

Clerk's Report and update on actions – 11 November 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.
- Matthew has been updating the Parish Council notice boards with information.
- Matthew will begin cleaning the information boards in Hagg Bank Play Area.
- Matthew has his annual appraisal booked in for mid November.

Hagg Bank Playground

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

Bicycle Mayor

- Lead Councillor to work with the Bicycle Mayor to be confirmed.
- Awaiting confirmation of meeting date for visit to Wylam.

Community Police

- I have been unable to make contact with our Community Police representative, so I have asked advice from Holly Waddell on who is best to contact.

Speed Signs

- Both speed signs in the village have been replaced.
- NCC are to confirm which company repaired and fitted the signs, as it would be helpful to use the same company for the replacement on Holeyn Hall Road and Station Road, to allow for one maintenance contract.
- 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

- This has not progressed, and my suggestion would be to carry this item forward to Spring 2025.
- Camping signs – members were asked at the last meeting to feedback on positive signage in the village for the annual influx of campers.
- The placement of the Wylam sign received no feedback. Suggestion of the placement of the sign at Wylam Station is on hold.

Co-op Shutters

- A number of emails have been sent to Co-op informing the Parish Council have approved the fitting of shutters to the Wylam store, I have also popped into see the staff on a number of occasions.
- No response received, email sent on 4 November asking for clarification on their decision making process.

Trello

- Trello was discussed at the Parish Council away day as a software solution to help with the actions related to projects.
- I am looking into the versions of this as there may be a charge associated.

Hagg Bank Life Belts

- The Parish Council now hold a spare life belt to cover when these go missing.
- Discussions are taking place for river safety signs on the approach to Points Bridge.
- River safety signs and rope are currently available at Wylam Bridge.
- Further update will be given following feedback from the Fire and Rescue Service.

Charlies Corner Bus Stop

- Northumberland County Council have a fund available for the refurbishment of bus stops, and application has been submitted for £5000 for the refurbishment of the bus stop.
- The roof is in need of urgent repair and a quote for this is on the agenda.
- Northumberland County Council have not yet confirmed the recipients of the grant funding.

Charlies Corner Bench

- Awaiting quotation on bench.

Public Toilets

- Northumberland County Council are not charging for the servicing of the public toilets during this financial year.
- Northumberland County Council are to confirm if there is a schedule for refurbishment.

Wylam Parish Council - Actions Arising from Meetings

Subject	Action	Who	Comment
Parish Council Meeting 12 February 2024			
Haughs Local Nature Reserve	Terms of reference to be updated.	TBC	
	Working at height risk assessment to be updated.	TBC	
	Replacement gate to be discussed at a future meeting.	Clerk	
	NCC to be contacted regarding replacement fence adjacent to Nature Reserve gate.	Clerk	
Asset Register	Replacement bin required	Clerk	
	Valuation of War Memorial for WPC Insurance	Clerk	Costs of valuation to be confirmed by local contractor.
Parish Council Meeting 13 May 2024			
Hagg Bank Play Area	Ownership of Play Area and boundaries at Hagg Bank	Clerk	
Parish Council Meeting 8 July 2024			
Haughs Nature Reserve	Production of Information Boards	Lizzie/Christophe/Volunteer Tree Warden/Clerk	Clerk emailed in July, no response.
Museum and Heritage Working Group	Meeting to be arranged with an interested resident.	Clerk	date to be confirmed
NALC Local Council Award Scheme	Parish Council to register for Foundation Award	Clerk	

Parish Council Meeting 9 September 2024			
Operation London Bridge	Meeting to discuss responsibilities of village groups to be arranged.	Clerk	To be arranged
	Operation London Bridge actions document to be drafted.	Averil/Clerk	To be arranged
	Operation London Bridge added to November agenda.	Clerk	To be discussed at January meeting.
Hagg Bank	Hedging to be collected and planting dates confirmed with volunteers.	Clerk/Liz Bray	Ongoing.