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**MINUTES OF THE MEETING OF WYLAM PARISH COUNCIL  
HELD ON 8<sup>th</sup> SEPTEMBER 2025**

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**Present:** Councillors A Armstrong, D Carney (Chair), L O'Donnell and N Stromsoy.

**Also present:** T Wood (Parish Clerk).

**Questions from Members of the Public.**

No members of the public were present.

**Report from County Councillor L O'Donnell.**

The Clerk had circulated the report from County Councillor O'Donnell (document A). County Councillor O'Donnell reported that the work that had taken place to repair the pavements on the Dene Estate and the Orchard. Members noted that the pavements on Church Road and Woodcroft Road were also in a poor state, which would be followed up with NCC by the Clerk. Discussions regarding footpath drainage on Dene Road and Cherry Tree Lane are ongoing. Discussions have taken place to improve the bus timetabling within Wylam. Councillor O'Donnell had held a surgery in Wylam which had been attended by 5 residents. A further surgery will be organised for the end of September.

**1. Apologies for Absence**

Councillors C Percy and C Thomas

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

None declared.

**3. Minutes of the Neighbourhood Plan Steering Group Meeting held on 10<sup>th</sup> July 2025**

**Resolved** that

- i. The Minutes of the Neighbourhood Plan Steering Group Meeting held on 10<sup>th</sup> July 2025 be confirmed as a correct record and signed by the Chair.

**4. Minutes of the Parish Council Meeting held on 14<sup>th</sup> July 2025**

**Resolved** that

- i. The Minutes of the Parish Council Meeting held on 14<sup>th</sup> July 2025 be confirmed as a correct record and signed by the Chair.

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

## 5. Clerk's Report

The Clerk's Report had been circulated to Members. The document was discussed. Members discussed the cleaning of the War Memorial. The Clerk had completed a pre-application for funding from the War Memorial Trust, which had been successful. Members agreed a full application for funds should be submitted.

**Resolved** that

- i. The Clerk's report be received.
- ii. The Clerk to submit an application for funding to the War Memorial Trust.
- iii. Clerk to circulate actions arising from the meeting.

## 6. Neighbourhood Plan Update

Members noted the outcomes of the NHPSG Meeting held on 10<sup>th</sup> July 2025. Members had received the latest draft of the Master Plan for the Falcon Centre site which would be discussed at the Neighbourhood Plan Steering Group meeting on 25<sup>th</sup> September 2025. Members discussed whether the Parish Council could alter the Master Plan. A meeting with NCC about the Falcon Centre Site is yet to be confirmed.

**Resolved** that

- i. Clerk to confirm whether the Parish Council can alter the Master Plan.
- ii. Members to review the Master Plan ahead of the NHPSG meeting on 25<sup>th</sup> September.

## 7. Terms of Reference for Heritage Committee

The Clerk had circulated the draft Terms of Reference for the Heritage Committee. Members discussed the frequency of the meetings which would take place every two months, as per the timetable agreed at the Annual Meeting. Members agreed that only councillors and Committee members formally appointed by the Parish Council shall have voting rights. The name of the Railway Museum was discussed with a proposal to change this to the Wylam Heritage Museum.

**Resolved** that

- i. The Terms of Reference for the Heritage Committee be approved pending the changes discussed.
- ii. Clerk to update the Terms of Reference with suggested changes.
- iii. Clerk to circulate the dates of the Heritage Committee Meetings.
- iv. Clerk to add the name change proposal to the Heritage Committee agenda.

## 8. Terms of Reference for the Nature Reserve and Green Spaces Committee

The Clerk had circulated the draft Terms of Reference for the Nature Reserve and Green Spaces Committee. Members confirmed that the meetings would take place every two months, as per the timetable agreed at the Annual Meeting. Members agreed the voting rights should be the same as for the Heritage Committee TOR. Members discussed the need for an updated Tree Policy.

**Resolved** that

- i. The Terms of Reference for the Nature Reserve and Green Spaces Committee be approved pending the changes discussed.
- ii. Clerk to update the Terms of Reference with suggested changes.
- iii. Clerk to circulate the dates of meetings of the Nature Reserve and Green Spaces Committee.
- iv. Clerk to add review of the Tree Policy to the Nature Reserve and Green Spaces Committee agenda.
- v.

## 9. Northumberland County Council – Call for Sites

Members had previously discussed the Northumberland County Council Call for Sites on a Teams call with Mark Harrison, Neighbourhood Plan Officer, NCC. Members agreed not to submit sites for the consultation, but the Falcon Centre site would be highlighted, outlining the community aspect of the site, the Library and the Railway Museum and the site is under consideration as part of the Neighbourhood Plan.

**Resolved** that

- i. Clerk to draft the response to the Call for Sites.
- ii. Clerk to submit response by the deadline of 30<sup>th</sup> September 2025.

## 10. Rail 200 Event

The Rail 200 Event which was scheduled for 20<sup>th</sup> September 2025, has been rescheduled. The sculpture to celebrate Rail 200 which was commissioned by Wylam Parish Council and the Tyne Valley Rail Community Partnership, can no longer be located on the platform. Alternative sites are currently under discussion, these are:

- Hexham-bound side of the station next to the Station House.
- Newcastle-bound side of the station in the Station car park.
- Old Station car park.

Members expressed a preference for the sculpture to be placed in the Old Station Car Park. The celebration for Rail 200 runs until March 2026 and it is expected that the sculpture will be in place, to allow an event to take place during the Rail 200 celebration period.

**Resolved** that

- i. Clerk to inform Wylam Winter Tales and Tyne Valley Community Rail Partnership of the Parish Council's preferred location for the sculpture.
- ii. Clerk to add item to a future agenda when an update is available.

## 11. Wylam Parish Council Tree Tender

The Clerk had circulated a draft tree tender. Members discussed the document and agreed that the tender should include a price for 'one-off' work and a day rate.

**Resolved** that

- i. The tree tender be approved following the addition of prices for unexpected items not included in the tree tender schedule of work.
- ii. Clerk to confirm deadlines for the tree tender process.
- iii. Clerk to publicise the tree tender in the Hexham Courant and on social media.

## 12. Hedley Road Play Area Proposal

The Clerk had circulated information about Karbon Homes' proposal for the transfer of ownership of Hedley Road Play Area to Wylam Parish Council. Members discussed the cost implications for the additional grass cutting services which are provided by Northumberland County Council. Members discussed the use of the land classified by Karbon Homes as development and the timetable for the management of the brambles.

**Resolved** that

- i. The transfer of Hedley Road Play Area to the Parish Council be approved pending confirmation of the terms of the transfer (specifically, the meaning of 'development') and cost of grass cutting.
- ii. Clerk to clarify information with Karbon Homes.

## 13. Finance

Members reviewed the receipts and payments, the Budget update and bank reconciliations to 31<sup>st</sup> July 2025.

**Resolved that**

- i. The payments detailed in document G be approved.
- ii. The Budget update to 31<sup>st</sup> July 2025 detailed in document H be approved.
- iii. The Bank reconciliations to 31<sup>st</sup> July 2025 detailed in document I be approved.
- iv. The grant allocations detailed in document J be approved.
- v. The appointment of Scotch Coulthard Bookkeeping Services as the Internal Auditor for 2025/2026 detailed in document K be approved.

**14. Planning Matters**

The planning notifications received were noted.

**Resolved that**

- i. The report at document L be received.  
25/02357/FUL – No comment  
25/02313/FUL – No comment  
25/02632/LBC – No comment  
25/01760/FUL – Granted  
25/02357/FUL – Granted

**15. Correspondence**

Correspondence received was reviewed.

**Resolved that**

- i. The report detailed at document M 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).**

<b>16.</b>	<b>Quotations Received</b> Members reviewed the quotations received detailed in document N. <b>Resolved that</b> <ul style="list-style-type: none"> <li>i. The quotation for the removal of the Cherry Tree be approved.</li> <li>ii. The quotation for the work to be completed at The Orchard behind Thomas Close be approved.</li> <li>iii. The quotation for the removal of 2 Ash Trees at The Orchard behind Thomas Close be approved.</li> </ul>
<b>17.</b>	<b>Clerk Job Description</b> Members reviewed the information detailed in document O. <b>Resolved that</b> <ul style="list-style-type: none"> <li>i. The updated job description of the Clerk be approved.</li> <li>ii. The back pay due to the Clerk be approved pending approval by the Internal Auditor.</li> <li>iii. The salary of the Clerk be increased to LC2 point 29 from 1<sup>st</sup> October 2025.</li> </ul>
<b>18.</b>	<b>Appraisal of the Clerk</b> Members discussed the appraisal of the Clerk. <b>Resolved that</b> <ul style="list-style-type: none"> <li>i. The outcomes of the Appraisal be noted.</li> <li>ii. The Clerk be congratulated on her excellent work throughout the year.</li> </ul>

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

	iii. The Clerk's challenging workload be noted; members to assist the Clerk with this workload where possible.
<b>21.</b>	<b>Minor items for the agenda of a future meeting</b> Items noted throughout the meeting. N Stromsoy requested that the setting up of a Befriending initiative be considered at the October meeting of the Parish Council.
<b>22.</b>	<b>Dates of the next meeting</b> Wylam Parish Council Ordinary Meeting – Monday 13 <sup>th</sup> October 2025
	The meeting closed at 9.15pm

DRAFT

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