

Clerk's Report and update on actions – 8 July 2024

Village Handyman

- **Ongoing items**

- Matthew has begun his training, he comes to the office on a Wednesday afternoon, Manual Handling is completed with only the final assessment to take.
- Matthew has a list of handyman work to be completed and is working through his tasks.
- Matthew will check Charlie's Corner on a weekly basis and report issues with the bin and dog waste to the Clerk.

Hagg Bank Playground

- Playground report shows one minor defect to a swing. No action required.

Bicycle Mayor

- Following resignation of J Hanley meeting is to be rearranged.

Community Police

- No reports during June. Community Police officer is delighted that Wylam have become a Community Speedwatch village and will work alongside volunteers on this.
- Next meeting scheduled for mid July.

Speed Signs

- Speed signs in the village have been repaired by NCC.
- County Councillor Holly Waddell has agreed to fund the replacement of the signs on Holeyn Hall Road and Station Road
- Design of signs and costs to be approved ahead of ordering.

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.

Wylam Parish Council Tree Stock

- Following on from a number of large bills for work on trees at Jackson Road and Tyne View, the Clerk has discovered that a four yearly plan used to be in place where areas were quartered with one quarter being worked from each annual budget, this approach would also allow the Parish Council to budget each year for this work to take place. Jake Brough from Tyne Valley Woodlands has offered to come and speak at the Parish Council in September about how this work could be carried out.

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. A further meeting has taken place with the resident and Tyne Valley Woodlands. Quotation is on the agenda for the completion of the work. There has also been a complaint about the nettles directly outside houses on Tyne View, the nettles were so high that a resident has cut these down himself. The residents have asked for the nettles to be removed so they can look after the strip of land themselves and plant flowers. The Clerk is currently looking into who the land belongs to.

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.

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.
- Actions to be added to Trello so the Parish Council can begin to use this.

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.

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	Meeting to be arranged with relevant village parties.
Wylam Sign Placement	Location of sign to be confirmed. NCC to be contacted on location of sign.	Members Clerk	Ongoing
Parish Council Meeting 12 February 2024			
Museum and Heritage Working Group	National Trust charges for guided walks, process to be agreed between National Trust and Wylam Parish Council.	Clerk	Meeting requested with NT team.
Haughs Local Nature Reserve	Terms of reference to be updated. Working at height risk assessment to be updated. Replacement gate to be discussed at a future meeting. NCC to be contacted regarding replacement fence adjacent to Nature Reserve gate. Families of memorial benches to be contacted regarding repair or replacement.	L Barker L Barker Clerk Clerk Clerk	

Parish Council Working Groups	Parish Council Working Groups A review of working groups to take place and updated terms of reference approved by the Parish Council.	Members/Clerk	
Charlies Corner	Coronation Bench costings to be sought. Bee hotel costings to be sought. Bee square costings to be sought.	Clerk L Barker L Barker	
Wylam Community Flood/Resilience Plan	Lead Flood Warden to provide update at next meeting. Lead Flood Warden to continue to update volunteers of action notifications. Clerk to promote individual flood plans via social media.	C Percy C Percy Clerk	Ongoing.
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 Clerk/All	Ongoing
Parish Council Meeting 8 April 2024			
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	
Parish Council Meeting 13 May 2024			
Hagg Bank Play Area	Ownership of Play Area and boundaries at Hagg Bank	Clerk	