

## WYLAM PARISH COUNCIL

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### MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 8<sup>th</sup> July 2024

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**Present:** Councillors A Armstrong, L Barker, D Carney (Chair), C Percy and C Thomas.

**Also present:** L Bray (Volunteer Tree Warden) and T Wood (Parish Clerk).

#### **Questions from Members of the Public.**

No members of the public were present.

#### **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. L Bray reported that Tyne Rivers Trust had arranged for a volunteer group to visit the village on Thursday 11 July to remove Himalayan Balsam on the riverside. The Habitat Advisor for Tyne Rivers Trust has suggested willow spiling for bank protection with permission from the Environment Agency. The ownership and responsibilities regarding the boundaries of Hagg Bank Play Area are to be clarified. The annual tree survey will be completed in September which will flag any health and safety concerns, and trees that will need work in the future. Some of the trees may be included in Northumberland County Council Tree Protection Orders. A list of TPOs is to be obtained from Northumberland Council by the Clerk. A Nature Reserve Management Group meeting is to be arranged. A Wylam resident has offered assistance with Information Boards. This would need to be coordinated as part of a bigger village-wide project. The Nature Reserve Management Group is to review the suggestion and report back to the September meeting of the Parish Council.

#### **Resolved that**

- i. L Bray to arrange for a photograph of Tyne Rivers Trust volunteers for a future article in the Globe.
- ii. Clerk to investigate further the ownership of Hagg Bank Play Area and surrounding allotment boundaries.
- iii. Clerk to add the report of the annual tree survey to the September agenda.
- iv. Clerk to obtain list of NCC TPOs in Wylam Parish.
- v. Clerk to contact Nature Reserve volunteer for further details on the proposed Information Boards.

#### **1. Apologies for absence**

No apologies received.

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

L Barker declared an interest on item 16 (e) Grant application from Wylam Community Orchard.

#### **3. Minutes of the Meeting held on 10<sup>th</sup> June 2024**

Signed: ..... Date: .....  
Chair of Meeting

**Resolved that**

- i. The Minutes of the Extraordinary Parish Council Meeting held on 10<sup>th</sup> June 2024 be confirmed as a correct record and signed by the Chair.

**4. Clerk's Report**

The Clerk's Report had been circulated to Members. The document was discussed. Members discussed the need for a four yearly tree plan to allow the Parish Council to budget for a phased programme of work on the Parish Council's tree stock. There would also be a need for a budget allocation for any unplanned emergency work. Reservations were raised about which company would carry out the tree work. Northumberland County Council to be approached about a possible Service Level Agreement (SLA) in respect of Parish Council trees.

**Resolved that**

- i. Clerk to contact Northumberland County Council Tree Officer regarding an SLA.

**5. Advisory Groups Update**

- i. Road Safety Working Group – C Thomas to be appointed as the Lead Councillor for the Road Safety Working Group. No further progress has been made with the Community Speedwatch Group. A meeting of the Road Safety Group is to be organised.
- ii. Haughs Local Nature Reserve Management Group – A meeting (a walk through the Reserve) had taken place in April, attended by M Jones and L Bray. The meeting was not minuted. L Barker suggested inviting the volunteers of the Nature Reserve to the next meeting as a relaunch of the Nature Reserve Management Group. C Thomas to be appointed to the Nature Reserve Management Group with L Barker as Lead Councillor.
- iii. Museum and Heritage Working Group - The Wylam Winter Tales project will run alongside the wider heritage work across the village, working alongside volunteers and the National Trust including interpretation boards and guided walks. The film 'Iron and Steam, the dawn of the Stockton Darlington Railway' is to be premiered on 24<sup>th</sup> July and will be attended by C Percy, who has suggested that this be available to view during the Wylam Winter Tales Project in 2025 in conjunction with Wylam Community Cinema.
- iv. Litter Pick Group – A date for an October litter pick is to be confirmed. This will be advertised in the Globe, village notice boards and social media.
- v. Climate Action Group – this group is currently in hibernation and will be discussed at a future meeting.

**Resolved that**

- i. Clerk to inform Road Safety Working Group of the appointment of C Thomas as Lead Councillor.
- ii. Clerk to organise a meeting of the Road Safety Working Group.
- iii. L Barker to draft an email to be sent by L Bray, inviting the Nature Reserve volunteers to the Management Meeting as a relaunch of the Nature Reserve Management Group.
- iv. Clerk to organise a meeting of volunteers interested in joining the Museum and Heritage Working Group.
- v. C Percy to liaise with Wylam Film Club to arrange a showing of film during the Wylam Winter Tales project.
- vi. A Armstrong and Clerk to confirm date of next litter pick.
- vii. Clerk to add a review of the Climate Action Group to the September agenda.

**6. Local Transport Plan 2025/2026**

The Parish Council had received notification of the deadline for the Local Transport Plan 2025/2026. Members discussed items for inclusion in the submission which included road markings throughout Wylam and repairs to pavements.

Signed: ..... Date: .....  
Chair of Meeting

**Resolved that**

- i. Members to report road marking repairs to Clerk for inclusion in the draft LTP.
- ii. Members to report pavement repairs to Clerk for inclusion in the draft LTP.
- iii. Clerk to add LTP 2025/2026 to the September agenda.
- iv. Clerk to update the Road Safety Working Group of the inclusions for the LTP.

**7. Wylam Globe**

Following the departure of the Editor of the Wylam Globe, M Jones, members discussed the future of the Globe given the capacity of the current Parish Council. It was agreed to publish the Globe twice yearly with members contributing content and an external printer preparing the design and print of the Globe. It was agreed to publish the Globe in Spring and Autumn. The next Globe would be scheduled for mid September.

**Resolved that**

- i. Clerk to circulate spreadsheet with possible articles for the Autumn Globe.
- ii. Members to prepare content for the Autumn Globe.
- iii. Clerk to obtain quotations for design and print of the Globe from a further two print firms.

**8. Wylam Parish Council Website**

The Parish Council Website has areas that need to be populated with information. Members will have responsibility for individual pages.

**Resolved that**

- i. Clerk to circulate spreadsheet showing areas of responsibility.
- ii. Members to update website pages.
- iii. Clerk to assist in additional training if needed.

**9. Harvest Event**

The date of the Harvest Event was confirmed as Sunday 6<sup>th</sup> October 2024 2.30pm – 4.30pm. Event details to be confirmed for cake stall, apple pressing and a harvest artwork competition. Invitations to be issued to interested groups in the village and local area.

**Resolved that**

- i. L Barker to inform Guides and Brownies of confirmed date.
- ii. L Barker to contact Explorers/Wylam First School about Harvest Art Competition.
- iii. L Barker to contact Wylam First School for inclusion of event in the school newsletter.
- iv. Clerk to contact Go Local.
- v. Clerk to invite Joe Morris, MP for Hexham to the event.
- vi. Event to be advertised in the Globe, village notice boards and social media.

**10. Hagg Bank Play Equipment**

Members reviewed an options document prepared by the Clerk. This included the responses received from residents following the consultation on the proposed equipment in the Globe and on the Parish Council's Website. The equipment that had received the most votes was the Skiddaw climbing equipment. Members approved the installation of Skiddaw at Hagg Bank Play Area.

**Resolved that**

- i. Clerk to advertise the results of the consultation on social media.
- ii. Clerk to inform the contractor and confirm start date.

**11. Wylam Community Flood/Resilience Planning**

The Community Flood Group volunteers had no issues to report. No meeting of the Flood Group has taken place. It was noted that Crawcrook Lane at its junction with Sled Lane was still flooding but was

however draining quicker than in previous heavy rainfall. Environment Agency training is to be organised for volunteers.

**Resolved** that

- i. C Percy to contact C Hall, Environment Agency to confirm dates of training for Wylam Community Flood Group volunteers.

## **12. Neighbourhood Plan Update**

The first draft of the Neighbourhood Plan Questionnaire has been sent to the Northumberland County Council Neighbourhood Plan Officer. Following feedback this will be reviewed by user testing with small groups of residents. The lists of Non-Designated Heritage Assets, Local Green Spaces and Community Facilities in the Parish are to be completed for the Parish Council's September meeting.

**Resolved** that:

- i. D Carney to prepare report on Non-Designated Heritage Assets.
- ii. C Percy to prepare report on Local Green Spaces.
- iii. L Barker to prepare report on Community Facilities.
- iv. Clerk to add consideration of these reports to the September agenda.
- v. Clerk to organise meeting with Northumberland County Council Neighbourhood Plan Officer.

## **13. Wylam Parish Council/Philip Brooks Archiving**

D Carney and C Percy had attended an event at Northumberland Archives at Woodhorn. The Philip Brooks Archive is currently held by a resident in Wylam. D Carney and C Percy will contact the resident and arrange to view the archive material. The family of Philip Brooks is to be contacted regarding the future ownership of the archive.

**Resolved** that

- i. D Carney and C Percy to arrange to review the Philip Brooks archive material.
- ii. Clerk to contact the family of Philip Brooks to discuss the future ownership of the archive.

## **14. Tree Protection Orders**

Tree Protection Orders in Wylam had been reviewed by Northumberland County Council and several had not been renewed. A schedule of Wylam Tree Protection Orders still in force is to be requested from NCC. D Carney and the Clerk will discuss this further with L Bray (Volunteer Tree Warden) and report back to the September meeting of the Parish Council.

**Resolved** that

- i. Clerk to obtain list of current and not confirmed Tree Protection Orders from Northumberland County Council.
- ii. D Carney and Clerk to meet with L Bray to discuss the information received from NCC.
- iii. Clerk to add consideration of Tree Protection Orders to the September agenda.

## **15. NALC Civility and Respect Pledge**

Members reviewed the Civility and Respect Pledge and agreed in principle to sign up to this following the formal adoption of a training programme for Councillors and staff and a Dignity at Work policy.

**Resolved** that

- i. Clerk to add consideration of the Civility and Respect Pledge to September agenda.
- ii. Clerk to circulate draft councillor training programme and Dignity at Work policy for approval at the September meeting.

Signed: ..... Date: .....  
Chair of Meeting

**16. NALC Local Council Award Scheme**

The Clerk had circulated in advance the information relating to the Local Council Award Scheme. Members discussed the Foundation Award Scheme and agreed that the Parish Council should register their interest in the award.

**Resolved** that:

- i. Clerk register Wylam Parish Council's interest in the Foundation Award with NALC.
- ii. Clerk to prepare and collate documentation required for the Award for approval by the Parish Council at a future meeting.

**17. Finance**

Members reviewed receipts and payments, the budget update to June 2024 and bank reconciliations to May 2024.

**Resolved** that

- i. The payments detailed in document F be approved.
- ii. The Budget Update to June 2024 be received.
- iii. The Bank reconciliations to May 2024 be received.
- iv. The quotations contained in Document I be approved as follows:
  - a. Tyne Valley Woodlands quotations to be further clarified.
  - b. NALC Local Council Award Scheme registration fee of £50 be approved.
  - c. JK Handyman quotation for post and rail fencing with chicken wire at Hagg Bank Play Area (Option 1) be approved.
- v. L Barker to circulate the price information relating to the Parish Council's purchase of an apple scatter and press for the Harvest Event and for use by the wider community.

**18. Correspondence**

Correspondence received was reviewed. Members agreed no further action was required in the review of polling stations as there was no change in Wylam.

**Resolved** that

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

**19. Planning Matters**

Notification from NCC of the Planning Appeal in relation to Oakwood House (regarding the construction of a detached garage building within the curtilage of the Listed Building) reported at Appendix L be received. The current works at the Oakwood House entrance on Holeyn Hall Road were noted.

**Resolved** that

- i. The report at Appendix L be received.
- ii. Clerk to respond to the Planning Inspectorate indicating that the Parish Council has no additional comments to make.

**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 Land**

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

**21. Ovingham Joint Burial Committee update**

Signed: ..... Date: .....  
Chair of Meeting

D Carney reported to members on the last meeting of the Burial Committee and the current issues facing the Committee.

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

- The lifebelt has once again gone missing from Hagg Bank bridge. Northumberland County Council have suggested that Wylam Parish Council keep a stock of spare lifebelts in order to replace missing ones quickly. This was agreed.
- Annual Appraisals for the Clerk and Village Handyman are to be arranged.

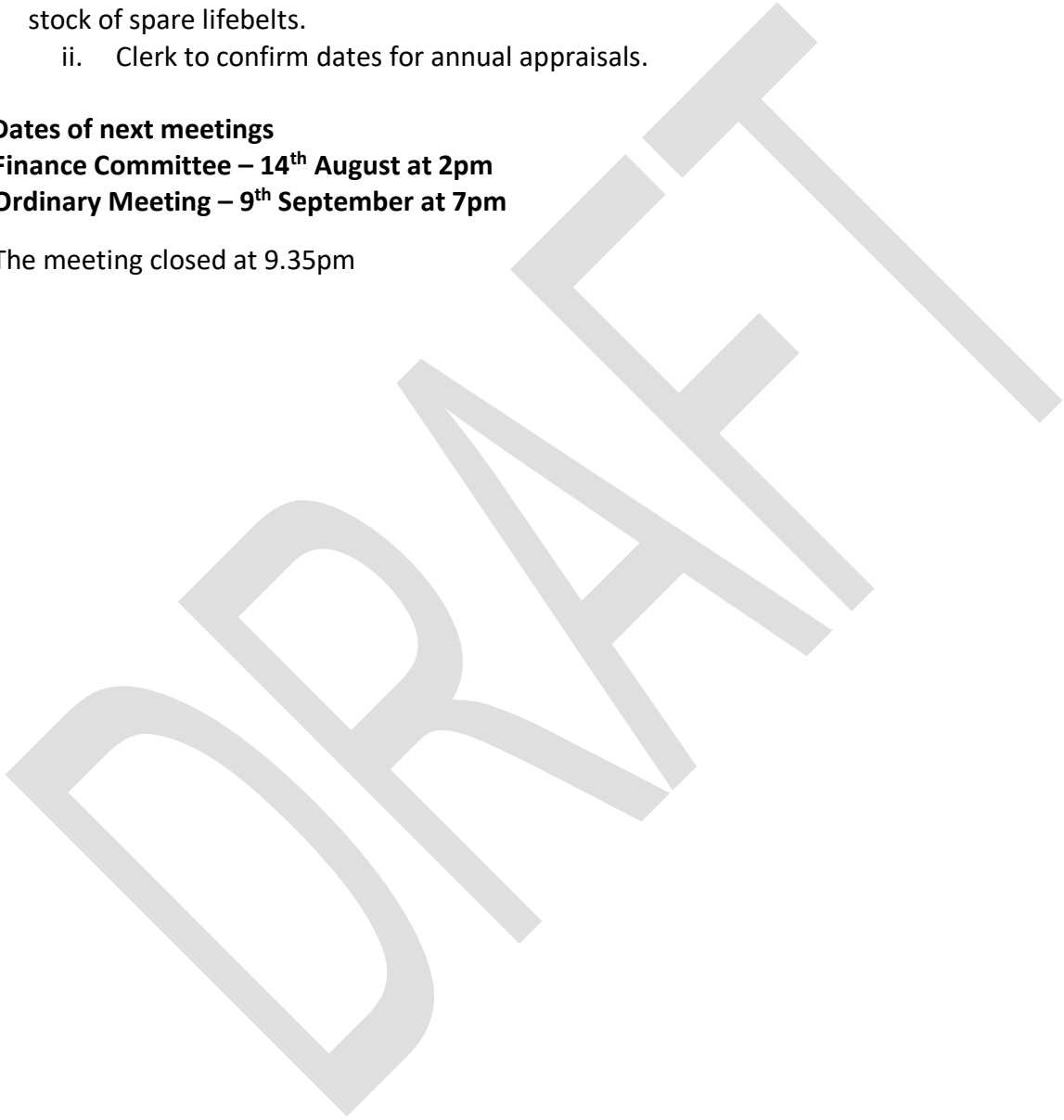
**Resolved that:**

- i. Clerk to inform Northumberland County Council that the Parish Council are willing to hold a stock of spare lifebelts.
- ii. Clerk to confirm dates for annual appraisals.

**23. Dates of next meetings**

**Finance Committee – 14<sup>th</sup> August at 2pm**  
**Ordinary Meeting – 9<sup>th</sup> September at 7pm**

The meeting closed at 9.35pm



Signed: ..... Date: .....  
Chair of Meeting