

MINUTES OF MEETING OF CRASTER PARISH COUNCIL
Wednesday 21st March 2018

**Councillors Present Chair: Ann
Fettis**

**Parish Council members: Margaret Brooks, Elizabeth Pearson, Martin Smith, Henry Cummins
and Rosie Robson. In Attendance: 14 members of the public**

Clerk: Adam Shanley

In opening the meeting, the Clerk advised members of the public that this meeting was an adjourned meeting from the meeting which was due to take place on Thursday 15th March but which was subsequently cancelled owing to a power cut across the Parish. The Clerk did advise that, whilst the meeting was an adjourned meeting, the Parish Council would be following the same Agenda as for the 15th March meeting.

Questions from members of the public: one question was raised by a member of the public about the leaflet drop which the Parish Council organises to each house in the Parish to notify them of the date and time of the Parish Council meetings. Unfortunately, the member of the public did not receive the most recent leaflet where other residents did. The Parishioner asked why this was the case. Cllr Ann Fettis apologised to the member of the public that his property had been missed but did state that the leaflet drop was over and above the statutory requirements of the Parish Council to advertise meetings and this was something which the Parish Council did as an extra push to engage with the public and encourage attendance at meetings. Cllr Fettis did advise that more care would be taken in future should another leaflet drop take place to ensure all residents received notification.

Another query was raised by the same member of the public about another leaflet that had been delivered to one part of the Parish but not to his household again. The Parishioner acknowledged that the Clerk had written to his wife advising that this was actually something organised by County Councillor Wendy Pattison and was in fact nothing to do with the County Council.

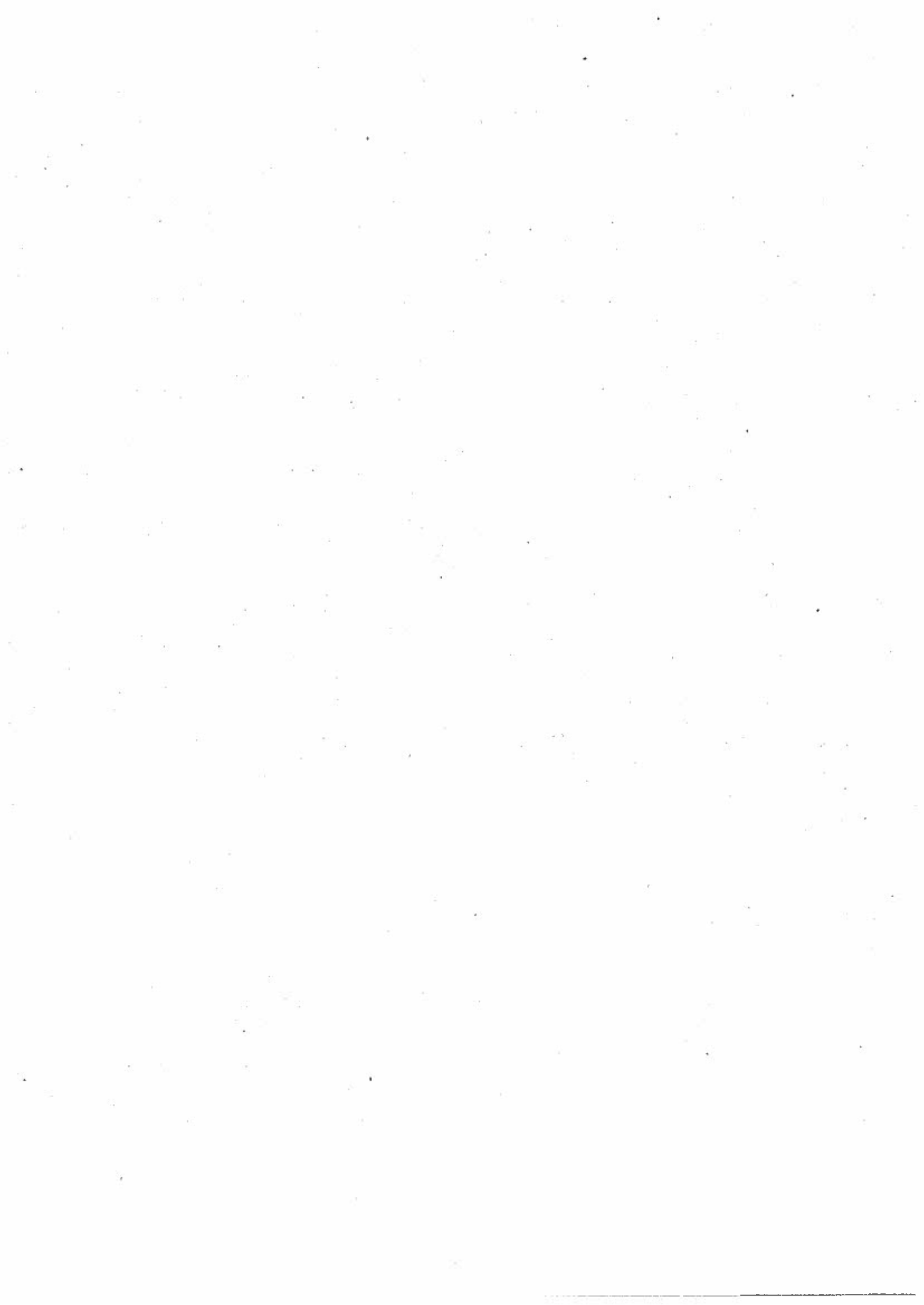
The Parishioner also asked if the Parish Council could look urgently at the state of the bins in the Parish, advising that his wife had carried out an audit of the condition of the bins and had passed this on to the Parish Council. The Chair advised that this issue was very much on the Council's radar and was an item under discussion for this meeting. Cllr Martin Smith had carried out an audit into the condition of the bins and the bus shelters and would be looking at costs for repairing these and would report back to the Council on this.

Another query was raised from another member of the public in relation to planning application 18/00520/FUL, asking if the Council would be reconsidering their response to the application given the material change made to the original application. The Clerk advised that he would check the status of this application as had not received notification of a material change to the application. The Clerk advised that if no material change had been made to the application, the Council would not be able to amend their response.

2361 Declaration of interests

None declared

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2362 Apologies for absence

Apologies were received from Cllrs Bryn Owen and Mark Green as well as County Councillor Wendy Pattison.

2363 Confirmation of the Minutes for the Meeting of 22nd February 2018 The Minutes of the Parish Council Meeting held on 22nd February 2018 were unanimously accepted as an accurate record by all Councillors present, however a member of the public asked for an amendment to the Minutes in relation to discussions which took place around planning application 18/00520/FUL at the February meeting. The Clerk asked for the member of the public to write to him with the requested amends and promised that this would be reflected in the Minutes.

2364 Matters Arising

The Clerk did advise that the Chair was obligated to sign her acceptance of office form following her election as Chair at the February meeting. This Cllr Fettis did at the meeting. The Clerk also advised that he had received further clarification from NCC following February's meeting in relation to the cost of a potential by-election to the Parish. NCC had confirmed that should both vacancies be contested at an election, the cost to the Parish Council would be approximately £2,000.

2365 Presentation by Mr Gordon Allan re: Being Active Matters.

The Chair did advise that although the meeting on 15th February had to be adjourned, the Council did hear a presentation from Mr Gordon Allan about the new Being Active Matters scheme he was leading on. The purpose of the scheme is to improve mental health wellbeing and Craster is one of the target areas for the scheme. Cllr Ann Fettis thanked Mr Allan for attending the meeting on 15th March and said that he gave a very interesting presentation and the cause was very worthwhile indeed.

2366 Advertising of Casual Vacancies

The Clerk provided an update to the Council on the advertising of the two casual vacancies which have come about on the Parish Council. To date, no 10 electors had written to the elections office at NCC requesting a by-election in the Parish for the vacancies and therefore the Council was asked to consider co-opting an interested member of the Parish. The Clerk advised that the Council would advertise the two vacancies and any interested parties would need to write directly to the Clerk within 21 days of the notices appearing. If more members of the public came forward to stand for the Parish Council than there were vacancies, the Clerk advised that the Council would therefore be obligated to elect their preferred members to the Parish Council themselves.

2367 Financial Matters

- a. **Bank Balance** – £17,510.99 at 10/03/2018
- b. **Received since 18/01/2018**
None
- c. **Spent since 22/02/2018**
Clerk wages & expenses (Jan-Feb 2018) - £240.00

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PAYE (Jan-Feb 2018) £60.00

Craster Community Trust - £40.00 for the hire of the hall d.

Cheques required

Clerk wages & expenses (Feb-March 2018) - £216.00

PAYE (Feb-March 2018) £54.00

KW Purvis - £2,862.00 – amount due for works on LEADER project.

2368 County Councillor report

The Clerk advised that this report had been circulated to members of the Parish Council ahead of the meeting and any queries relating to the report should be directed to County Councillor Wendy Pattison in her absence.

2369 Feedback from County Councillor Pattison's Joint Parish Chair meeting on 9th March

Cllr Ann Fettis, who attended the meeting as Chair, along with Cllr Bryn Owen, provided a written report to the Council on this meeting. This was the second meeting of Wendy's 9 Parishes held at Thrunton Trout Fishery and was an informal get together of Parish chairs to provide an opportunity to network and share issues / ideas and good practice.

Graham Bucknall, NCC Head of Highways and Bob Hodgson Head of Neighbourhood Services also attended and both provided an overview of their respective responsibilities and areas of expertise. Graham provided some hard copy info regarding Highway Maintenance, area maps etc..Cllr Fettis advised that this provides a useful overview of services within Graham's area and helpful info regarding how to report potholes and areas of the highway which need attention. Good to be used as reference document. Cllr Fettis advised that this was a lively and interactive discussion which she personally found really useful and interesting and both were very honest and open in their responses leaving no doubt it's a daily struggle to meet the demand of keeping our Highways and services up to standard (or not if resources don't allow).

Cllr Fettis advised that the rest of the evening was spent chatting about issues in the 9 Parishes and sharing experiences on various subjects from how we coped with the recent bad weather to planning concerns and ended with a lively debate on the advantages and disadvantages of a Parish Council Facebook page.

2370 Erection of a Communication Mast by Arquiva

Cllr Ann Fettis advised that Arquiva, a British telecommunications company which provides infrastructure and broadcast transmission facilities in the United Kingdom and the Republic of Ireland, had submitted an application to erect a communication mast as part of a national Government rollout of smart meters.

Cllr Fettis advised that she had spoken to Damian Hosker who is the named contact for this application and asked if the mast could be used for mobile phones as well as Smart Meters. He advised this was not possible as this roll out is specifically for meters.

Report on the planning portal details the various other sites considered to position the mast in Craster and states the reasons why they were found to be unsuitable.

Cllr Fettis advised that if residents do object to the mast, the best that could be considered would be to lower it however the engineer will have positioned it to ensure the strongest signal is achieved therefore it would be counterproductive to reduce the height. Cllr Fettis advised The AONB have been consulted and Embleton's mast is already in place. There were some questions about the possible alternatives to the site of the mast and the Clerk did

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advise that he would write directly to Arquiva to ask about possible other sites that may have been considered.

2371 Embleton Joint Burial Committee (EJBC) In Cllr Owen's absence, Cllr Elizabeth Pearson provided a verbal update on recent events on the EJBC. Cllr Pearson advised that the Committee were still awaiting receipt of their grant from CAN (Community Action Northumberland) to renovate the cemetery house. Cllr Pearson stated that she was hopeful that this would be paid soon and would keep the Council posted on this.

Cllr Pearson also advised that the committee had selected Stableyard Landscapes as their cemetery contractor to carry out the grass cutting and that Mr and Mrs Bridgeman had donated a seat for the cemetery too.

2372 Planning matters.

18/00100/FUL - Construction of a two storey side extension with balcony to first floor and alterations to windows | 39 Dunstanburgh Road Craster NE66 3TT – the Clerk reported that this application had been permitted.

18/00520/FUL - Erection of two dwelling houses with underground garages. | Land To North Of Heugh View Dunstan Village Dunstan Northumberland. Though a discussion about this application came up in public question time and this was discussed at length with local residents, the Clerk reported that this application was still pending a decision.

2373 Northumberland Local Plan and "Call for Sites"

Cllr Ann Fettes provided a report to Full Council on this issue. She advised that Northumberland County Council was preparing a new Local Plan for the County, covering the period 2016 to 2036. The Plan would allocate a range of sites for development to meet the requirements for future growth.

To support this work, the County Council was inviting landowners, developers, agents, local residents and other interested parties to submit for consideration details of sites that you think may have potential for future development. Site(s) that may be appropriate for allocation of land-uses will be considered:

Anyone wishing to put sites forward, would need to complete a separate form for each site that you wish to put forward for consideration.

The Clerk advised that an OS-scaled site map clearly showing the location and boundaries of the site being proposed must be submitted with each completed form.

The Clerk did advise those present that whilst the deadline for submissions was the 12th March 2018, any sites submitted after this date would also be considered

The Council were asked to consider which sites they may wish to put forward for potential development, however there was some concern expressed from members of the public present about encroachment on to their existing land and the rights of landowners.

2374 Bins and Bus Shelter Maintenance

The Chair thanked both Cllr Smith and Mrs Marion Gallon for the work they had done to ensure an informed decision by the Council. The Council considered the audits carried out along with supplementary evidence of where the bins needed to be repaired or replaced. It

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was agreed that Cllr Smith should investigate the costs for this work and report back to the next Council meeting.

2375 Review of Standing Orders

Cllrs Smith, Robson and Fettis reported back on their review of the standing orders and it was agreed that the final amends would be formally adopted at the next Full Parish Council meeting.

2376 LEADER grant update

The Clerk advised that the submission date for the LEADER grant had to be postponed until mid-April following delays with contractors and other criteria as part of LEADER's requirements.

It was agreed that both Cllrs Robson and Smith would meet to decide on the location of the signs. The point was also raised that, as a stage 2 of the project, work should also be carried out to get rid of existing redundant signs from the harbour. The Clerk advised that this would take quite some time to achieve with the need to involve both residents and the highways department of NCC.

It was also agreed that Cllr Robson would approach the commercial outlets (Mick Oxley, Jolly, Shoreline, Smokehouse, Seafood Restaurant, Cottage, Stable yard) who will be advertised on the map and who have all agreed to pay the £100 for each insert and this is necessary to keep the project within the sum approved by the Council.

The Clerk also advised that he was continuing to chase the lease from the solicitor and the confirmation of a Right of Way from NCC.

2377 Snow plough for the Parish

The Clerk advised that he had carried out some investigation following the recent weather conditions caused by the "Beast from the East" re: snow clearance in Northumberland and had been advised that the County Council has, following a competitive procurement exercise several years ago, entered into contractual arrangements with a large number of agricultural and plant operators to undertake specific activities to help supplement our own winter services teams. These contractors are managed by the Council and called in to support our winter service activities based on our assessment of weather forecasts and priorities and these arrangements proved invaluable during the recent 'Beast from the East' severe weather event. The Clerk reported that it is intended that these contractual arrangements will be refreshed in the spring of 2019 through a tendering exercise and new arrangements in place for the 2019/20 winter period.

During the recent severe weather a lot of farmers undertook snow clearance activity from local roads around their farms as a 'self-help' activity and in support of their neighbours and local community. This voluntary activity was much appreciated by the Council and local communities and highlights the great community spirit that exists in Northumberland.

2378 NEED Ltd minibus service

The Clerk reminded the Parish Council that, on 6th February this year, NEED Ltd and Northumberland County Council approved a pilot scheme running a mini-bus service taking people to Alnwick for shopping and back to their homes.

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The scheme was originally due to run for four weeks each Friday commencing on Friday 16.02.18 and taking in the Craster Parish.

The Clerk reported that correspondence has been received from Cllr Adrian Hinchcliffe to advise that the Pilot has been extended. At present, it is not clear for how long this has been extended however, Adrian is intending to update us on this ASAP.

Friday 9th March was the best of the Pilot weeks with four people from Boulmer on the bus. So far, there have been no takers from Longhoughton, Howick or Craster.

The Council were asked to consider this report and to consider how to encourage usage of this scheme from the Parish and the best way to publicise this in light of the Pilot extension.

2379 Transparency Fund update

The Clerk reported that Cllr Mark Green's submission for Transparency Grant funding had been successful and funds were paid to the Council accordingly. In Cllr Green's absence, the Council decided to defer any updates to the next meeting.

2380 Craster Community Trust

The Chair, also currently our representative on the Community Trust, reported that the meeting of the Community Trust had been cancelled due to severe weather conditions and that there would be a further report to the next Full Parish Council meeting.

2381 Consideration of CCT and HR representatives for the Parish Council

Following the election of Cllr Fettis as Chair of the Parish Council, it was felt that other Councillors should be invited to pick up the work involved in the roles of CCT rep and the HR rep for the Council.

It was agreed that Cllr Rosie Robson would become the Parish Council's CCT representative and that Cllr Henry Cummins would take on the role of the Council's HR representative.

2382 Community Governance Review

The Clerk reported that correspondence had been received from Northumberland County Council in relation to a Community Governance review. Longhoughton Parish Council has requested that a community governance review be carried out with a view to amending the boundary between their Parish and that of Craster.

The Clerk advised that the the consultation process will get under way on 15 March 2018 and residents of Longhoughton and Craster Parishes will have the opportunity to make their views known. The occupiers of the properties directly affected by the proposal will be contacted individually. NCC also provided some posters and it was agreed that the Council should put these up in the noticeboards around the Parish.

2383 Correspondence received

Correspondence received from Marion Gallon as to the state of the bins. Marion asked if the Parish Council could urgently look into replacing these.

Correspondence received from Sharon Spurling, CEO of Carers Northumberland to raise awareness and identify unpaid carers in the Community. Report circulated.

Correspondence received from Cllr Wendy Pattison asking the Council to consider inviting the Conservation Officer along to the next Parish Council meeting for a presentation and vote

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on this – it was agreed that the Clerk should invite the Conservation Officer along to the next Parish Council meeting.

2384 Parish Council Administration

An update was provided from the Parish Clerk on new General Data Protection Regulations. The Clerk reported that the national NALC have produced a toolkit for Local Councils to assist with implementing the General Data Protection Regulations (GDPR), which come into effect from 25th May 2018.

The toolkit is available on the Members area of the national NALC's website but has also been circulated to Councillors.

Northumberland NALC are arranging some workshops in the near future to assist local Councils with the implementation of these new procedures.

There is a need for all public authorities to have an independent data protection officer (DPO).

The national NALC and others are lobbying hard to try to ensure that the Data Protection Bill going through Parliament adopts a proportionate approach to this issue.

Although the toolkit casts some doubt on whether a clerk can also be the DPO, this reflected the position earlier this month. The Govt have indicated sympathy for the position of Local Councils and there is some optimism that the Bill will be amended to allow clerks (or some of them) to be the DPO.

Because of this uncertainty around the DPO, NALC has suggested that Councils do not appointment a DPO at this stage.

The other work in the toolkit should be commenced, especially the data audit.

The Clerk reported that there will be more information available in the near future, especially as the Information Commissioner's Office have promised to provide guidance for our sector.

2385 Date and time of Annual Parish Meeting

It was decided that the Annual Parish Meeting should be held at the Memorial Hall at 18:30pm on Wednesday 9th May. The Clerk advised that he would book the Hall for this date and time.

2386 Items for next Agenda

The Clerk asked that Cllrs put in their requests for Agenda items and provide all necessary reports to go with each item as promptly as possible to ensure a timely publication of the Agenda.

2412 Date and Time of Next Meeting

The next meeting of the Council is to be held at 7.00pm on 19th April 2018.

Open to Public & Press

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