

WYLAM PARISH COUNCIL

MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL HELD ON 11th November 2024

Present: Councillors A Armstrong, 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.

One member of the public was present, with no questions.

Report from County Councillor H Waddell.

County Councillor H Waddell gave an update on the NCC Local Area Committee and the planning application that had been voted on. An update was also given on the NCC Full Council Meeting: reports for the meeting are available online. A County Councillor surgery will be held in Wylam on Saturday 7th December at 10am in the Falcon Centre.

Resolved that

- i. Clerk to share details on social media of County Councillor Waddell surgery in Wylam

1. Apologies for absence

No apologies received.

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

No declarations.

3. Minutes of the Meeting held on 9th September 2024

Resolved that

- i. The Minutes of the Wylam Parish Council Meeting held on 9th September 2024 be confirmed as a correct record and signed by the Chair.

4. Minutes of the Neighbourhood Plan Steering Group Meeting held on 30th September 2024

Resolved that

- i. The Minutes of the Wylam Parish Council Neighbourhood Plan Steering Group Meeting held on 30th September 2024 be confirmed as a correct record and signed by the Chair.

5. Minutes of the Finance Committee Meeting held on 9th October 2024

Resolved that

- i. The Minutes of the Wylam Parish Council Meeting Finance Committee held on 9th October 2024 be confirmed as a correct record and signed by the Chair.

Signed: Date:
Chair of Meeting

6. Clerk's Report

The Clerk's Report had been circulated to members. The document was discussed. Members noted the cul-de-sac sign on War Memorial green, which is related to the one-way system for Tyne View: objections to it had been raised by a number of residents.

Resolved that

- i. Clerk to establish issues relating to sign on War Memorial green.
- ii. Clerk to contact Northumberland County Council Highways Team regarding the sign.

7. Advisory Groups Update

7.1 Climate Action Group Review

Councillor Thomas had conducted a review of the information available in relation to the Climate Action Group. The long-term plans of the group would be difficult to deliver on a Parish Council level. The future of the Climate Action Group will be added to the January agenda and discussed at that Parish Council meeting.

7.2 Review of Working Groups Terms of Reference

The Working Groups of the Parish Council will be reviewed following data analysis from the Neighbourhood Plan questionnaire.

7.3 Councillor representation for Wylam Community Playing Fields Association

Councillor Armstrong will become the representative on behalf of the Parish Council.

7.4 Councillor representation for The Haughs Nature Reserve Management Advisory Group

Councillor Thomas will become the representative on behalf of the Parish Council.

Resolved that

- i. Clerk to add Review of Working Groups Terms of Reference to the agenda of a future meeting.
- ii. Clerk to inform Wylam Community Playing Fields Association of new Parish Council representative.
- iii. Clerk to inform The Haughs Nature Reserve Management Advisory Group of new representative.

8. Wylam Parish Council Trees

8.1 Volunteer Tree Warden Annual Tree Survey

The report had been circulated to members. The report was discussed. The Volunteer Tree Warden reported that there were no serious or immediate hazards that needed immediate attention. Any future work required would be covered by the Parish Council's tree management plan. Thanks were given to the Volunteer Tree Warden for her continued work.

8.2 Baseline Tree Survey

Quotes had been requested from three contractors. Two contractors would produce a static report and one contractor would populate a dynamic, online tree management system. Following further review of the quotes received the item would be added to the Parish Council's January agenda for decision.

8.3 Jackson Road Trees

The outstanding work to the Oak on Jackson Road was discussed, the Oak remains misshapen and unbalanced. The remainder of the trees on Jackson Road would in future be covered by the Parish Council tree management plan.

8.4 Tyne View Trees

The complaint received from a resident of Tyne View was discussed. The resident had raised concerns regarding the overgrown footpath verge and the density and height of the trees in front of their house. Advice would be requested regarding the work required. NCC would be consulted regarding responsibility for the footpath verge.

8.5 Thomas Close Trees

Signed: Date:
Chair of Meeting

The request from a resident for work to trees on Parish Council land at The Orchard adjacent to the property to enable installation of roof-mounted solar panels had been circulated to members. The request was discussed alongside the advice of the NCC Trees and Woodlands Officer and the Wylam Volunteer Tree Warden. Members agreed that work to help the health of the trees is acceptable, therefore permission would be given to pollard two ash trees, which are suffering from Ash Die-Back. Permission for work on the Chestnut Tree was not given. It was noted that the resident would have to apply to NCC for planning permission for work on the Yew tree covered by a TPO. Members agreed that, in future, requests for pruning and removal of trees to allow increased light for solar panels would be determined on a case by case basis.

8.6 Allotment Trees

Councillor Carney and the Clerk had visited the Allotment site with the Chair of the Allotment Association and discussed the Association's ongoing tree concerns, regarding trees on the former pit heap and the Ash trees adjacent to the Waggonway and top allotments. Responsibility for the Ash trees is being investigated.

Resolved that

- i. Clerk to circulate all quotes for the Baseline Tree Survey to Councillors.
- ii. Clerk to organise a presentation of the online tree management system.
- iii. Clerk to contact Prudhoe Town Council for feedback on the online tree management system.
- iv. Clerk to add Baseline Tree Survey to the January agenda.
- v. Clerk to request updated quote from Tyne Valley Woodlands for Jackson Road work.
- vi. Clerk to request advice and updated quote from Tyne Valley Woodlands for Tyne View trees.
- vii. Clerk to arrange site visit for Councillor Carney, L Bray and Tyne Valley Woodlands.
- viii. Clerk to contact resident informing them of the outcome of the meeting.
- ix. Clerk to add Tyne Valley Woodlands quotes to the January agenda.
- x. Clerk to inform resident of decision made in respect of the Thomas Close trees.
- xi. Clerk to inform NCC Tree Officer of the outcome of the Thomas Close trees discussion.
- xii. Clerk to confirm responsibility for the Ash trees bordering the top allotments with NCC Tree & Woodlands Officer.
- xiii. Clerk to request quote from Tyne Valley Woodlands for work to trees on the former pit heap.
- xiv. Clerk to arrange site visit for L Bray and Tyne Valley Woodlands to mark pit heap trees requiring work.

9. Wylam Globe – Spring Edition

The Spring Globe would be scheduled for the end of March to avoid the period of Purdah for the May elections.

Resolved that

- i. Clerk to circulate spreadsheet with possible articles for the Spring Globe.
- ii. Members to prepare content for the Spring Globe.

10. Wylam Parish Council Website

The Parish Council Website has successfully migrated to a gov.uk domain. The website has areas that need to be populated with information. The home page of the website has format and text issues which will be investigated. 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.
- iv. Clerk to investigate home page format and text issues.

11. Remembrance Sunday Event

Signed: Date:
Chair of Meeting

Members had attended the Remembrance Sunday event. Councillor Percy had taken photographs of the event. Permission is to be confirmed for the use of the photographs on social media and in publications. The Remembrance Sunday event in November 2025 would be organised by the Parish Council with the Methodist Church and St Oswin's taking responsibility for the Church Service.

Resolved that

- i. Clerk to confirm permission for photograph use.
- ii. Clerk to formally notify the Wylam churches of the Parish Council's future role in this event.

12. Christmas Lighting and Christmas Event

The Christmas lights in the Institute Garden have been removed to allow work to the Institute Garden trees. The work will not go ahead until after Christmas. Members discussed the replacement of the Christmas Lights in the Institute Garden. Options discussed include lighting on the wall and fence of the garden. Members agreed that lighting should be replaced ahead of the Christmas period if possible. Wylam Nurseries have donated a tree which will be placed in Charlie's Corner from early December. Members discussed a Parish Council Christmas event which would be planned for Christmas 2025.

Resolved that

- i. Clerk to circulate quotes for wall and fence lights for approval.
- ii. Clerk to confirm date for the Christmas Tree to be erected in Charlie's Corner.
- iii. Clerk to inform Wylam Churches of the Christmas event 2025.

13. Footpaths update

Residents had reported issues with the footpath on Cherry Tree Lane and the footpath adjacent to the Falcon Centre. The Parish Council is in discussion with NCC about the resurfacing of the Cherry Tree Lane footpath. Councillor H Waddell offered grant funding to support the resurfacing costs. The Falcon Centre footpath will be discussed when further information has been received by NCC.

Resolved that

- i. Clerk to confirm level of grant for Cherry Tree Lane with Councillor H Waddell.
- ii. Clerk to confirm available funding for Cherry Tree Lane with NCC.
- iii. Clerk to add Falcon Centre footpath to January agenda.

14. Wylam Community Flood/Resilience Planning

The Community Flood Group volunteers had no issues to report. No meeting of the Flood Group has taken place. Environment Agency training is to be organised for volunteers. The Clerk had attended a Resilience Planning Forum with the Chair of Wylam Institute. A further discussion would take place outlining the roles and actions for the Parish Council and the Institute to deliver a Resilience Hub for the residents of Wylam.

Resolved that

- i. C Percy to contact C Hall, Environment Agency to confirm dates of training for Wylam Community Flood Group volunteers.
- ii. Clerk to meet with the Chair of Wylam Institute.

15. Hagg Bank Play

15.1 Play Equipment Funding Update

Funding had been received from Councillor H Waddell to purchase the equipment chosen by residents. The Parish Council funded the balance. The Parish Council thanks Councillor H Waddell for her support.

15.2 Installation of Play Equipment

Date for installation is to be confirmed. Photographs of the new equipment would be organised.

15.3 Hagg Bank Defibrillator

Signed: Date:
Chair of Meeting

Members discussed the request for a defibrillator at Hagg Bank. Advice would be taken from Fire and Rescue and the NCC River Safety Team. The item would be discussed when further information was available.

Resolved that

- i. Clerk to organise photographs of Councillor Waddell, Councillors and village groups at Hagg Bank Play Area.
- ii. Clerk to ask Fire and Rescue for advice on installation of a defibrillator at Hagg Bank.

16. Traffic Calming on Main Road

Members had received the options available for traffic calming on Main Road following the successful LTP submission for 2023/24. The proposed options had been presented to the Parish Council by NCC. The Parish Council had rejected the proposed option for the area outside the Spar due to its impact on resident driveways and loss of parking spaces outside the Spar. Three possible schemes had been presented for Main Road near the Fox & Hounds. The Parish Council had favoured the proposal for a Zebra Crossing from the Fox and Hounds to the Playing Fields. Members agreed all three options should be shared with residents of Wylam to allow feedback to NCC.

Resolved that

- i. Clerk to share traffic calming options on website and social media.
- ii. Clerk to collate responses for review by the Parish Council and NCC.

17. Northumberland Guide

Members had received information relating to advertising Wylam Railway Museum in the Northumberland Guide. Members agreed that this was a good idea.

Resolved that

- i. Members to agree content of advert for Northumberland Guide.
- ii. Clerk to confirm deadline with Northumberland Guide.

18. Fallen Soldier at the War Memorial

Members discussed the replacement of the fallen soldier at the War Memorial. It was agreed that it would not be replaced.

Resolved that

- i. Clerk to update residents of decision.
- ii. Clerk to arrange removal of remaining metal stand.

19. Neighbourhood Plan Update

The role of Chair of the Neighbourhood Plan Steering Group was discussed. Councillor Carney remains as Chair. The delivery of the questionnaire was almost complete. Several residents have volunteered to assist in the analysis of data from the questionnaire. The funding application with Locality is being progressed. Councillor surgeries had commenced. Questions raised with Councillors would be sent to the Clerk for progression and response. Progress is continuing on the identification of the Non-Designated Heritage Assets, Green Spaces. Councillor Carney and Councillor Percy would take responsibility for Community Assets.

Resolved that

- i. Clerk to arrange delivery of questionnaires to remaining streets.
- ii. Clerk to progress funding application with NCC Neighbourhood Planning Officer.
- iii. Councillors to forward resident questions to Clerk.
- iv. Councillor Carney and Councillor Percy to prepare a list of Community Assets.

20. Social Media Policy

Members had received the draft Social Media Policy. The Policy was discussed.

Signed: Date:
Chair of Meeting

Resolved that

- i. The Social Media Policy be approved.

21. Finance

Members reviewed receipts and payments, the budget update to October 2024 and bank reconciliations to October 2024. The grant application from Wylam Community Orchard was discussed. The grant application from the Falcon Centre Action Group had been reviewed by the Finance Committee, members agreed that the grant application should not be supported due to lack of clarity from NCC regarding the future of the Falcon Centre. The Budget Outturn for 2024/25 and the draft Budget Forecast for 2025/26 were discussed. Members agreed with the suggestions of the Clerk. The budget would be discussed and confirmed at the Parish Council's January meeting ahead of submission of the Precept demand to NCC. Members agreed that Councillor Thomas would become a member of the Finance Committee. Quotations received were reviewed and approved with the exception of the quotation from Rialtas for Cloud-based software. On the Clerk's recommendation, this was not approved.

The Clerk left the meeting during discussion of her recent Appraisal. The Chair, Councillor Carney, gave a brief summary of the conclusions of the Appraisal and proposed that, in recognition of the Clerk's excellent performance during the past year and the qualifications she had obtained (ILCA, FILCA) a salary increment of one NALC Scale Point should be awarded as from 1st December 2024. *The Clerk then returned to the meeting.*

Resolved that

- i. The payments detailed in document G be approved.
- ii. The Budget Update to October 2024 be received.
- iii. The Bank reconciliations to October 2024 be received.
- iv. The quotations contained in Document J be approved.
- v. Clerk to inform grant applicants of outcomes.
- vi. Clerk to add Budget Outturn 2024/25 and Budget Forecast for 2025/26 to the January agenda.
- vii. The Local Government Association pay award for 2025/26 was approved.
- viii. The Clerk's salary to be increased by one NALC Scale Point from Point 17 to Point 18 from 1st December 2024.

22. Correspondence

Correspondence received was reviewed.

Resolved that

- i. The report at Document N be received.
- ii. The correspondence received since the last meeting be noted and actioned where appropriate.

23. Planning Matters

Information on Planning matters was received.

Resolved that

- i. The report at Document O 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).

Signed: Date:
Chair of Meeting

24. Riverside Land

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

25. Ovingham Joint Burial Committee update

A full update would be provided following the next meeting of the Ovingham Joint Burial Committee on 10th December 2024.

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

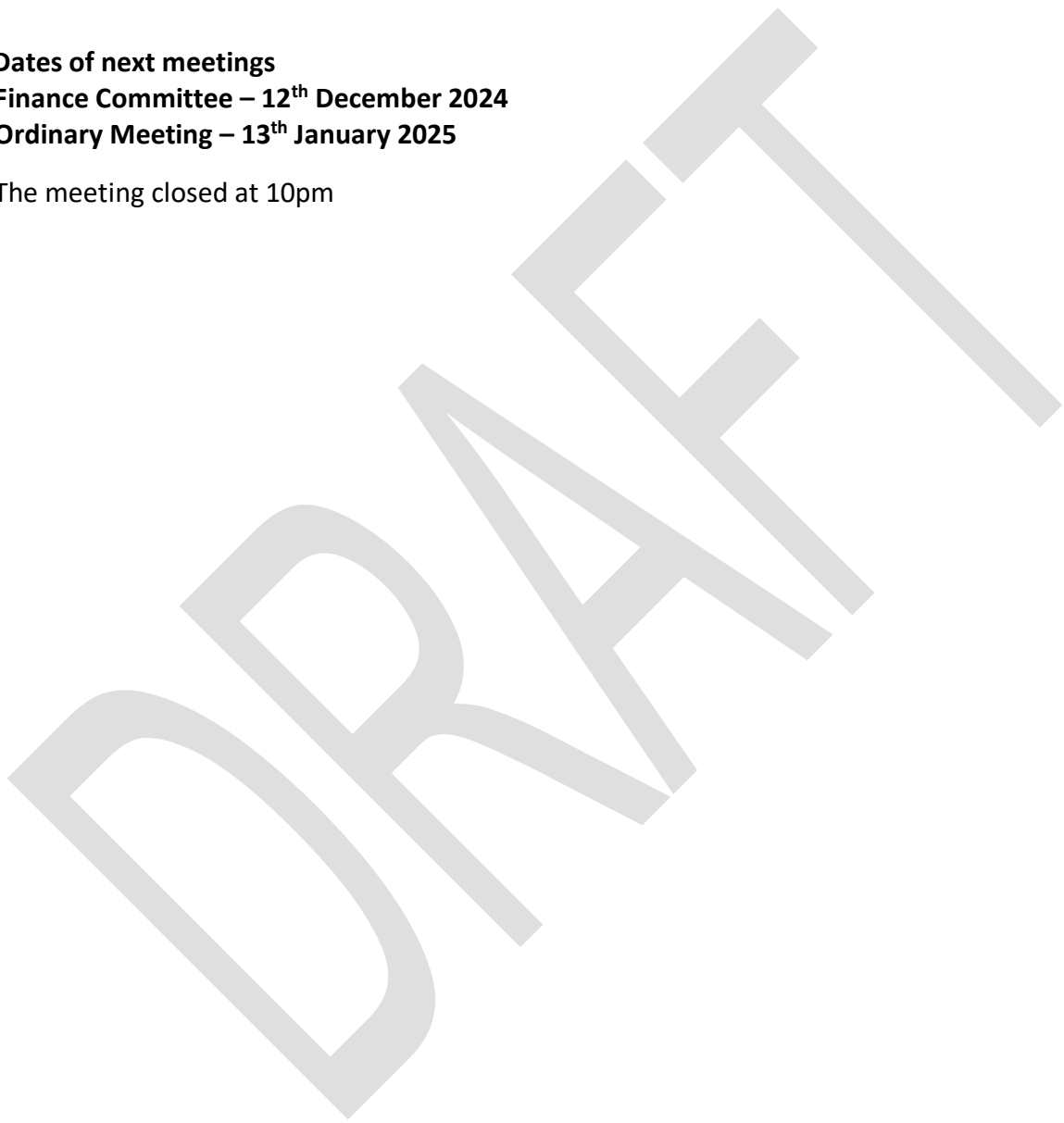
No items noted.

27. Dates of next meetings

Finance Committee – 12th December 2024

Ordinary Meeting – 13th January 2025

The meeting closed at 10pm



Signed: Date:
Chair of Meeting