



WYLAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF WYLAM PARISH COUNCIL HELD ON 13th May 2024

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

Also present: T Wood (Parish Clerk), 2 members of the public.

Questions from Members of the Public.

A member of the public raised issues about traffic, parking, potholes and traffic calming methods, and the measures that Northumberland County Council and the Parish Council are taking to address these. The Chair reported that the Parish Council had met with the NCC Highways Team to discuss traffic calming and road safety concerns in the village and is hopeful that a scheme will be agreed this year. The resident was informed that the Northumberland County Council Highways team had been invited to the Annual Village Meeting.

Report from County Councillor H Waddell.

County Councillor H Waddell was not in attendance.

Report of the Volunteer Tree Warden (Liz Bray)

The Volunteer Tree Warden's report was received by members. Questions had been raised by a resident about ownership of the Play Area and allotment boundaries at Hagg Bank Play Area. This requires more investigation. The quote from Tyne Valley Woodlands for work to the Oak tree adjacent to The Dene requires further clarification. L Bray and Councillor Barker had walked the village looking at possible sites for bee squares. This will be discussed further at a future meeting, following a pilot project at Charlie's Corner. The presence of invasive plants along the riverbank, especially Giant Hogweed, was reported. An alert for residents and visitors regarding the plants is to be added to social media. The Allotment Association had contacted the Clerk about the trees surrounding the allotments. L Bray enquired if a response had been received from the NCC Tree Officer following his visit to Wylam.

Resolved that

- i. Clerk to investigate further ownership of Play Area and allotment boundaries at Hagg Bank.
- ii. Clerk to post information about Giant Hogweed on social media.
- iii. Clerk to respond to Allotment Association email.
- iv. Clerk to follow up with NCC Tree Officer.

1. Election of Chair of the Parish Council

Resolved that

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

2. Election of Vice-Chair of the Parish Council

Signed: Diana M Carney Date: 10/06/2024
Chair of Meeting

Resolved that

- i. Councillor Colin Percy be elected as Vice-Chair, proposed by M Jones, seconded by L Barker.

3. Apologies for absence

County Councillor H Waddell. It was noted that John Hanley had resigned from the Parish Council on 12th May 2024.

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

None declared.

5. To appoint Parish Council Representatives to 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 2024-2025 be approved:

- i. Wylam Community Playing Fields Association – L Barker
- ii. Wylam Institute Community Association – C Percy
- iii. East Tynedale Parish and Town Councils Forum – C Percy with others attending if a particular item of interest.
- iv. SITA Crawcrook Quarry Liaison Committee – C Percy
- v. Essity Community Consultation Forum – A Armstrong
- vi. Tyne Valley Community Rail Partnership – C Percy
- vii. Tynedale Local Area Committee – determined each meeting after review of agenda items.
- viii. Clerk to inform groups of Parish Council representatives.

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 members.

Resolved that the following appointments to working groups for 2024-2025 be approved:

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

7. Minutes of the Meeting held on 8th April 2024

Resolved that

- i. The Minutes of the Ordinary Parish Council Meeting held on 8th April 2024 to be confirmed as a correct record and signed by the Chair following the change of date at item 3 from '8th April' to '11th March'.

8. Minutes of the OJBC Meeting held on 23rd January 2024

Resolved that

- i. The Minutes of the OJBC Meeting held on 23rd January 2024 be noted by the Parish Council.

9. Minutes of the OJBC Meeting held on 20th February 2024

Resolved that

Signed: Diana McCarney Date: 10/06/2024
Chair of Meeting

- i. The Minutes of the OJBC Meeting held on 20th February 2024 be noted by the Parish Council.

10. Minutes of the OJBC Meeting held on 6th March 2024

Resolved that

- i. The Minutes of the OJBC Meeting held on 6th March 2024 be noted by the Parish Council.

11. Clerk's Report

The Clerk's Report had been circulated to Members. The document was discussed. Details of the proposed new play equipment for Hagg Bank Play Area are to be circulated to Hagg Bank residents via social media for comment, and will also appear in the Spring Globe. It was agreed that the Spring Picnic would be cancelled and plans for Harvest and Christmas celebrations would be added to a future agenda.

Resolved that

- i. Clerk to inform Hagg Bank Residents of new play equipment proposal via social media.
- ii. Clerk to contact Wylam Community Orchard to discuss a possible Harvest Celebration.
- iii. Clerk to confirm with Wylam Community Playing Fields Association that Spring Picnic is cancelled.

12. Annual Village Meeting

The Annual Village Meeting will take place on Wednesday 22nd May 2024 at 7.30pm in Wylam Institute. The Clerk has invited NCC Highways team and Dr Stephen Westgarth, Wylam Clean Tyne Group. Tea, Coffee and biscuits will be available.

13. Advisory Groups Update

1. Road Safety Working Group – a productive meeting had taken place. Working Group members are very keen to support Wylam Community Speed Watch.
2. Nature Reserve – no meeting has taken place.
3. Heritage Group – no meeting has taken place.
4. Litter Group – Brownies are holding a litter pick on 2nd July and will use equipment provided by the Parish Council.

14. Website Update

The website is live with pages to be populated. M Jones will arrange a handover of his area of website administration.

Resolved that

- i. Page responsibility list to be recirculated by M Jones.
- ii. Handover meeting with M Jones to be arranged.

15. Wylam Community Flood Plan/Resilience Planning Update

No meeting of the Flood Plan group has taken place. C Percy to ask for further information from C Hall about training available to volunteers. Clerk to give update on Resilience Planning following the meeting with Wylam Institute Committee.

Resolved that

- i. C Percy to contact C Hall about volunteer training.
- ii. Clerk to give update on Resilience Planning following meeting with the Institute Committee.

16. Neighbourhood Plan Update

The first draft of the Neighbourhood Plan Questionnaire had been circulated to the Parish Council. The questionnaire will be reviewed by the NCC Neighbourhood Plan officer ahead of user testing

Signed:

Diana M Carney

Date:

10/06/2024

Chair of Meeting

with small groups of residents. Work is continuing on listing Non-Designated Heritage Assets, Local Green Spaces and Community Facilities in the Parish.

Resolved that:

- i. D Carney to list Non-Designated Heritage Assets.
- ii. C Percy to list Local Green Spaces.
- iii. L Barker to list Community Facilities.
- iv. Clerk to send draft questionnaire to Neighbourhood Plan Officer for review.
- v. Clerk to report officer's comments to members.

17. Wylam Globe

The spring edition of the Globe is complete and will be circulated to residents once printed.

18. Wylam Parish Council Anti Bullying Policy

Members received the policy.

Resolved that

- i. The policy be adopted by the Parish Council.

19. Finance

Members reviewed receipts and payments, the Budget Update to April 2024 and bank reconciliations to March 2024. The Clerk reported that work was continuing with NCC regarding HMRC and pension contributions. The quotation from Tyne Valley Woodlands requires further clarification. The formation of the Finance Committee was deferred to the June meeting of the Parish Council. Members reviewed the report from the Internal Auditor with further information to follow at the June meeting. The grant application from Wylam Winter Tales was received and following discussion of the legacy it would leave, the application was approved.

Resolved that

- i. The payments detailed in Appendix F be approved.
- ii. The Budget Update to April 2024 be received.
- iii. The Bank reconciliations to March 2024 be received.
- iv. The quotations detailed in Appendix I be approved in principle following further clarification.
- v. Clerk to add HMRC/Pension update to the July agenda.
- vi. Clerk to add formation of a Finance Committee to the June agenda.
- vii. Clerk to inform Wylam Winter Tales of the outcome of their grant application.

20. Wylam Parish Council meeting schedule for 2024/2025

Members received the schedule. It was noted that the Parish Council would meet bi-monthly as from May 2024.

Resolved that

- i. Clerk to update website with the 2024/2025 meeting schedule.

21. To review correspondence received

Correspondence received was reviewed.

Resolved that:

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

22. Planning Matters

The information on planning matters was received.

Signed: *Diana M. Carney* Date: 10/06/2024
Chair of Meeting

Resolved that:

- i. The report at Appendix N 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).

23. Riverside Land

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

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

- Wylam Parish Council's Summer picnic will not take place, the Parish Council plans to hold Harvest and Christmas events.
- Councillor L Barker to speak to the Guides about the work of the Parish Council.

Resolved that:

- i. Clerk to discuss Harvest event with Wylam Community Orchard.

25. Date of next meeting

Extraordinary Meeting – 10th June 7pm

Ordinary Meeting – 8th July at 7pm

The meeting closed at 8.55pm.

Signed: Diana M. Carney Date: 10/06/2024
 Chair of Meeting