees in the Institute garden and the garden wall. The Clerk will pass this to the Wylam Institute Committee for consideration. Nature Reserve tree work will commence with the planned felling of 3 Oaks. Volunteers to coppice the Hazel trees. Tyne Valley Woodlands has had a request from Wylam Angling Club to pollard a willow overhanging the river.

The Biodiversity report was discussed. The report outlined ways of promoting nature recovery. Ideas included a tree nursery and space for hedging to be planted next to the allotments and changes to planting in village planters and hanging baskets.

The old pit heap has a number of overhanging trees which will require expert advice. Following the loss of the Lime Tree on Station Road, a replacement is required. The small out of shape tree on Cherry Tree Lane is to be reported to NCC Tree and Woodlands Officer.

### Resolved that

- i. L Bray to continue to monitor unscheduled tree felling.
- ii. Clerk to organise inspection from NCC regarding management of trees at Engine Dene.
- iii. Clerk to follow up quotes for tree work at Jackson Road/The Dene.
- iv. L Bray and Clerk to monitor invasive plants. Clerk to report these to NCC.
- v. Biodiversity Report to be discussed at future meeting following further discussion with the Climate Action Group.
- vi. Clerk to update planter quote to include bee friendly planting for 2024/25.
- vii. L Bray to provide Clerk with a note on Institute garden tree and wall issues.

## 7. Advisory Groups Update

- **Wylam Litter Group** – Litter pick had taken place and 1 person attended. More advance notice and promotion to take place ahead of the litter pick in December.

### Resolved that

- i. Clerk to circulate date of next litter pick on village notice boards and via posters and social media.
- ii. Clerk to circulate dates to interested groups.
- iii. A Armstrong/Clerk to confirm 2024 litter pick dates.
- iv. Winter Globe to include article and notice of advance dates.

- **Road Safety Working Group:** Next meeting to take place on 26<sup>th</sup> October.

### Resolved that

- i. Update to be given at next meeting.

- **Haughs Local Nature Reserve Management Group**

No meeting has taken place, update to follow at next meeting. Meadow is due to be strimmed and raking volunteers will be required.

Signed:

*Dorothy Carney*

Date:

13 / 11 / 2023

Chair of Meeting

**Resolved that**

- i. M Jones and L Bray to report to the next meeting.

- **Climate Action Group:**

**Resolved that**

- i. C Percy to organise one meeting of the Group before December.

- **Museum and Heritage Working Group** – A meeting with the National Trust and the Parish Council is scheduled for 9<sup>th</sup> November. C Percy and Clerk to provide update at the November meeting of the Parish Council. C Percy reported on Rail 200 and the involvement of Wylam.

**Resolved that**

- i. C Percy and Clerk to provide update at the November meeting of the Parish Council.
- ii. C Percy to provide further Rail 200 information at next meeting.

**8. Wylam Interactive Speed Signs**

No further update available.

**Resolved that**

- i. 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**

- i. Village signage policy to be added to future agenda.

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

The scheduled meeting had been replaced by the Community Police and a volunteer performing road safety awareness in Wylam on Friday 6<sup>th</sup> October, resulting in successful outcomes of slowing traffic during the exercise and raising awareness. The Clerk had been unable to obtain a response from Wylam Co-op regarding proposed roller shutter doors.

**Resolved that**

- i. Clerk to inform Co-op of the Parish Council's support for roller shutter doors at the Wylam store.
- ii. Clerk to update Road Safety Working Group of speed awareness outcomes.

**11. 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. M Jones reported on the status of the website development and highlighted the need for increased capacity in some areas.

**Resolved that**

- i. Clerk to source information required for live launch.
- ii. Members to provide support for import of information.
- iii. Members to have responsibility for page information.
- iv. Clerk to provide new emails to Members.
- v. Clerk to bring a quote for cost of increasing website capacity to the next meeting.
- vi. Clerk to provide an update on progress at the next meeting.

**12. Winter Globe**

Signed: \_\_\_\_\_

Chair of Meeting

Date: \_\_\_\_\_

13/11/2023

M Jones gave an update on the draft content for the Winter Globe. Call for articles to be posted on social media and to email village groups.

**Resolved that**

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

**13. Wylam Entrance Sign Placement**

Members had reviewed location of the sign on the Waggonway or Wylam Station. Members to review both areas ahead of next meeting.

**Resolved that**

- i. Members to review areas for the entrance sign on the Waggonway and Wylam Station.
- ii. Item to be added to the November agenda for review.

**14. Wylam Community Flood/Resilience Plan**

C Percy had attended an event for Flood Wardens and reported on demonstrations given by Emergency Services crews and the launch of a research project on micro-flooding. D Carney and Colin Hall (EA) had walked the village and spoken to residents who had experienced problems during the recent heavy rainfall. Wylam Institute and the Parish Council will meet to further discuss Resilience planning. Social media and the Winter Globe will be used to highlight the services and assistance available through the EA.

**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.

**15. Neighbourhood Plan Update**

D Carney reported that Wylam is now a designated Neighbourhood Plan area with NCC. A first meeting will take place with NCC later in the year, date to be confirmed. Parish Council members will be the basis for the Neighbourhood Plan Steering Group, with other members to be added by invitation. NCC will guide the Parish Council throughout the process with residents providing the vision for the village. First steps are to identify local green spaces (LGS) and heritage assets as defined in the National Planning Policy Framework (NPPF).

**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.

**16. Remembrance Sunday Update**

Organisation of the parade is ongoing in conjunction with St Oswin’s Church. D Carney will lay a poppy wreath on behalf of the Parish Council. Members to attend if available.

**Resolved that**

- i. Clerk to email final details to members.
- ii. Clerk to promote the event on social media.

**17. Tyne Valley Community Rail Partnership**

TVRP had requested support from Councils for the changes to their articles to become a registered charity. Members agreed to support the change.

**Resolved that**

Signed: Dravath Carney Date: 13/11/2023  
 Chair of Meeting

- i. C Percy to sign the voting form and return to Tyne Valley Community Rail Partnership.
- ii. C Percy to attend the TVCRP AGM on 17<sup>th</sup> October.

**18. 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 A be approved.
- ii. The Budget Update for September 2024 be received.
- iii. The bank reconciliations for August be received.
- iv. The Clerk to arrange for expenses to be audited by an individual external to the Parish Council and tabled at the November meeting of the Parish Council for approval.

**19. 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.

**20. Planning Matters**

Information on planning matters received was reviewed.

**Resolved that**

- i. The report at Appendix F be received.

**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. Footpath remains used by members of the public.

**Resolved that**

- i. Clerk source advice from the Parish Council’s insurance company about further signage for the area.
- ii. Clerk contact NCC regarding the use of the closed footpath.

**21. Co-option of one Councillor**

One application had been received for the vacancies. Following an interview with the applicant, members voted unanimously to approve the co-option.

**Resolved that**

- i. Clerk to inform applicant of decision and invite to November meeting.
- ii. Clerk prepare confirmation of appointment paperwork.
- iii. D Carney to finalise Councillor Induction pack.

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

Noted that the village clock is not chiming on the ¼ hour. Budget to be discussed at the December meeting.

**Resolved that**

- i. Clerk to contact St Oswin’s for clarification on the clock chimes.

Signed: David McCarney Date: 13 / 11 / 2023  
 Chair of Meeting

ii. Clerk to add Budget discussion to the December meeting agenda.

**23. Date of next meeting**

**Ordinary Meeting – Monday 13<sup>th</sup> November 2023 at 7pm**

The meeting closed at 8.50 pm.

Signed: Drumma M Carney Date: 13 / 11 / 2023  
Chair of Meeting