

Clerk's Report and update on actions – 13th May 2024

Village Handyman

- **Ongoing items**

- Matthew has begun his training, he comes to the office on a Wednesday afternoon, Health and Safety is almost completed.
- Matthew has a list of handyman work to be completed and is working through his tasks.
- There is a current dog fouling issue in a couple of areas, Matthew is monitoring this and it has been reported to the Dog Warden.

Hagg Bank Playground

- Playground report shows one minor defect to a swing. No action required.
- New playground equipment article in Globe. Feedback from residents will be added to the July agenda.

Bicycle Mayor

- Meeting on Wednesday 5th June, time to be confirmed.

Community Police

- During April there were 2 crimes in Wylam and 2 reports of motorcycles on the wagonway.
- Next meeting scheduled for 29th May.

Speed Signs

- Fees refund has been received from Dorman. Clerk trying to trace who the speed signs were fitted by.
- NCC awaiting confirmation of dates for repair of speed signs in village.

Village Signage

- Camping signs – members were asked at the last meeting to feedback on positive signage in the village for the annual influx of campers.

Tyne View Trees

- Following the work on the trees on Tyne View, a further enquiry was received from a resident about the trees directly in front of their residence, highlighting concerns about the health of the trees and enquiring if work was also to be carried out on these trees. The Voluntary Tree Warden advised that coppicing the Sycamore and Elder would be acceptable. Following a meeting with Diana and the resident (Liz and Clerk unable to attend), it was

noted that there are a number of saplings, and some of the trees are suffering with intensive ivy coverage. It was agreed that advice would be taken from TVW and reported back to the Parish Council.

Cherry Tree Lane

- Confirmation has been received that the resurfacing has been approved from this year's budget. A start date is to be confirmed.
- NCC will not be fitting extra lighting on Cherry Tree Lane as the area is serviced with three streetlights. Any defect lighting is to be reported via FixMyStreet.
- Following previous concerns about the overgrown hedge on Cherry Tree Lane/Algernon Terrace, the responsibility for this needs to be established and resident contacted regarding hedge cutting.

Co-op Shutters

- Emails sent to Co-op informing the Parish Council have approved the fitting of shutters to the Wylam store. Response awaited.

Trello

- Trello was discussed at the Parish Council away day as a software solution to help with the actions related to projects.
- A link to sign up to Trello was circulated on 20 March can everyone sign up for this otherwise the system will not work.

Summer Picnic

- Awaiting confirmation that the playing field is available on 14th July.
- Invitation needs to be amended once date is confirmed.

Management and Financial Risk Assessments

- Introduction of this item to the agenda every four months.

Cyber Security

- Introduction of a monthly cyber security check following changes in the terms of the insurance for the Parish Council.
- This is a free check which can be quickly performed each month.
- Results to be fed back to the Clerk.

Civility and Respect Pledge

- The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Suggestion by Clerk for Wylam Parish Council to sign up to this pledge and if in agreement to be added to the July agenda.

Wylam Parish Council - Actions Arising from Meetings

Subject	Action	Who	Comment
Parish Council Meeting 14 November 2023			
Village Green Spaces	Engine Dene Inspection from NCC for management of trees at Engine Dene	Clerk	Report from NCC to be received. Clerk has sent a reminder to NCC.
Parish Council Meeting 8 January 2024			
Parish Council Christmas event	Costings to be sourced	Clerk	
Wylam Sign Placement	Location of sign to be confirmed.	Members	Ongoing
	NCC to be contacted on location of sign.	Clerk	
Parish Council Meeting 12 February 2024			
Museum and Heritage Working Group	Rail 200 information to be available at next meeting	C Percy	
	TVRCP update on outstanding actions to be obtained	C Percy	
	National Trust marketing around volunteer opportunities to be discussed with National Trust marketing team.	Clerk	
	National Trust charges for guided walks, process to be agreed between National Trust and Wylam Parish Council.	Clerk	
	Replacement key for library to be sourced.	C Percy	
Haughs Local Nature Reserve	Terms of reference to be updated.	M Jones	
	Working at height risk assessment to be updated.	M Jones	

	<p>Replacement gate to be discussed at a future meeting.</p> <p>NCC to be contacted regarding replacement fence adjacent to Nature Reserve gate.</p> <p>Families of memorial benches to be contacted regarding repair or replacement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	
Parish Council Working Groups	<p>Parish Council Working Groups</p> <p>A review of working groups to take place and updated terms of reference approved by the Parish Council.</p>	Members/Clerk	
Charlies Corner	<p>Coronation Bench costings to be sought.</p> <p>Bee hotel costings to be sought.</p> <p>Bee square costings to be sought.</p>	<p>Clerk</p> <p>L Barker</p> <p>L Barker</p>	
Wylam Community Flood/Resilience Plan	<p>Lead Flood Warden to provide update at next meeting.</p> <p>Lead Flood Warden to continue to update volunteers of action notifications.</p> <p>Clerk to promote individual flood plans via social media.</p> <p>Clerk to organise Resilience Planning meeting with Wylam Institute.</p>	<p>C Percy</p> <p>C Percy</p> <p>Clerk</p> <p>Clerk</p>	<p>Ongoing.</p> <p>Clerk attending committee meeting on 3 July.</p>
Station car park bin	Large bin to be removed from car park	Clerk	Ongoing

Parish Council Meeting 11 March 2024			
Website	Circulate questions for Councillor bio pages. Pages under construction to be circulated and allocated.	Clerk M Jones/All	Ongoing
Parish Council Meeting 8 April 2024			
Climate Action Group	Meeting of group to be organized. Report of current activities the group. Report be added to March agenda.	J Hanley J Hanley Clerk	
Hagg Bank Play Area Equipment	Scheme to be published via social media	Clerk	
Asset Register	Replacement bin required Valuation of War Memorial for WPC Insurance	Clerk Clerk	
Silent Soldier Posts	Metal posts to be removed by NCC	Clerk	