

MINUTES OF MEETING OF CRASTER PARISH COUNCIL
Thursday 22nd February 2018

Councillors Present

Chair: Bryn Owen,

Parish Council members: Elizabeth Pearson, Mark Green, Martin Smith, Henry Cummins, Ann Fettis and Rosie Robson. **In Attendance:** NCC Councillor Wendy Pattison and 11 members of the public

Clerk: Adam Shanley

2388 Declaration of interests

Cllr Bryn Owen declared an interest in planning application 18/00520/FUL – the erection of two dwelling houses with underground garages. | Land To North Of Heugh View Dunstan Village Dunstan Northumberland. This was a personal interest and Cllr Owen did not partake in the discussions about this application.

2389 Apologies for absence

Apologies were received from Cllr Margaret Brooks

2390 Confirmation of the Minutes for the Meeting of 16th November 2017

The Minutes of the Parish Council Meeting held on 18th January 2018 were unanimously accepted as an accurate record by all Councillors present.

Proposer: Cllr Ann Fettis

Seconder: Cllr Mark

Green The Chair signed the Minutes.

2391 Matters Arising

The Clerk provided the Council with a verbal update on the Listing of Bottom Yard as a Community Asset, advising that the application had been removed from consideration from Northumberland County Council as this had been rejected by the Full Council and at the Full Parish meeting.

The Clerk also thanked those Councillors who had responded to NALC's second home survey – the Council's response was formally submitted to NLAC at the beginning of February.

- 2392 Election of Chair and Vice-Chair** – Cllr Bryn Owen advised the Council that he intended to step down from his position as Chair of the Parish Council and Councillors were asked to consider nominations for the role of Chair of the Council. Cllr Henry Cummins proposed that Cllr Ann Fettis stand as Chair of the Council and this proposal was seconded by Cllr Rosie Robson. Cllr Ann Fettis was duly elected Chair of the Council. Cllr Martin Smith confirmed he would like to continue as Vice Chair of the Council.
- The Clerk did advise that ordinarily the Chair and Vice Chair were elected at the Annual Meeting of the Parish and that these positions would therefore come up for re-election at the Annual Meeting in May.

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2393 Advertising of Casual Vacancies – report from Clerk provided. The Clerk advised that there was a need to advertise the vacancy on the Parish Council following the resignation of Cllr Alan Punton. The Clerk also advised the Council may wish to consider advertising the casual vacancy which came about due to a failure to accept office. The Council agreed to advertise the vacancies in Noticeboards accordingly and the Clerk reported that NCC elections office would be duly notified.

2394 Financial matters

a. **Bank Balance** – £17,850.99 at 18/02/2018

b. **Received since 18/01/2018**

None

c. **Spent since 18/01/2018**

Clerk wages & expenses (Nov-Dec) - £224.00

PAYE (Aug 2017) £56.00

The Noticeboard Company - £585.60 – the Clerk reported that this was for the cost of the new noticeboards.

G. Youll and Son - £1,182.00 – the Clerk reported that this was for the cost of the bridge and other works to the said contractor for the work on the LEADER project. d. **Cheques**

required

Clerk wages & expenses (Dec-Jan 2017) - £240.00

PAYE (Dec-Jan 2017) £60.00

Craster Community Trust - £40.00. The Clerk reported that this cost was for the hire of the hall for Council and

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2395 County Councillor's report – circulated

County Councillor Wendy Pattison provided her report to the Parish. Cllr Pattison advised that she had organised a future meeting of all 9 Parish Council Chairs in her Ward and that this meeting would be an opportunity for the Chairs of Parish Councils to give their views on local matters. The meeting would also be joined by officers from NCC.

Cllr Pattison also reported on the recent NEED scheme which was aimed at taking less mobile members of the community out and about shopping in Alnwick and would be a door to door transport system. This was very much a case of "use it or lose it".

Cllr Pattison also reiterated that she would be willing to put £9,000 towards creating a conservation area for the harbour of Craster if the Parish so wished. It was agreed that a Conservation Officer be invited to the next Full Parish meeting so that residents and Councillors could hear more about the implications/ benefits of having a conservation area in the community. **2396 Parish Clerk – line management**

Verbal update from Cllr Ann Fettis on line management duties and contract of employment for the Clerk. The Clerk signed the contract of employment and was provided with a copy. The Councillors present also took the opportunity to read through the contract. It was agreed that the contract would be circulated to all Councillors.

It was agreed that Cllr Fettis as Chair would assume line manager duties for the Clerk.

2397 Leader Grant – report to Council on current position of Craster Trail project. The Clerk reported that an extension had been granted by NCC's officers for the submission of the grant claim owing to slight delays in some aspects of the Craster Trail project. At present, the claim date had been set back to the end of March 2018. The Clerk advised that he would keep the Council notified of any amendments.

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Cllr Rosie Robson provided an update on the Stone Wall. Some Councillors agreed that they would look to have the stone moved back closer to its original position to allow the fencing contractor to put up the new fence to go in the field. The Clerk reported that the fence is part of the LEADER programme grant, however the stone wall does not apply for the purposes of LEADER or for the submission of the grant claim.

2398 EJBC (Embleton Joint Burial Committee)

Verbal update from Cllr Bryn Owen. Bryn advised that the Burial Committee were still carrying out their works to ensure that the house became an affordable house for a member of the Parish and advised that hopefully this would be completed by the end of the year. Cllr Owen also advised that tenders had been sought by the committee for the grass cutting works.

Cllr Elizabeth Pearson also called on residents to get in touch if they felt they could assist with providing some TLC to that area.

2399 Planning Matters

17/04293/FUL | Proposed erection of two, three bedroom detached residential dwelling. Land South West Of Chapel Row Dunstanburgh Road Craster Northumberland – The Clerk advised that the planning permission for this scheme had been refused on 24th January. The Parish Council submitted an objection to the scheme on 22nd December.

18/00100/FUL | Construction of a two storey side extension with balcony to first floor and alterations to windows | 39 Dunstanburgh Road Craster – The Clerk provided an update on the current position of this application. At present the PC had no comment or objection to make on this planning application. At the time of the meeting, there had been one neighbour objection and the AONB had advised that they could support the application with a reduced extension, retaining the original window size in the front elevation and omitting the balcony.

18/00520/FUL | Erection of two dwelling houses with underground garages. | Land To North Of Hough View Dunstan Village Dunstan Northumberland – A number of residents did come along to the meeting to express their concerns about the scheme and stressed the importance about the occupancy restrictions being placed on the scheme. Whilst the Parish Council could find no planning reason to object to the scheme, the Council did agree to reflect the views of residents in their response to the scheme and state the importance that the applicants accept the occupancy restriction that only permanent occupants could reside at the properties.

Concern was also expressed by residents about the proposed access to the site in relation to safety (narrow single carriageway with no pavement, frequently used by pedestrians and cyclists [National Cycle Route 1], farming traffic and motor homes/caravans), habitat destruction and potential impact on privacy for occupants in the dwellings opposite. In order to maximise safety and minimise disruption, an existing gated entrance, situated on the Dunstan/Craster (two-lane) road was suggested by residents as a more appropriate access point, together with relevant traffic-calming/management measures if deemed necessary.

2400 Consideration of the listing of the Radar station in Craster – report by Cllr Bryn Owen on the listing of the Radar Station. It was agreed that Cllr Owen would look into the listing of the Radar Station. It was also mentioned that the radar station used to be known locally as the “radio location”.

2401 Application for Conservation Area status

It was agreed following the presentation by Cllr Wendy Pattison that the Parish Council should request a presentation by a Conservation Officer from NCC at the Annual Parish

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meeting in May before formally voting on whether or not a Conservation Area should be introduced to Craster.

- 2402 Review of Standing Orders** – the Clerk provided a report to Council, along with a copy of the Council's current Standing Orders. The Clerk advised that the need had arisen for the Council to carry out an annual review of the Standing Orders. It was agreed that a working party including Cllrs Fettis, Robson and Smith should be set up to review the standing orders and a report would be submitted to the next Full Council meeting for the Council to discuss and approve any suggested amendments. Councillors were asked to submit suggestions to the task force.
- 2403 Craster Parish Council website** – see - <https://northumberlandparishes.uk/craster>
- Report from Clerk on current situation. Clerk asked for Councillors to submit headshot photos and a small bio of themselves for updating the website with. To date, three Councillors have submitted this to the Clerk.
- 2404 New notice boards** – verbal update from Cllr Ann Fettis. Cllr Fettis advised that the money had been received from the Parish Council to purchase the new noticeboards which had been actioned. It was reported that the boards the PC had purchased had been delivered and it was agreed that CClr Green would erect them after carry out any necessary remedial work to the woodwork on the Dunstan Bus Shelter.
- 2405 Being Active Matters** – the Clerk provided a report received from Mr Gordon Allan, who had launched a new scheme to promote good mental health. Craster was part of the project area and it was agreed that the Clerk should invite Mr Allan along to the next Parish Council meeting to give a presentation on the scheme.
- 2406 NEED Ltd minibus service** – the Clerk provided an update on the new NEED scheme which is a transport scheme for those who are less mobile in the community and helped them get out and about more. The scheme would transport users to Alnwick for shopping and is a door to door service operating in certain parts of the locale. To date, there had been some take up from the Craster community but Councillors were encouraged to spread the word about the scheme and encourage use of this as it is very much a "use it or lose it" scheme being piloted. The Clerk promised to provide the Council with an update on the subsequent take up of the scheme at the next Parish Council meeting.
- 2407 Broadband connection for the memorial hall** – update on current situation was provided by Cllr Mark Green who advised that he had submitted the Council's application for the transparency fund and he hoped to hear back on this in the next 2-4 weeks and would provide an update to the Council at that stage.
- 2408 Craster Community Trust** – report from Parish Council representative Cllr Ann Fettis was provided to the Council. Cllr Fettis advised that the movie night showing 'Local Hero' at the Memorial Hall hosted by the CCT had been a great success and thanked everyone who came along to support the event and there were requests for ideas about what the next film could be.
- Cllr Fettis also reported that the Burns Night event had been a well attended event with 50-60 people in attendance and that the profit for the event (as of the Sunday morning prior to the Council meeting) was reported as £414.50.
- Cllr Fettis also advised that the CCT's LEADER funding bid for the playground had been successful. Cllr Fettis also advise that she would query with the CCT when they would need the Parish Council to purchase the preagreed equipment for the playground too.
- 2409 Correspondence received**

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Correspondence received from Bill Pringle, Senior Neighbourhood Services Team Leader at NCC advising that the dog bin post at the bottom of South Acres has been snapped and needs replaced. The Clerk reported that the team at NCC had removed the broken post and that residents could use the regular bin for dog mess.

2410 Parish Council Administration – see attached report from Parish Clerk on new General Data Protection Regulations.

The Clerk provided a report on the new Data Protection Regulations coming in later this year. The Clerk reported that these would have a big impact on small local authorities and at present it was not clear what the implications would be or the support that could be provided. The Clerk reported that there would be a need to appoint a Data Protection Officer and as yet it was unclear if this could be an officer from the Council itself i.e. the Clerk or if it would need to be another individual.

The Clerk advised that he would keep the Council informed however there would likely be a need for the Council to fund training on these new laws. Cllrs Smith and Owen both proposed that the Council allow the funds be made available for this training to take place.

The Clerk also reminded Councillors of the importance of having their updated, completed Declaration of Interest Forms back to the Clerk as soon as possible.

2411 Items for Next Agenda

2412 Date and Time of Next Meeting

The next meeting of the Council is to be held at 7.00pm on 15th March 2018.

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